



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: City of Sweet Home

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

Address: 1140 12th Avenue

City: Sweet Home

Zip: 93786

Phone: 541-367-8113

Contact name and title: Laura LaRoque, Planning Services Manager

Contact e-mail address: llaroque@ci.sweet-home.or.us

Grant request amount (in whole dollars): \$30,000.00

Local Contribution (recommended but not required): \$10,000.00

Project Title:

Sweet Home Economic Opportunity Analysis and Implementation Strategy

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

The purpose of this project is to conduct an Economic Opportunities Analysis (EOA) for the City of Sweet Home that is consistent with requirements of statewide planning Goal 9 and the Goal 9 administrative rules (OAR 660 Division 9).

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>0</u>	\$ <u>1,000</u>	\$ <u>1,000</u>
2	\$ <u>2,000</u>	\$ <u>2,000</u>	\$ <u>4,000</u>
3	\$ <u>3,000</u>	\$ <u>2,000</u>	\$ <u>5,000</u>
4	\$ <u>3,000</u>	\$ <u>1,000</u>	\$ <u>4,000</u>
5	\$ <u>9,000</u>	\$ <u>2,000</u>	\$ <u>11,000</u>
6	\$ <u>3,000</u>	\$ <u>1,000</u>	\$ <u>4,000</u>
7	\$ <u>10,000</u>	\$ <u>1,000</u>	\$ <u>11,000</u>
8	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
TOTAL	\$ <u>30,000</u>	\$ <u>10,000</u>	\$ <u>40,000</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 Sweet Home
Community Development Department
1140 12th Avenue
Sweet Home, OR 97386
Phone 541-367-8113
llaroque@ci.sweet-home.or.us

Department of Land Conservation and Development 2015-2017 Technical Assistance Grant Application

Project Description and Work Program

Goals and Objectives

The purpose of this project is to conduct an Economic Opportunities Analysis (EOA) for the City of Sweet Home that is consistent with requirements of statewide planning Goal 9 and the Goal 9 administrative rules (OAR 660 Division 9).

In 2001, the City of Sweet Home contracted with ECONorthwest to prepare an Economic Opportunities Analysis (EOA) for Sweet Home. Since then, economic trends and State policies guiding the completion of EOA's and population forecasting have changed.

In 2008-2012, a financial crisis at the global scale occurred which had ripple effects across the nation including Oregon. The 2001 EOA did not take into account higher than normal unemployment, low levels of bank lending, and a slowdown in economic growth due a Great Recession.

State policies regarding EOA's have also changed since 2001. In 2005, the Land Conservation and Development Commission (LCDC) adopted substantial amendments to OAR 660-009, the administrative rule that implements Statewide Planning Goal 9 (Economy). Most notably, OAR 660-009-0025 requires that cities of 2,500 or more residents identify needed sites that are suitable for a variety of industrial and other employment uses. The rule amendments also clarified definitions of buildable lands for industrial and other employment uses and created a new requirement that cities provide a short term supply of sites (sites that can be made ready for development in one year or less).

Statewide Planning Goal 9 now requires cities to provide an adequate supply of sites of suitable sizes, types, locations, and service levels for a variety of industrial and other employment uses. An adequate land supply provides sites suitable for the 20-year planning period as well as for the short-term to meet development opportunities as they occur. This is necessary to accommodate a varied range of small, medium and large employers, for new and expanding businesses and to ensure land is available for immediate development. The 2001 EOA did not address site suitability.

State policies regarding population forecasting have also changed since 2001. In 2015, LCDC adopted OAR 660-032-0000; 660-032-0010; 660-032-0020; 660-032-0030; and 660-032-0040.

LCDC amended OAR 660-024-0040 and repealed 660-024-0030. The new rules and rule amendments requires a standard population forecasting methodology and forecasting to occur at timely intervals. Population forecasting for group three which includes Linn County is anticipated to occur July 2016. This project is developed to coincide with the population forecasting program and utilize the most accurate and up-to-date population forecasting date available.

Changes to economic trends and state planning policy in Sweet Home suggest that now is an appropriate time to review the City's EOA to determine whether the City has an appropriate range of employment sites (industrial and other) to accommodate expected growth over the 2018 to 2038 period.

Product

The product of this project will be an updated EOA that covers the following six elements;

1. Community Economic Development Vision and Objectives
2. Economic Trends Analysis
3. Site Suitability Analysis (Land Demand)
4. Inventory of Suitable Sites (Land Supply)
5. Assessment of Potential (Reconciliation of Demand and Supply)
6. Implementation Policies and Action Measures

Outcomes

The EOA will serve as the foundation of future economic development planning, programming, and policymaking. Once the review period for the final EOA is finished the plan is anticipated to be adopted and will amend the comprehensive plan economic element (chapter five). By adopting this plan and the amendments, the City will ensure it is in compliance with applicable laws, rules, regulations, plans, and programs. Importantly, the update will also ensure that the Comprehensive Plan reflects current community conditions and values.

Work Program, Timeline, and Payment

The City of Sweet Home will working on partnership will a consultant to complete the following tasks between January 2016 and May 2017.

Task I – Consultant Selection

The City of Sweet Home will seek out and select a qualified economic and/or land use planning consultant to provide technical analysis and support relative to the preparation of an economic opportunities analysis for Sweet Home.

Schedule: January - March 2016

Product 1: Request for Proposal

Budget: Product 1 - \$0 Grant Request/\$1,000 Local Contribution

Task 2 – Preparation and Project Advisory Committee

The City and consultant will work together to develop a detailed scope of work. At the same time, the City will form a project advisory committee comprised of local and regional stakeholders.

Schedule:	March – May 2016
Product 2:	Scope of work
Product 3:	Project Advisory Committee
Budget:	Product 2 - \$2,000 Grant Request/\$1,000 Local Contribution Product 3 - \$0 Grant Request/\$1,000 Local Contribution

Task 3 – Community Economic Development Vision and Objectives

The City and consultant will work with the PAC to develop an economic development vision and objectives. The vision and objectives will be vetted with the broader community and become the basis of the EOA.

Schedule:	May-August 2016
Meeting:	PAC meeting #1 Community Meeting #1
Product 4:	Statement of Community Economic Development Vision and Objectives
Product 5:	Community involvement documentation (including meeting agendas, sign in sheets, minutes, & etc.)
Budget:	Product 4 - \$3,000 Grant Request/\$1,500 Local Contribution Project 5 - \$0 Grant Request/\$500 Local Contribution

Task 4 – Economic Trends Analysis

The consultant with assistance from the City will help to identify economic development opportunities likely to expand or locate in Sweet Home within the 20 year planning period. The consultant will also determine the percentage of employment growth reasonably expected to occur in Sweet Home.

Schedule:	August – October 2016
Product 5:	Economic Trends Analysis memo
Budget:	Product 5 - \$3,000 Grant Request/\$1,000 Local Contribution

Task 5 – Site Suitability Analysis, Inventory of Suitable Sites, & Assessment of Suitable Sites

The consultant with assistance from the City will conduct a site suitability analysis to see what types of sites are needed to successfully implement the Sweet Home’s Community Economic Development Objectives. The consultant will also inventory suitable sites to see if supply meets demand. PAC meeting No. 2 will be held to share and discuss results of the economic trends and site suitability analysis.

Schedule: October 2016 – January 2017

Meeting: PAC meeting #2

Product 6: Site Suitability Analysis memo

Product 7: Inventory of available sites suitable for employment uses likely to expand or locate in the planning area within the planning period.

Product 8: An estimate of the need for employment land within the planning area for the planning period by category of site type. A brief narrative of any identified process, cost or risk factors; and describe the community’s ability to manage those factors.

Product 9: Community involvement documentation (including meeting agendas, sign in sheets, minutes, & etc.)

Budget: Product 6 - \$3,000 Grant Request/\$500 Local Contribution
 Product 7 - \$3,000 Grant Request/\$500 Local Contribution
 Product 8 - \$3,000 Grant Request/\$500 Local Contribution
 Project 9 - \$0 Grant Request/\$500 Local Contribution

Task 6 – Implementation Policies and Action Measures

The consultant with assistance from the City will develop a list of recommended economic development implementation policies to be included in the comprehensive plan update or plan amendment that were identified by the EOA process. PAC meeting #3 will be held to share and discuss finds from task 4-7 and develop implementation policies and action measures.

Schedule: January – March 2017

Meeting: PAC meeting #3

Product 10: Implementation Policies and Action Measures memo

Product 11: Community involvement documentation (including meeting agendas, sign in sheets, minutes, & etc.)

Budget: Product 10 - \$3,000 Grant Request/\$500 Local Contribution
 Product 11 - \$0 Grant Request/\$500 Local Contribution

Task 7 – Prepare final EOA

The consultant will incorporate findings from previous task items into a draft EOA report to be reviewed by the PAC, City, DLCD, regional stakeholders, and community members. After the draft review period the final EOA will be presented to Council for adoption and DLCD to amend Sweet Home’s comprehensive plan economic element (chapter five).

Schedule: March – May 2017

Meeting: PAC meeting #4
 Community Meeting #2

Product 12: Draft Economic Opportunity Analysis

Product 13: Final EOA

Project 14: Community involvement documentation

Budget: Product 12 - \$5,000 Grant Request/\$500 Local Contribution
 Product 13 - \$5,000 Grant Request/\$250 Local Contribution
 Project 12 - \$0 Grant Request/\$250 Local Contribution

Payment Schedule

The requested payment schedule includes two payments. The first (interim) payment of \$17,000 is requested to take place at the completion of Task Five, which is anticipated to occur during October - January 2017. The second (final) payment of \$13,000 is requested to take place at the completion of the Task Seven which is anticipated to occur during March - May 2017.

Evaluation Criteria

The primary objective of this project is to assess and address economic development opportunities for the City of Sweet Home, which has been identified as a priority for the Technical Assistant grant program.

Project Partners

The project partners will include local community members, City of Sweet Home staff, Linn County, Business Oregon, Oregon Cascades West Council of Governments, and the Oregon Department of Land Conservation and Development and other regional and local stakeholders.

Advisory Committees

The City will work with the consultant to assemble a project advisory committee comprised of at least one City Council person, at least one Planning Commissioner, at least one Chamber of Commerce member, at least one Sweet Home Economic Development committee member, and any other stakeholders the City feels should participate. The PAC will guide the consultant's research and community engagement activities based on their knowledge of local conditions. The PAC will also help to promote and publicize the Community Input Workshops.

Cost-Sharing and Local Contribution

The City of Sweet Home will be contributing up to \$5,000 in grant matching funds for consultant services and \$5,000 in-kind match for project related expenses such as printing, supplies, and staff time.