



**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:** February 11, 2016

**Applicant:** City of Scappoose  
(If council of governments, please also include the recipient jurisdiction name if applicable)

**Address:** 33568 E Columbia Ave

**City:** Scappoose

**Zip:** 97056

**Phone:** 503-543-7184

**Contact name and title:** Laurie Oliver, City Planner

**Contact e-mail address:** loliver@cityofscappoose.org

**Grant request amount** (in whole dollars): \$3,500.00

**Local Contribution** (recommended but not required): \$600.00

**Project Title:**

Zoning map amendment to apply Airport Employment Overlay Zones

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

Since the Urban Growth Boundary amendment has been acknowledged by DLCD, and no further appeals of the matter are possible, the City wishes to move forward with the application of the Airport Employment Overlay zones, as quickly as possible, in support of employment opportunities called for in the Scappoose EOA.

**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>
1	\$ <u>3,500</u>	\$ <u>600</u>	\$ <u>4,100</u>
2	\$ _____	\$ _____	\$ _____
3	\$ _____	\$ _____	\$ _____
4	\$ _____	\$ _____	\$ _____
5	\$ _____	\$ _____	\$ _____
6	\$ _____	\$ _____	\$ _____
7	\$ _____	\$ _____	\$ _____
8	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	\$ <u>3,500</u>	\$ <u>600</u>	\$ <u>4,100</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**

## Project Description & Work Program

### A. Goals and Objectives:

The City of Scappoose completed an Economic Opportunities Analysis in 2011, which was the basis for the recent Urban Growth Boundary expansion of employment lands situated primarily around the Scappoose Industrial Airpark. The implementing ordinance, Ordinance 816, created the new Airport Employment Comp Plan designation, which encourages airport related and compatible employment near the Scappoose Industrial Airpark. The AE plan designation is implemented by the Public Use Airport zone and three overlay zones that implement specific provisions of the Scappoose Comprehensive Plan and the EOA.

What the ordinance did not do was tie the overlay zones to specific parcels. The overall purpose of this project is to apply the overlay zones to specific parcels, as quickly as possible, in support of employment opportunities called for in the Scappoose EOA. There are several land use applications with regional significance expected to be received in the next several months, which will be subject to the overlay zones, which makes this project very urgent. This is a stand-alone project that the City hopes can be completed in an expedited manner.

### B. Products and Outcomes:

The completed product would include an updated zoning map, depicting the new overlay zone boundaries, as well as minor updates to Scappoose Development Code Chapter 17.74 – Airport Employment Overlay Zones.

The outcome of this project would have a significant effect on development around the airport, as well as socioeconomic gain. The airport is considered a major airport in the Portland metropolitan area and offers a distinct regional economic development advantage. The Airport Employment (AE) designation capitalizes on this comparative advantage and provides the opportunity for Scappoose to substantially increase job opportunities.

### C. Work Program, Timeline and Payment:

#### 1. Tasks and Products:

**Task 1: March 1 – 10, 2016** - Finalize grant agreement and hire consultant

Step 1: City and DLCD to develop, finalize and execute grant contract.

Step 2: Hire consultant.

Product deliverable: Executed grant agreement and consultant contract.

**Task 2: March 10– 31, 2016** - Modify the conceptual future zoning map of overlay boundaries contained in Ordinance 816 to reflect the actual boundaries relevant to tax parcels, and make minor changes to the Development Code text in Chapter 17.74 - Airport Employment Overlay Zones. Meet noticing requirements for DLCD and the public.

Step 1: Notice of Proposed Amendment sent to DLCD no later than March 10, 2016.

Step 2: Propose amendments to zoning map and text.

Step 3: Consultant to prepare staff report for the above legislative amendments to the zoning map and development code text.

Product deliverable: Staff report, complete with findings, updated zoning map, and proposed new development code text amendments in a format that is ready to take to the Planning Commission and City Council for adoption.

**Task 3: April 14 – May 2, 2016** - Legislative changes to City's Zoning Map and Development Code.

Step 1: Planning Commission hearing April 14, 2016

Step 2: City Council Hearing April 18, 2016 – First reading

Step 3: City Council Hearing May 2, 2016 – Second reading

Product deliverable: A Zoning Map amendment that reflects the Airport Employment Overlay boundaries, and text updates to Chapter 17.74 - Airport Employment Overlay Zones.

2. Payment Schedule:

The City would request one payment for a total amount of \$3,500 at the completion of Task 2, when the completed staff report is delivered to City staff.

D. Evaluation Criteria:

The program priorities listed below are directly in line with what this project aims to accomplish:

1. "This project is directly related to increasing economic development opportunities" – As mentioned previously, the AE designation and AE Overlay zones capitalize on the comparative advantage of the nearby Scappoose Industrial Airpark, and provide the opportunity for Scappoose to substantially increase job opportunities.
2. "The project benefits economic development efforts" – The Airport Business Park (ABP) overlay zone will allow a mix of targeted light industrial, commercial service and office, and supporting lodging and restaurant uses targeted in the Scappoose EOA. The Airport Industrial Park (AIP) overlay zone allows industrial uses targeted in the Scappoose EOA. The overlays will be used as an attractor for employment opportunities identified in the Scappoose EOA that are dependent upon, compatible with, or benefit from aircraft access, air transportation, and the existing cluster of aviation-related businesses located near the airport.

3. “The project updates plans or codes to streamline local government land use approval processes” – This project will apply the overlay zones to specific parcels, thereby encouraging targeted employment types to locate near the airport. Additionally, prior to development within any overlay district, a conceptual master land use, street, taxiway and utility concept plan will be required in order to guide future land use development and approvals within the overlay districts.
  
- E. Project Partners: While there were a large number of partners who collaborated to make the UGB expansion possible (The Port of St Helens, Columbia County, etc.), this is a relatively minor adjustment to the implementing ordinance and there will not be any project partners for these amendments.
  
- F. Advisory Committees: There will not be an advisory committee as part of these legislative amendments, though the hearings will be advertised to the public, who will have an opportunity to provide comments on the proposed changes.
  
- G. Cost sharing and Local Contribution:  
While the consultant will provide all of the materials required to take the legislative changes through to adoption, city staff will be responsible for presenting the information at the Planning Commission and City Council hearings. Staff time for this project is estimated to have a value of \$600.