

**City of Coos Bay
2019 Technical Assistance Grant Application**

Date of Application: September 30, 2019

Applicant: City of Coos Bay

Street Address: 500 Central Ave

City: Coos Bay

Zip: 97420

Contact name and title: Carolyn Johnson, Community Development Administrator

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Contact phone number: 541-269-8924

Grant request amount: \$28,000

Local Contribution: Staff time valued at \$21,179

Project Title: 2019 Building Lands Inventory (BLI) and Housing Needs Analysis (HNA).

Project Summary: The Coos Bay 2019 BLI and HNA will determine residential land use capacity, identify future housing needs and provide baseline data to address State requirements for local housing regulations to accommodate future housing needs.

Project Description and 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 stand along project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

Goal: Develop a Coos Bay 2019 Building Lands Inventory (BLI) and Housing Needs Analysis (HNA).

Objective: Identify the adequacy of existing urban lands and the need and propriety of current designation, or the need for transition or expansion for future growth.

The HNA will be used to develop future comprehensive plan and development code amendments to expand housing opportunities. Minor development code amendments are now underway; however, Comprehensive Plan amendments are anticipated, and there may be a need to revise the City's Urban Growth Boundary. Currently and in the near future, minor Development code amendment work will reflect immediate state mandated housing regulation requirements. However, it is anticipated that the City will request future Technical Assistance grant funding in 2021/2023 and the use of City general funds for a major overhaul of the Comprehensive Plan Land use and Housing sections. Depending upon the outcome of the HNA, the future effort may include work on expansion of the City's UGB.

B. Products and Outcomes. Clearly describe the product(s) expected from the proposed project. Briefly describe any anticipated significant effect the project would have on development, livability, regulatory streamline, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

A BLI and HNA will be the products of the grant award for identification of buildable lands, estimation of optimal residential housing capacity and type, and City staff identification of needed revisions to the City’s housing policy and development regulations. Outcomes will include identification of maximum residential density for future residential development, creation of baseline data for Comprehensive Plan and Development Code amendments related to housing needs, and a determination of need to revise the City’s Urban Growth boundary.

The effect of these outcomes will be somewhat contingent upon the private sector’s interest in developing housing in the City. Currently the minor Development Code amendments noted in the **A. Objective** are focused on streamlining the land development permitting process, and this work will continue. The City anticipates this streamlining effort will encourage development and new project applications have been forthcoming with these streamlining efforts. Current City efforts and initiation of more robust Development Code and Comprehensive Plan amendments with accurate baseline data from the HNA are expected to facilitate a development regulation friendly catalyst for new housing development.

C. Work Program, Timeline & Payment.

1. **Tasks and Products:** List and describe the major tasks and subtasks, with:
- The title of the task
 - Steps to complete tasks
 - The interim and final products for each task

Task A - Initial Preparation

1. Preliminary Meeting: The City and DLCD will meet with the consultant to review land use and other issues by each agency and refine individual roles for task work and the project schedule including drafts and public meetings.

The consultant will have received and reviewed relevant documents supplied by the City and/or DLCD, including applicable comprehensive plan elements, development regulations, existing lands and housing inventories and other pertinent information. Consultant review of material will also include all relevant state planning regulations related to housing.

2. Identification of an Advisory Committee and key stakeholders: A Housing Advisory Committee will be established utilizing key housing agency representatives with ties to Coos Bay. Key stakeholders will also be identified for feedback. The Committee (representatives of the Planning Commission, Neighborworks Umpqua representative, and an Oregon Coast Community Action) will meet with city staff and the consultant to discuss the project and identify potential issues at the outset of the project development and prior to presentation of the draft study to the City Council. Should intervening workshops between the initial project kickoff and the

City Council presentation be needed, they will be scheduled on an as-needed basis and also be an opportunity for Advisory Committee, key stakeholder and public input.

Task A Products

Interim Preliminary meeting notes, Advisory committee and key stakeholders list and notes on each meeting/workshop.

Final A summary of issues and a plan of action as a result of meetings with staff, DLCD, the consultant Advisory Committee and public workshops.

Task B – Development of a Land Inventory and Housing needs assessment and directives for action.

1. Create an inventory of all land within the City/UGB by zoning designation.
2. Identify specific physical constraints that would disqualify parcels from maximizing development potential. Examples include but are not limited to steep slope areas, proximity to estuary, floodplain, tsunami zones, landslide/liquefaction areas.
3. Identify all vacant lots and underutilized lots (less than 50% in use or ripe for redevelopment) within the City/UGB identified by zoning designation, location and acreage; excluding those areas subject to conditions noted in #2.
4. Identification of property with potential for inclusion in the Urban Growth boundary, free from physical constraints noted in #2, with zoning designation, location and acreage.
5. Review existing residential trends and develop analysis methodology and criteria;
 - a. Utilize Portland State University population forecast ;
 - b. Determine if there is adequate buildable land to accommodate the 20-year housing needs inside the urban growth boundary;
 - c. Develop and utilize a reasonable and supportive methodology for projected growth;
 - d. Identify any obstacles to the conversion of urbanizable land to urban land; and
 - e. Review and identify any needed revisions to the UGB, including potential new UGB boundary.

Task B Products

Interim Drafts of final products noted below.

Final Using state guidelines, build a housing inventory compliant with Statewide Planning Goal 10 upon completion of the following products that include:

- a. An inventory by zone classification of all infill lots;
- b. Lots with development constraints that preclude housing development.
- c. An inventory of land available for with potential for housing development, redevelopment.
- d. Assessment of the current UGB to determine buildable lands and potential need for UGB expansion to accommodate housing.

- e. Report reflecting Task B5 related to housing trends above.
- f. Maps, charts and report related to products a-e.

2. Timeline: List all dates for the project including tentative start date after the contract is signed, task completion dates, and project completion date. If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed.

Action	Date	Engaged parties	Payment
Grant award	12/16/2019 week	DLCD	NA
Consultant Contract Developed, reviewed, signed	Following grant award till end of the week 01/13/2020	DLCD, City, Consultant	NA
Kickoff meeting	Between 02/15 – 2/28/2020	DLCD, Staff, Consultant	NA
Advisory Committee meeting	Between 03/15-03/29/2020	Staff, consultant Advisory committee	
Preparation and transmittal Task A interim products	Month following Advisory Committee meeting	Consultant City transmits to DLCD	NA
Preparation and transmittal Task A final products	Month following transmittal of Task A interim products.	Consultant City transmits to DLCD	\$14,000
Preparation of Task B products	Between 06/2020 and 08/2020	City, Consultant	NA
Advisory Committee meeting and Council meeting on Task B products	09/2020	City, Consultant	NA
Transmittal of Final products to DLCD	011/2020	City, DLCD	\$14,000

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.

Task A products - \$14,000

Task B products - \$14,000

D. Evaluation Criteria. Include a statement in the narrative that addresses the program priorities and evaluation criteria presented in the application instructions.

1. **Project Objectives:** The City’s current BLI and HNA are insufficient and outdated to support accurate Comprehensive Plan and Development Code updates to modify city land use policies and regulations to maximize housing opportunities. Because the City seeks consistency with statewide planning goal 10 in an orderly and correct fashion with an accurate data base and information, preparation of a BLI and HNA is required and requested as described with this Technical Assistance Grant application.

2. Program Priorities: The project addresses a Technical Assistance Grant priority to promote the provision of affordable and workforce housing and ultimately update the City's comprehensive Plan and Development Code. These priorities can be realized with funding of the application for an up to date BLI and HNA. Once completed, the BLI and HNA will be used to develop comprehensive plan and development code amendments to facilitate expansion of housing opportunities for low- and moderate-income residents. While work on streamlining the land use permitting process is already underway at the City, the requested funding for the BLI and HNA is important as the City's 2009 BLI and HNA is ten years old, with much of the document's conclusions based on census year 2000 data for projections of housing needs.

3. Project Description: The approach, budget and products proposed for the project are well defined. The City's plan to approach the Comprehensive Plan amendments with well-defined data is a modest but effective approach to completing an overhaul of the City's policies relative to housing opportunities. The City anticipates further state guidance in regard to future legislative update work for municipalities. It made sense to start small and ask for base line data funding in preparation for the future Comprehensive Plan update.

4. Grantee Capacity: A technical assistance grant for the City of Coos Bay was awarded in 2008 for an BLI, HNA and Economic development study. The grant was successfully completed by the City. Current City staff who would manage the grant award and the consultant selected has 25+ years' experience in land use planning with an emphasis in advanced planning. She has successfully managed multiple comprehensive plan updates and development regulation documents in Pismo Beach California; one of which received a California APA award. Her management of consultant-based work has included preparation of specific plans, park plans, and housing studies.

5. RST Priorities: The South Coast-Umpqua Regional Team priorities include business retention, expansion and creation with reference to workforce training, regulatory streamlining, technical assistance, population retention, and workforce housing. As the largest city in the south coast area, Coos Bay's grant application is well poised to further these priorities by establishing the technical basis on which the land use policy and regulatory functions of the City can be renewed to expand housing opportunities. In particular, job creation and population retention require housing availability. The South Coast-Umpqua Regional Team priorities can be realized more effectively if the City has the regulatory framework formed with accurate baseline data as proposed by this project and to engage the housing development community to offer expanded housing opportunities in Coos Bay.

6. Multiple Jurisdictions: Until and unless the work is underway to evaluate the potential for an Urban Growth Boundary expansion, it is not clear that the development of the BLI and HNA will require collaboration between multiple jurisdictions. If a UGB expansion is anticipated; engagement with Coos County would be required and a multi- jurisdictional collaboration would be needed and welcome.

7. Leverage: While matching funds are not available at this time, City staff time will be provided and is valued at \$21,179.

E. Project Partners List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (e.g., will perform work under the grant; will advise, will contribute information of services, etc.)

The City will contract with the Lane Council of Governments (LCOG) to prepare the BLI and HNA. With a strong track record of successful collaborations with local agencies for planning services and experience in similar projects, LCOG’s skills and expertise are welcome.

F. Advisory Committees. List any advisory committee or other committee that will participate in the project to satisfy the local citizen involvement.

The Advisory Committee will be comprised of one individual each from Neighborworks Umpqua <https://www.nwumpqua.org/>, Oregon Coast Community Action (ORCCA), the local United Way board. Two members of the Coos Bay Planning Commission will also be a part of the Advisory Committee.

G. Cost sharing and local contribution. DLCD funds are only a part of the overall project cost; 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.

The Community Development Administrator will be the primary staff member on this project; however, the Public Works/Community Development Director, City Manager and support staff will respectively participate by monitoring work efforts, communicating with the City Council and providing copy, phone and general administrative support services.

Product Request Summary

Product	Grant Request	Local Contribution	Total Budget
Product A	\$14,000	\$ 6,989	\$20,989
Product B	<u>\$14,000</u>	<u>\$14,190</u>	<u>\$28,190</u>
Total	\$28,000	\$21,179	\$49,179

The local contribution column in this budget reflects the following staff time:
 Community Development Administrator - 195 hours
 Public Works/Community Development Director - 25 hours
 City Manager – 10 hours
 Support staff – 25 hours