



Department of Land Conservation and Development

2019-21 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 October 1, 2019.**

Date of Application: August 19, 2019

Applicant: City of Cornelius

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

Street Address: 1355 N Barlow Street

City: Cornelius

Zip: 97113

Contact name and title: Ryan A. Wells, Community Development Director

Contact e-mail address: rwells@ci.cornelius.or.us

Contact phone number: (503) 357-3011

Grant request amount (in whole dollars): \$40,000

Local Contribution (recommended but not required): \$4,000 cash match; \$5,800 estimated in-kind match

Project Title:

Cornelius Housing Needs Analysis

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

The City of Cornelius seeks to prepare a new Housing Needs Analysis, consistent with Statewide Planning Goal 10 requirements. Since the last HNA was approved in 2009, over 1,200 new residential units have been approved, equating to over 35% of the City's existing inventory.

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 stand-alone 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.

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. Tasks and Products: List and describe the major tasks and subtasks, with:

- The title of the task
- Steps to complete task
- The interim and final products for each task

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.

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 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 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.

G. Cost-Sharing and Local Contribution. DLCDD 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.* The letter of support may be received by DLCD after the application submittal deadline, but it must be received before a grant is awarded.

Product Request Summary

Product	Grant Request	Local Contribution	Total Budget
1	\$ <u>1,000</u>	\$ _____	\$ <u>1,000</u>
2	\$ <u>6,500</u>	\$ <u>1,000</u>	\$ <u>7,500</u>
3	\$ <u>8,000</u>	\$ <u>1,000</u>	\$ <u>9,000</u>
4	\$ <u>11,000</u>	\$ <u>1,000</u>	\$ <u>12,000</u>
5	\$ <u>9,500</u>	\$ _____	\$ <u>9,500</u>
6	\$ <u>4,000</u>	\$ <u>1,000</u>	\$ <u>5,000</u>
7	\$ _____	\$ _____	\$ _____
8	\$ _____	\$ _____	\$ _____
TOTAL	\$ <u>40,000</u>	\$ <u>4,000</u>	\$ <u>44,000</u>

**Budget amounts by product subject to change resulting from negotiations with selected consultant

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

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: 503-503-934-0034

APPLICATION DEADLINE: October 1, 2019

Cornelius Housing Needs Analysis

Project Description & Work Program

A. Goals and Objectives

Similar to many other communities in the Portland Metro region, Cornelius is experiencing significant residential growth, with over 1,200 new homes expected to be constructed over the next seven years. This equates to an over 35% increase in local housing stock; nearly all of this product will be market rate housing. As this housing growth occurs and developers eye the remaining developable land within our Urban Growth Boundary, City leadership wants to be sure that the housing types being considered are meeting the current and future needs of our populace. As it is currently, City staff are relying on a Housing Needs Assessment (HNA) prepared in 2009 - a drastically different reality than that which we face today. An updated HNA will provide an accurate context for new residential development in our rapidly growing community. In addition, this Housing Needs Analysis will evaluate existing regulated affordable housing inventory in the City and identify measures to encourage more supply of regulated affordable and workforce housing.

B. Products and Outcomes

As a result of the preparation and adoption of a Housing Needs Analysis, the City will be in conformance with State requirements related to Statewide Planning Goal 10 (Housing). As the City grows and experiences a significant increase in our housing stock, the new HNA will assist the City in guiding certain types of residential development to support a wide range of housing options, including regulated affordable and workforce housing. This will enhance livability and provide options for employers and employees in the area, thus supporting the City's economic development goals.

Specific products expected from this project are:

1. Housing Needs Projection
2. Buildable Land Inventory
3. Residential Land Needs Analysis
4. Adopted Housing Needs Analysis
5. Identification of measures, incentives, and programs to support the development of regulated affordable and workforce housing

C. Work Program, Timeline & Payment

1. Tasks and Products

Task 1. Consultant Selection and Project Kickoff

Following award of the grant, the City will release a Request for Proposals and conduct a formal review and selection process to select a Consultant to assist with the project. The purpose of the project kick-off is for Consultant to become familiar with local conditions and with City's planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the City to prepare

for the Project. Consultant will meet with the City in-person to ask preliminary questions to establish project expectations and familiarize itself with city-specific concerns. Consultant will verify the action items identified through this initial meeting with the City and will develop and share a proposed schedule for the actions required for the completion of all tasks.

Task 1 Consultant Deliverables:

- Summary of major tasks and action items for the Project
- Proposed Project schedule

Task 1 City Deliverables:

- 1.1 Consultant selection
- 1.2 Copy of relevant comprehensive plan and code sections
- 1.3 Building permit and housing data to support the HNA.

Deadline: Kick-Off to be held within 30 days of completion of consultant contract and MOU

Task 2. Housing Needs Projection

Consultant will prepare a draft housing needs projection consistent with OAR chapter 660, division 8. The housing needs projection will be used to determine the City's residential land need in Task 4. The housing needs projection will be developed based on discussion with the Housing Advisory Committee at one committee meeting.

City will schedule, and provide notice and an agenda, for one Housing Advisory Committee meeting to review the draft housing needs projection product. Consultant will coordinate with City on meeting arrangements and facilitate the Housing Advisory Committee meeting. The Housing Advisory Committee may consider more than one deliverable at a meeting.

Task 2 Consultant Deliverables:

- Draft housing needs projection
- Presentation materials to explain preliminary analyses and findings to the Housing Advisory Committee, the public, and interest groups
- Housing Advisory committee meeting notes

Task 2 City Deliverables:

- 2.1 Housing Advisory committee appointments
- 2.2 Housing Advisory committee meeting notices and agendas

Deadline: Draft projection and Housing Advisory Committee meeting to be held no more than 45 days following Kick-Off meeting.

Task 3. Buildable Lands Inventory (BLI)

Consultant will prepare a draft inventory of buildable land consistent with OAR chapter 660, division 8. The BLI will be used to determine the City's residential land need in Task 4. The BLI will be developed based on discussion with the Housing Advisory Committee at one or more committee meetings.

City will schedule and provide notice and an agenda for one Housing Advisory Committee meeting to review the draft BLI product. Consultant will coordinate with City on meeting arrangements and facilitate the Housing Advisory Committee meeting. The Housing Advisory Committee may consider more than one deliverable at a meeting.

City will schedule one public workshop or open house to present draft housing needs and buildable lands data and findings. With Consultant's assistance, City will solicit input from the public on the draft deliverables. Consultant will coordinate with City on meeting arrangements and facilitate the public meeting(s).

Task 3 Consultant Deliverables:

- Draft BLI
- Presentation materials to explain preliminary analyses and findings to the Housing Advisory Committee, the public, and interest groups
- Housing Advisory committee meeting notes
- Public meeting summary

Task 3 City Deliverable:

- 3.1 Housing Advisory committee meeting notices and agendas
- 3.2 Public meeting notice(s)

Deadline: Draft BLI, Housing Advisory Committee meeting, and public meeting to be held no more than 120 days following the completion of Task 2.

Task 4. Residential Land Needs Analysis (RLNA)

Based on the outcomes of Tasks 2 and 3, Consultant will prepare a draft RLNA that addresses how much land and what zoning the City needs to accommodate its Housing Need, comparing the demand and supply provided in the deliverables produced in Tasks 2 and 3. The RLNA will be developed based on discussions with a project Housing Advisory Committee at one committee meeting.

If the analysis shows that the Housing Need cannot be accommodated by the City's existing comprehensive plan, the RLNA will be developed concurrently with Task 5 in order to consider accommodating Housing Needs through changes to the comprehensive plan and land use regulations as required by OAR chapter 660, divisions 8 and 24.

City will schedule and provide notice and an agenda for one Housing Advisory Committee meeting to review the draft RLNA product. Consultant will coordinate with City on meeting arrangements and facilitate the Housing Advisory Committee meeting. The Housing Advisory Committee may consider more than one deliverable at a meeting.

Task 4 Consultant Deliverables:

- Draft RLNA
- Presentation materials to introduce preliminary residential land need analyses and findings to the Housing Advisory Committee, the public, and interest groups

- Housing Advisory committee meeting notes

Task 4 City Deliverable:

4.1 Housing Advisory committee meeting notices and agendas

Deadline: Draft RLNA and Housing Advisory Committee meeting to be held no more than 30 days following the completion of Task 3.

Task 5. Measures to Accommodate Needed and Affordable Housing

Consultant will identify options for changes to the City's comprehensive plan and land use regulations to address housing and residential land needs determined in previous tasks. Consultant will also identify measures, incentives, and programs the City can implement to support the development of regulated affordable and workforce housing, within the context of the needed housing analysis. This task may be completed concurrently with Task 4.

City will schedule and provide notice and an agenda for one Housing Advisory Committee meeting to review the housing-accommodation product. Consultant will coordinate with City on meeting arrangements and facilitate the Housing Advisory Committee meeting. The Housing Advisory Committee may consider more than one deliverable at a meeting.

City will schedule one public workshop or open house to present draft residential land need and housing accommodation data, findings, and recommendations. With Consultant's assistance, City will solicit input from the public on the draft deliverables. Consultant will coordinate with City on meeting arrangements and facilitate the public meeting.

Task 5 Consultant Deliverables:

- Options for changes to City's comprehensive plan and land use regulations to address housing and residential land needs
- Options for measures, incentives, and programs to support the development of regulated affordable and workforce housing
- Presentation materials to introduce housing accommodation recommendations to the Housing Advisory Committee, the public, and interest groups
- Housing Advisory committee meeting notes
- Public meeting summary
- Final draft hearings-ready HNA

Task 5 City Deliverables:

- 5.1 Housing Advisory Committee meeting notices and agendas
- 5.2 Public meeting notice

Deadline: Conclusions and Recommendations Report, Housing Advisory Committee meeting, and public workshop to be held no more than 90 days following the completion of Task 4.

Task 6. Plan Adoption

City will facilitate the required noticing and public hearings before the Cornelius Planning Commission and City Council to adopt the Cornelius Housing Needs Analysis and related Comprehensive Plan amendments. Consultant will prepare the staff report and present findings and conclusions at two public hearings.

Task 6 Consultant Deliverables:

- Staff Report for Housing Needs Analysis and Comprehensive Plan Amendment adoption
- Presentations at Planning Commission and City Council hearings

Task 5 City Deliverables:

- 6.1 Planning Commission and City Council hearings notices and agendas
- 6.2 Signed adoption ordinance

D. Evaluation Criteria

1. Project Objectives

The current Cornelius Housing Needs Analysis (HNA) was prepared in July 2009 by Johnson Reid Land Use Economics. Since then, residential development demands have shifted dramatically, with median home listing prices in Cornelius increasing nearly 43% over a two year period. In order to encourage housing that is attainable for our community, particularly considering the community's low median household income (84% of County median household income) and prevalence of single-family detached housing, we desire an updated data set that can guide our decision makers to provide for a variety of housing types. In addition, on the heels of HB 4078 in 2015, the City has experienced the annexation of 41% of the available UGB, primarily for housing development.

The primary objective of the Cornelius HNA is to encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Cornelius households and allow for flexibility of housing location, type and density. Confirming and ensuring a 20-year residential land supply will be another objective of the new Cornelius HNA.

2. Program Priorities

The Cornelius Housing Needs Analysis will fulfill the following Program Priorities:

- Promote economic development: The provision of a spectrum of housing options in a community has a direct benefit to economic development by assuring existing and would-be employers and employees that adequate housing choices are available in their community. In addition, an increase in housing density (a likely outcome of the HNA's development) and reliance on the transit services available in our City (TriMet Line 57) by certain housing types in specific locations will, in turn, support additional commercial development in the City's core area. This dynamic directly aligns with the goals and objectives found in the recently-adopted Cornelius Town Center Plan.

- ii. Promote provision of affordable and workforce housing: Despite recent additions of regulated affordable housing in our City through the completion of Cornelius Place (45 units of senior affordable housing), our City is still in a deficit in its provision of regulated affordable and workforce housing. The City recently adopted an Urban Renewal Plan which includes funding for property acquisition with a goal to supply additional regulated affordable or workforce housing in our community. The identification of measures, incentives, and programs to support the development of regulated affordable and workforce housing in this HNA project will not only support the City's Urban Renewal Plan goals, but will also supply the City with options to collaborate with other housing corporations to expand this critical supply.

3. Project Description

Please see Sections A. and C., above, for a complete project description and scope of work.

4. Grantee Capacity

Mr. Ryan Wells, AICP, is the Community Development Director for the City of Cornelius and will serve as the Project Manager for all aspects of this grant. Mr. Wells has served in a supervisory/program lead capacity in public, private, and non-profit organizations for over 17 years, and has successfully managed over \$10.5 million in grant funds over that time. As Community Development Director, Mr. Wells is directly responsible for the successful development and implementation of long-range plans, and the subsequent translation of these plans into actionable policy. Should the grant be awarded in the amount requested, a significant portion of Mr. Wells' time will be dedicated to the oversight and implementation of the project. With his long experience managing grants of various types, direct knowledge and involvement of long-range planning efforts in the City and region, and direct responsibility for the long-range planning program in Cornelius' Community Development Department, Mr. Wells is well-positioned and has adequate capacity to successfully oversee the planning efforts presented in this application.

In addition, Mr. Wells has just recently successfully completed the Metro-funded Cornelius Town Center Plan and Urban Renewal Plan project. This \$315,000 grant from Metro was efficiently used to hire a consultant team and prepare and adopt a Town Center Plan and Urban Renewal Plan, which included significant public involvement, recruitment of two advisory groups, and multiple coordination meetings and public hearings. This successful outcome is an illustration of Mr. Wells' capabilities in grant management and efficient use of public funds to achieve excellent results.

5. RST Priorities

This project aligns with the Regional Solutions Team – Metro Region's priority to "Promote affordable and workforce housing development." This will be accomplished through the identification of measures, incentives, and programs to support the development of regulated affordable and workforce housing in this HNA project.

6. Multiple Jurisdictions

This project is intended to benefit the City and community of Cornelius only.

7. Leverage

As shown in the TA Application Form, the City proposes to provide a 10% cash match (\$4,000) to this project, in addition to the significant in-kind match from City staff effort (estimated at \$5,800).

E. Project Partners

The Cornelius HNA is a single-jurisdiction effort. The City expects to work with the Washington County Department of Housing Services in an advisory capacity to evaluate existing and future housing supply and demand, in addition to aspects of affordable and workforce housing strategies.

F. Advisory Committees

The City and the selected Consultant will work together to identify recruitment of a Housing Advisory Committee to review and provide input during this project. Entities that would be invited to serve on this committee include:

- City of Forest Grove
- Forest Grove/Cornelius Chamber of Commerce
- Washington County Department of Housing Services
- Centro Cultural
- Virginia Garcia Memorial Health Center
- St. Alexander Catholic Church
- Bienestar
- Habitat for Humanity
- Cornelius City Council
- Cornelius Planning Commission
- At least two at-large community representatives

G. Cost-Sharing and Local Contribution

As shown in the TA Application Form, the City proposes to provide a 10% cash match (\$4,000) to this project, in addition to the significant in-kind match from City staff effort (estimated at \$5,800). The cash match has been budgeted and authorized by the Cornelius City Council in the attached Resolution 2019-31.