



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: September 30, 2019

Applicant: Deschutes County

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

Street Address: 117 NW Lafayette Ave

City: Bend

Zip: 97701

Contact name and title: Zechariah Heck, Associate Planner

Contact e-mail address: Zechariah.heck@deschutes.org

Contact phone number: 541-385-1704

Grant request amount (in whole dollars): \$75,000

Local Contribution (recommended but not required): \$145,000 (both in-kind and direct costs)

Project Title:

Deschutes County Comprehensive Plan Update, *Deschutes County 2040*

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

Deschutes County is initiating a multi-phase process to update its Comprehensive Plan, which will coordinate and manage rapid growth, protect natural resources, mitigate wildfire hazards, and facilitate cost effective infrastructure. The Technical Assistance (TA) grant enables the County to launch this effort by integrating keystone projects with robust community involvement.

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. 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.* 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
Wildfire Mitigation	\$ <u>10,000</u>	\$ <u>10,000</u>	\$ <u>\$20,000</u>
Housing Strategies	\$ <u>30,000</u>	\$ <u>30,000</u>	\$ <u>60,000</u>
Terrebonne Wastewater Study	\$ <u>20,000</u>	\$ <u>80,000</u>	\$ <u>100,000</u>
Wildlife Inventory	\$ <u>15,000</u>	\$ <u>25,000</u>	\$ <u>40,000</u>
TOTAL	\$ <u>75,000</u>	\$ <u>145,000</u>	\$ <u>220,000</u>

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

2019-2021 Technical Assistance Grant Application

Project Title

Deschutes County Comprehensive Plan Update, *Deschutes County 2040*

Project Summary

Deschutes County is initiating a multi-phase process to update its Comprehensive Plan, which will coordinate and manage rapid growth, protect natural resources, mitigate wildfire hazards, and facilitate cost effective infrastructure. The Technical Assistance (TA) grant enables the County to launch this effort by integrating keystone projects with robust community involvement.

Goals and Objectives

Goal 1 – Incorporate Wildfire Mitigation Advisory Committee (WMAC) recommendations into the Comprehensive Plan and development code.

Objective 1: Initiate a community involvement plan to inform the public on the WMAC's recommendations aimed at reducing losses from wildfires in the county.

Objective 2: Based on public input, develop goals and policies for the Comprehensive Plan (Chapter 3 Rural Growth Management - Section 3.5 Natural Hazards).

Objective 3: Develop Comprehensive Plan Map/Zoning Map/development code to reflect an updated Wildfire Hazard Zone.

Expected products/outcomes:

- Community involvement plan
- Comprehensive Plan goals and policies
- Comprehensive Plan Map/Zoning Map
- Updated development code

Tasks:

- Conduct community meetings in Bend, La Pine, Sisters, Redmond, and rural Deschutes County to present WMAC's purpose, background and recommendations.
- Evaluate draft goals and policies with other TA Grant deliverables and Board priorities (ex. non-resource lands).
- Prepare draft Comp Plan and Zoning Maps.
- Draft development code.
- Conduct Planning Commission and Board of County Commissioners (Board) work sessions and hearings.

Goal 2 – Develop and adopt a Housing Strategies Report with recommended amendments to the Comprehensive Plan and development code.

Objective 1: Convene a Housing Strategies Committee (HSC) to understand housing conditions and opportunities.

Objective 2: Develop a housing strategies report of existing conditions for unincorporated areas of the county, including housing supply, vacant rural residential lands analysis, and estimated housing needs.

Objective 3: Develop goals and policies, as well as financial, regulatory, and county-land ownership strategies based on the housing strategies report that inform amendments to the Comprehensive Plan (Chapter 3 – Rural Growth Management and Chapter 4 – Urban Growth Management).

Objective 4: Create an implementation plan, including but not limited to development code amendments, partnerships with cities, housing organizations, and others to create and/or preserve affordable or other needed housing.

Expected products/outcomes:

- Existing conditions and constraints report
- Housing Strategies Report that offers opportunities and an implementation plan
- Comprehensive Plan goals and policies
- Updated development code, if applicable

Tasks:

- Establish HSC comprised of county staff, agency partners and industry representatives to oversee development of the existing conditions and constraints report, the housing strategies report and an implementation plan.
- Hire consultant to assist with data analysis, public outreach, draft report(s), etc.
- Evaluate Oregon county housing plans (i.e., Tillamook, Morrow, Coos, Clatsop).
- Evaluate housing conditions, need, and opportunities.
- Develop housing goals, policies, strategies, and recommendations, including an implementation plan.
- Draft development code.
- Conduct community meetings in Bend, La Pine, Sisters, Redmond, and rural Deschutes County to present and gather community input on housing conditions, needs, and opportunities.
- Evaluate draft goals and policies with other TA Grant deliverables and Board priorities (ex. non-resource lands).
- Conduct Planning Commission and Board work sessions and hearings.

Goal 3 – Complete a wastewater feasibility study for the Terrebonne community and incorporate recommendations into the Comprehensive Plan and development code.

Objective 1: Utilize a consultant to develop a wastewater feasibility study.

Objective 2: Engage Terrebonne residents in a process to evaluate wastewater systems and costs to protect public health and water quality; support businesses, homes, and neighborhoods; increase efficient land use; and selection of a preferred strategy.

Objective 3: Update Terrebonne Community Plan (Comprehensive Plan Chapter 4 – Urban Growth Management).

Objective 4: Revise development code (Deschutes County Code Title 18.66), if necessary.

Objective 5: Develop an implementation guide for the community and/or clusters of property owners.

Expected products/outcomes:

- Completed wastewater feasibility study
- Updated Terrebonne Community Plan, which may include updated goals and policies
- Updated development code, if applicable
- Implementation guide

Tasks:

- Hire consultant.
- Create a staff project management team to oversee the project.
- Apply for additional grants and seek funding options for implementation.
- Develop preliminary designs and cost estimates for wastewater treatment and disposal alternatives.
- Present information and gather community input through public meetings, focus groups and stakeholder interviews on existing and forecasted conditions, alternatives, and costs estimates.
- Review public comments and prepare a draft Preliminary Engineering Report, including but not limited to: existing facilities, need for the project, alternatives, evaluation of alternatives, and selection of a final alternative, and implementation recommendations.
- Develop draft Terrebonne Community Plan amendments.
- Present and gather community input at a public meeting/town hall on the draft Final Engineering Report, selected alternative, and draft Terrebonne Community Plan amendments.
- Evaluate draft goals and policies with other TA Grant deliverables and Board priorities (ex. non-resource lands).
- Conduct Planning Commission and Board work sessions and hearings.

Goal 4 – Coordinate with the Oregon Department of Fish and Wildlife (ODFW) to begin updating the County’s Goal 5 wildlife inventories.

Objective 1: Utilize a consultant as a liaison to implement the procedures and requirements for complying with Goal 5 (OAR 660, Division 23).

Objective 2: Engage ODFW and DLCD Goal 5 Coordinator to mutually understand the methodology of the agency’s updated wildlife inventories.

Objective 3: Coordinate with ODFW and DLCD Goal 5 Coordinator to identify conflicting uses and the range of options for protecting wildlife habitat.

Objective 4: Develop wildlife protection scenarios that could be incorporated into an Economic, Social, Environmental, and Energy (ESEE) analysis and, ultimately, the comprehensive plan and development code.

Objective 5: Create an implementation plan. Work tasks will be initiated **after** the TA grant. They will include budget, timeline, community engagement, ESEE Analysis, amendments to the comprehensive plan and development codes, and a post acknowledge plan amendment (PAPA). Amendments may need to address boundary of resource areas and program(s) to protect.

Expected products/outcomes:

- Confirmation of the agency’s updated wildlife inventories comply with Goal 5 (OAR 660 Division 16)
- Wildlife protection scenario(s)
- Community involvement plan / implementation plan

Tasks:

- Hire wildlife biologist to collaborate with ODFW and DLCD Goal 5 Coordinator as well as provide input and analysis to inform updated wildlife inventory updates and scenarios.
- Perform analysis to understand updated wildlife inventories.
- Create a technical advisory group to review and provide input on wildlife protection scenarios.
- Conduct community meetings in Bend, La Pine, Sisters, Redmond, and rural Deschutes County to present and gather community input on wildlife protection scenarios.
- Evaluate draft wildlife protection scenarios with other TA Grant deliverables and Board priorities (ex. non-resource lands).
- Create community involvement plan / implementation plan.

Products and Outcomes

Provided above.

Work Program, Timeline and Payment

Deschutes County last updated its Comprehensive Plan in 2011. Since then, Deschutes County's growth has outpaced the state of Oregon, growing more than twice the rate at 21.7 percent this decade.¹ According to the U.S. Census Bureau, Deschutes County grew from 157,730 in April 2010 to 191,996 residents in July 2018. Recent projections from the Portland State University, Oregon Population Forecast Project, estimate Deschutes County's population will be 301,999 by 2043. This fall, Deschutes County is undertaking several keystone projects that provide the foundation for a formal update to Deschutes County's Comprehensive Plan. They include:

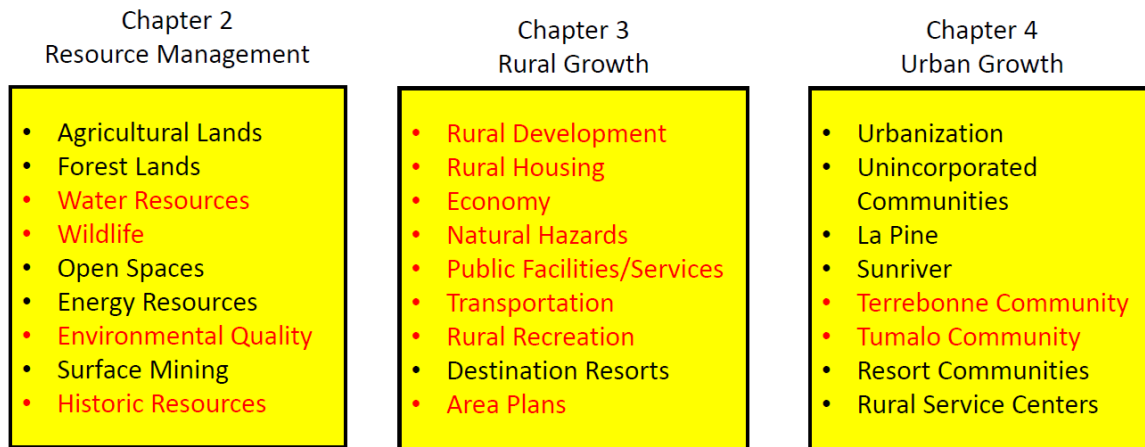
- Bend Airport Master Plan refinement (2019 -2020)
- Day Care and Nursery amendments (2019-2020)
- Flood Plain Zone amendments (2019)
- Historic Inventory update (2019-2020)
- **Housing Strategies Report (2019-2021)**
- Religious institution amendments (2019)
- **Terrebonne Wastewater Feasibility Study (2019 - 2021)**
- Transportation System Plan update (2020 – 2021)
- **Wildfire Mitigation Advisory Committee (2019 – 2021)**

The items in bold are incorporated into the TA grant. A TA grant will leverage in-kind and reserve funds to develop a range of deliverables noted above (see Goals and Objectives) that provide the basis for engaging the community for a Comprehensive Plan Update, *Deschutes County 2040*.

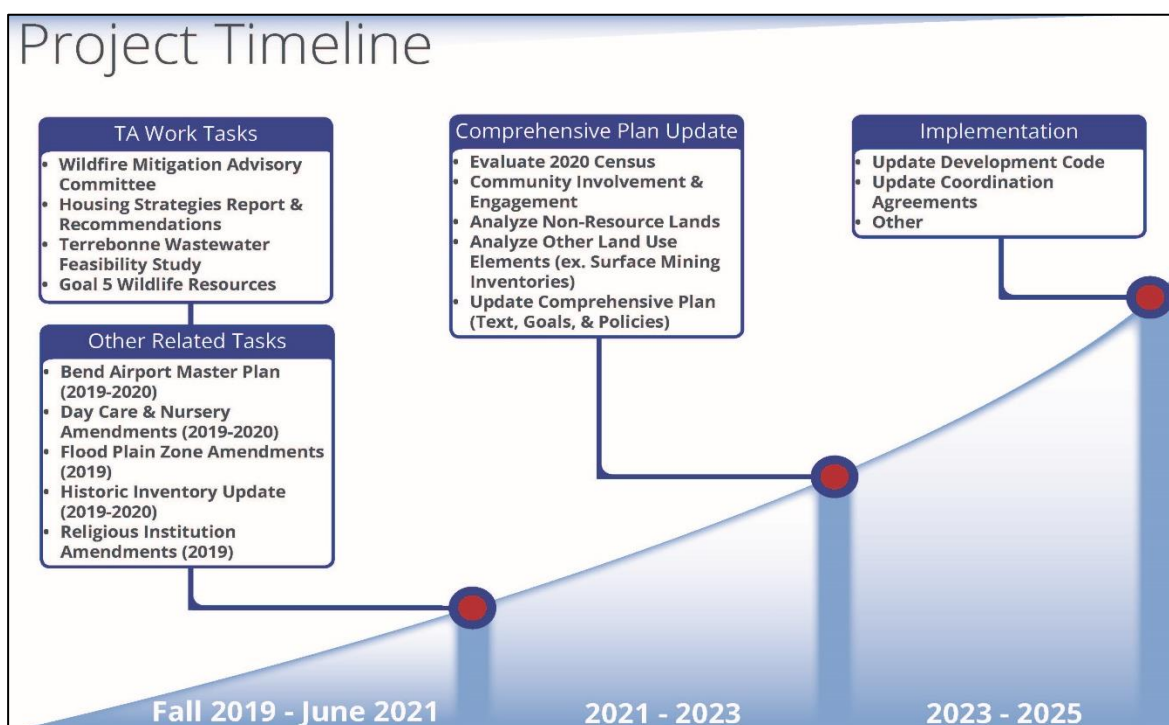
As shown in the following illustration, Deschutes County's Comprehensive Plan contains three central chapters, each with corresponding sections. The sections identified in red will be revisited this fall, some as part of the TA grant, others separately. The TA grant gives Deschutes County additional means to evaluate land use interrelationships. It is incumbent the county evaluate rural growth and development through a multi-faceted lens, taking into consideration its effect on resource lands, wildlife, natural hazards, economic development, housing, transportation, public facilities, and rural communities.

¹ <https://www.usatoday.com/story/money/2019/08/30/fastest-growing-county-in-every-state/40003673/>

Deschutes County Comprehensive Plan – Main Chapters



Deliverables from the TA grant, which will largely consist of wildfire, housing, and Terrebonne Community Plan goals and policies in the Comprehensive Plan, as well as potential development codes, will enable Deschutes County to engage residents and stakeholders in a separate, multi-year public process to update the Comprehensive Plan holistically. This will include revisiting other noteworthy issues like non-resource lands and surface mining inventories. For the TA Grant, Deschutes County is committed to a robust public engagement process for each aforementioned project. Recommendations from the WMAC, Housing Strategies Report, Terrebonne Wastewater Feasibility Study and preliminary wildlife protection scenarios will be discussed throughout the county via work groups, open houses, work sessions, public hearings, press releases, and dedicated webpages. The timeline for the TA grant in relation to other keystone projects is provided below.



Evaluation Criteria

The proposed project meets several Technical Assistance Grant priorities as described below. It is worth noting that the Deschutes County Community Development Department has dedicated staff to manage grants and ensure commitment to the scope of work, budget, and deliverables. Each project describe above will be managed by the planning division manager and the director. The department also has a management analyst with extensive experience who will oversee the grant timeline and payment schedule.

Promote Economic Development

- Implementing WMAC recommendations will protect existing investments and new development opportunities, including but not limited to residential development, remodels, and home improvements.
- A Housing Strategies Report will identify new areas for housing investments.
- A wastewater feasibility study for Terrebonne will preserve existing businesses (prevent costly septic repairs) and identify future opportunities.
- Functioning ecosystems, based on ODFW estimates associated with hunting and wildlife viewing contribute millions of dollars annually to the Deschutes County economy.
- Workforce and affordable housing are essential to Central Oregon's economy.

Promote provision of affordable and workforce housing

- A Housing Strategies Report will maximize opportunities for housing development in unincorporated areas, county-owned properties, and coordination with municipalities.
- A wastewater feasibility study will establish strategies to preserve existing housing and identify opportunities for additional dwellings and densities in Terrebonne.
- Terrebonne's wastewater feasibility study can serve as a template for other unincorporated areas, e.g., Tumalo.
- WMAC recommendations will help protect existing housing inventories.

Plan for resilience to natural hazards and climate change

- WMAC recommendations will help inform the community of the threat posed by wildfire as well as identify opportunities for strengthening the community's resiliency.
- Updated wildlife inventories allow the county to develop protection strategies that recognize the impacts of climate change and population growth.

Regional Solutions – Central Oregon Priorities: Improve wastewater infrastructure

- As stated above, a wastewater feasibility study will identify opportunities for wastewater infrastructure in Terrebonne and potentially inform other unincorporated areas of the county.

Project Partners

Deschutes County will lead the aforementioned projects that will eventually inform a formal Comprehensive Plan update. Agencies such as DLCD, ODFW, Department of Environmental Quality, Oregon Department of Transportation, ODOT and the Office of the State Fire Marshall will contribute valuable information. County staff will seek feedback throughout the process from local organizations like Project Wildfire, Central Oregon Association of Realtors, Central Oregon Builders Association, Central Oregon Landwatch and many other organizations and community members.²

Advisory Committees

- Housing Strategy Committee
- Planning Commission
- Terrebonne Wastewater Feasibility Study – Technical Advisory Committee
- Wildfire Mitigation Advisory Committee
- Wildlife Technical Advisory Committee

Cost-sharing and Local Contribution

Please see Attachment B for details on how Deschutes County plans to fund the components of the Comprehensive Plan updates.

² See included letters of support from Central Association of Realtors and Central Oregon Builders Association.

			Assigned to...	Apx. Start Date	Apx. Completion Date	Product(s)	Grant Request	Grant Payment	County Contribution
Goal 1 - Incorporate Wildfire Mitigation Advisory Committee (WMAC) recommendations into the Comprehensive Plan and development code.									
Task	1	Conduct community meetings in Bend, La Pine, Sisters, Redmond, and rural Deschutes County to present WMAC purpose, background and recommendations	Deschutes County	3/1/2020	4/30/2020	Community involvement plan	\$2,500		\$2,500
	2	Evaluate draft goals and policies with other TA Grant deliverables and Board priorities (ex. non-resource lands)	Deschutes County	TBD		Comp Plan Map/Zone Map			\$1,000
	3	Prepare draft Comp Plan Map and Zoning Map	Deschutes County	5/1/2020	5/30/2020	Development Code	\$2,500		\$2,500
	4	Draft development code	Deschutes County	6/1/2020	6/30/2020	Memos, reports, other data	\$2,500		\$2,500
	5	Conduct Planning Commission and Board of County Commissioners (Board) work sessions and hearings	Deschutes County	7/1/2020	9/30/2020	Analysis report / final report with next steps	\$2,500		\$1,500
						Total:	\$10,000		\$10,000
							<i>Project Total: \$20,000</i>		

			Assigned to...	Apx. Start Date	Apx. Completion Date	Product(s)	Grant Request	Grant Payment	County Contribution
		Goal 2 - Develop and Adopt a Housing Strategies Report with recommended amendments to the Comprehensive Plan and development code.							
Task	1	Establish HSC comprised of county staff, agency partners and industry representatives to oversee development of housing report, strategy and implementation plan	Deschutes County	11/1/2020	12/31/2020	Identified committee			\$1,500
	2	Hire consultant to assist with data analysis, public outreach, draft report(s), etc.	Deschutes County	11/1/2020	12/31/2020	RFP, contract		Interim Payment \$10,000	
	3	Evaluate Oregon county housing plans (i.e., Tillamook, Morrow, Coos, Clatsop)	Consultant	1/1/2020	1/31/2020	Analysis memo			\$2,500
	4	Evaluate housing conditions, need, and opportunities	Consultant	2/1/2020	3/31/2020	Analysis memo	\$5,000		\$3,500
	5	Develop draft housing goals, policies, strategies, and recommendations, including an implementation plan	Consultant/Deschutes County	4/1/2020	5/31/2020	Comp Plan goals and policies	\$20,000		\$5,000
	6	Draft development code	Deschutes County	6/1/2020	6/30/2020	Community involvement plan	\$5,000		\$5,000
	7	Conduct community meetings in Bend, La Pine, Sisters, Redmond, and rural Deschutes County to present and gather community input on the housing conditions, needs, and opportunities.	Deschutes County	7/1/2020	8/31/2020	Housing report, memos, reports, etc.			\$7,500
	8	Evaluate draft goals and policies with other TA Grant deliverables and Board priorities (ex. non-resource lands)	Consultant/Deschutes County	TBD		Development Code			\$1,000
	9	Conduct Planning Commission and Board work sessions and hearings	Deschutes County	9/1/2020	10/31/2020	Analysis report / final report with next steps			\$4,000
						Total:	\$30,000		\$30,000
							<i>Project Total: \$60,000</i>		

			Assigned to...	Apx. Start Date	Apx. Completion Date	Product(s)	Grant Request	Grant Payment	County Contribution
Goal 3 - Complete a wastewater feasibility study for the Terrebonne community and incorporate recommendations into the Comprehensive Plan and development code.									
Task	1	Hire consultant	Deschutes County	10/1/2020	11/1/2020	RFP, contract		Interim Payment \$10,000	
	2	Create a staff project management team to oversee the project	Deschutes County	10/1/2020	TBD	Charter			\$1,000
	3	Apply for additional grants and seek funding options for implementation	Deschutes County	9/15/2020	-	List of potential grant opportunities			\$500
	4	Develop preliminary designs and cost estimates for wastewater treatment and disposal alternatives	Consultant	11/1/2020	12/31/2020	Preliminary engineering report	\$2,500		\$40,000
	5	Present information and gather community input at public meeting and through focus groups and stakeholder interviews on existing and forecast conditions, alternatives, and costs estimates	Consultant/Deschutes County	1/1/2020	2/15/2020	Community involvement plan	\$2,500		\$10,000
	6	Review public comments and prepare a draft Preliminary Engineering Report, including but not limited to: existing facilities, need for the project, alternatives, evaluation of alternatives, and selection of a final alternative, and implementation recommendations	Consultant	2/15/2020	4/1/2020	Preliminary engineering report	\$5,000		\$25,000
	7	Develop draft Terrebonne Community Plan amendments	Consultant/Deschutes County	4/1/2020	4/15/2020	Comp Plan goals and policies	\$5,000		\$1,000

	8	Present and gather community input at a public meeting/town hall on the draft Final Engineering Report, selected alternative, and draft Terrebonne Community Plan amendments	Consultant/Deschutes County	4/15/2020	5/31/2020	Community involvement plan	\$5,000		\$1,000
	9	Evaluate draft goals and policies with other TA Grant deliverables and Board priorities (ex. non-resource lands)	Deschutes County	TBD					\$1,000
	10	Conduct Planning Commission and Board work sessions and hearings	Consultant/Deschutes County	6/1/2020	8/31/2020	Analysis report / final report with next steps			\$500
						Total:	\$20,000		\$80,000
							<i>Project Total: \$100,000</i>		

			Assigned to...	Apx. Start Date	Apx. Completion Date	Product(s)	Grant Request	Grant Payment	County Contribution
Goal 4 - Coordinate with the Oregon Department of Fish and Wildlife (ODFW) to begin updating the County's Goal 5 wildlife inventories.									
Task	1	Hire wildlife biologist to collaborate with ODFW and DLCDC Goal 5 Coordinator as well as provide input and analysis to inform Goal 5 update and scenarios	Deschutes County	Upon grant award	Apx. one month	RFP, contract		Interim Payment \$5,000	
	2	Perform analysis to understand updated wildlife inventories	Consultant	TBD	Apx. one month	Analysis memo	\$15,000		\$2,500
	3	Create a technical advisory group to review and provide input on wildlife protection scenarios	Deschutes County	TBD	Apx. duration of project	Charter			\$5,000
	4	Conduct community meetings in Bend, La Pine, Sisters, Redmond, and rural Deschutes County to present and gather community input on wildlife protection scenarios	Consultant/ Deschutes County	TBD	Apx. six weeks	Community involvement plan			\$10,000
	5	Evaluate draft wildlife protection scenario's with other TA Grant deliverables and Board priorities (ex. non-resource lands)	Deschutes County	TBD		Analysis report / final report with next steps			\$1,000
	6	Create community involvement plan / implementation plan	Deschutes County	TBD	Apx. two weeks				\$6,500
						Total:	\$15,000		\$25,000
							<i>Project Total: \$40,000</i>		
								Final Payment: \$50,000 <i>(\$10,000 Goal 1; \$20,000 Goal 2; \$10,000 Goal 3; \$10,000 Goal 4)</i>	
						Total Grant Request:	\$75,000*	Total County Contribution:	\$145,000

*Line item or project-specific funding is welcome.