



# 1Department 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:** City of Elkton

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

**Street Address:** 366 First Street

**City:** Elkton

**Zip:** 97436

**Contact name and title:** Gary Trout, Assistant City Clerk/PW Foreman

**Contact e-mail address:** cityofelkton@cascadeaccess.com

**Contact phone number:** 541-584-2547

**Grant request amount** (in whole dollars): \$10,000

**Local Contribution** (recommended but not required): \$2,500

**Project Title:**

Elkton Land Development and Division Ordinance Audit and Update

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

The City of Elkton is seeking assistance to audit and update our Land Development and Division Ordinance in order to remove barriers to housing development – in particular to housing which is affordable to people earning at or below the median income for the area.

**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**

<b>Product</b>	<b>Grant Request</b>	<b>Local Contribution</b>	<b>Total Budget</b>
1	\$ <u>10,000</u>	\$ <u>2,500</u>	\$ <u>12,500</u>
2	\$ _____	\$ _____	\$ _____
3	\$ _____	\$ _____	\$ _____
4	\$ _____	\$ _____	\$ _____
5	\$ _____	\$ _____	\$ _____
6	\$ _____	\$ _____	\$ _____
7	\$ _____	\$ _____	\$ _____
8	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	\$ <u>10,000</u>	\$ <u>2,500</u>	\$ <u>12,500</u>

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

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: 503-503-934-0034

**APPLICATION DEADLINE:      October 1, 2019**



## **Background**

The City of Elkton is seeking assistance to audit and update our Land Development and Division Ordinance in order to remove barriers to housing development – in particular to housing which is affordable to people earning at or below the median income for the area. Our ordinance was developed in 1980 and last revised in 1997 with only minor amendments since.

Elkton has evolved economically as a community since 1997. As environmental and social changes have affected much of rural Oregon's timber communities, Elkton has transformed from a community based on the timber industry and traditional farming and ranching, to one that is heavily invested in the wine industry and tourism dollars. This shift in the economy has caused a change in the housing demand. There are fewer "pioneer" families who, as they age, retire into city limits and there are an increasing number of younger families who are more accustomed to an urban lifestyle wanting to live and work in the area and are searching for affordable housing opportunities. The LDDO needs to be adjusted to meet the new demand and help to spur the economic changes.

Specific items we believe warrant attention are:

- Accessory Dwelling Units. *Currently only "guest houses without cooking facilities" are allowed in the R-1 zone. Housing in our Commercial (C-1) zone is limited to second story 300 sq ft apartments or allowed only with a Conditional Use Permit.*
- Tiny homes and Multiple Family Housing. *Currently the minimum lot size for 1 or 2 units is 7500 square feet, 3 units is 12,000 sq ft, etc. While there is no minimum size for homes built on site, there is a 1,000 sq ft minimum for manufactured homes and living in RV's is only allowed with a conditional use permit or in a designated RV park.*
- Vacation Rental Dwellings, Bed and Breakfasts, and short term or seasonal housing. *VRD's and B and B's are currently not addressed in our ordinance and some of our limited housing stock is being used for seasonal uses. There is a need for creative temporary housing but the traditional hotel/motel does not seem feasible in our small town.*
- Encouraging and making more accessible alternative transportation for our local citizens without contributing to on street parking issues. *Most of our local businesses rely on the seasonal weekend traffic being able to stop and access their businesses. Much of this traffic is either large RV's or vehicles pulling trailers with ATV's which need larger*

*parking spaces and create visibility concerns for foot and bicycle traffic and vehicles entering the highway from side streets. The main area of concern is our downtown core centered on State Highway 38 and including the immediate side streets.*

- In addition, the City is aware of the need for family wage affordable housing and our current ordinance along with our small town location seems to be geared more towards higher market prices and retirement level incomes.

## **PROJECT PARTNERS**

### City of Elkton

Gary Trout, Assistant City Clerk/Public Works Foreman  
366 First Street, Elkton, OR 97436  
[gtrout@cascadeaccess.com](mailto:gtrout@cascadeaccess.com)

### Department of Land Conservation

Josh LeBombard, Regional Representative  
100 E. Main Street, Suite A, Medford, OR 97501  
[josh.lebombard@state.or.us](mailto:josh.lebombard@state.or.us)

### Oregon Department of Transportation

Darrin Neavoll, Maintenance District 7 Manager  
3500 NW Stewart Parkway, Roseburg, OR 97470  
[Darrin.L.Neavoll@ODOT.state.or.us](mailto:Darrin.L.Neavoll@ODOT.state.or.us)

Consultant: To Be Determined

## **PROJECT OBJECTIVE**

The primary objective of this project is to produce an updated draft LDDO which: 1) addresses the concerns stated above, 2) addresses additional items which may be brought forth in the community involvement phase, 3) complies with current ORS and DLCD guidelines and is in line with Douglas County building codes. The draft amendments should be hearings-ready.

The City plans to hire a consultant to assist in accomplishing the objective. The consultant will perform mostly off-site work reviewing and updating the ordinance and provide guidance to the City for the noticing and presentation of the material to the public.



## **SCOPE OF WORK**

The project for the City of Elkton is outlined below. Work shall begin upon notification of grant award and it is anticipated that the overall project shall be completed within 3-4 months.

### **TASK 1: Hire Consultant**

The City will immediately request proposals from qualified consulting firms including Branch Engineering and Siegel Planning Services for completion of this project as outlined in this application. It is anticipated that this will take 2 weeks to complete.

### **Task 2: Project Kickoff**

The purpose of this task is for the Consultant to become familiar with the local conditions and with the City's Land Development and Division Ordinance. The Consultant should interview City officials regarding specific City concerns and verify action items in order to ensure mutual understanding of the project and the tasks which need to be completed. At this time, the Consultant should provide a projected timeline for creating and reviewing the draft updated ordinance, public notification and Council/Public work sessions. It is anticipated that this task will take 2 weeks to complete.

### **Task 3: Draft LDDO Update**

The Consultant will review the City's Land Development and Division Ordinance and Comprehensive Plan to identify any legal issues and review how it aligns with the community vision for future housing and commercial needs. The Consultant will then create a draft of amendments to the LDDO. Special attention should be given to drafting a code that is sensitive to the community's need to house people with "workforce level" incomes in order to support economic growth and development. Attention should also be given to drafting an ordinance which is flexible and provides for multiple uses and small home-based business opportunities which could be unique to a small community and may not be normal in larger incorporated cities.

The draft code should recognize the importance of State Highway 38 to the local economy and should also encourage alternative transportation accessibility for tourists and local residents as well. These two factors often conflict, therefore; a creative and cooperative approach must be taken.

City will arrange community meetings for public input in order for the consultant to properly survey the community vision. City Council will serve as the advisory committee and will solicit involvement from the rest of the community including both business owners and residents. It is anticipated that this task will take 45 days to complete.

#### **Task 4: Final Code Update**

Consultant will provide a draft of the updated LDDO to the City for review. The draft updates should clearly identify what language is removed and/or added. City will arrange a Public Meeting time and date for the Consultant to present the draft updates to City Council and the public. Consultant should be prepared to clearly present reasons for amendments and provide the City with guidance on the potential outcomes from making the proposed amendments.

Consultant will then, with guidance from the City, consider public and City Council input and make any revisions necessary to the LDDO amendments and present a hearings ready amendment document. Payment will be made upon completion of this document unless otherwise negotiated.