



Department of Land Conservation and Development

2021-23 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, 2021.**

Date of Application:

Applicant: City of Enterprise, Oregon

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

Street Address: 102 E. North Street

City: Enterprise

Zip: 97828

Contact name and title:

Lacey McQuead, City Administrator
Christie Huston, Planning Assistant

Contact e-mail address:

lmcquead@enterpriseoregon.org
chuston@enterpriseoregon.org

Contact phone number:

541.426.4196 x 3
541.426.4196 x 2

Grant request amount (in whole dollars): \$ 50,000.00

Local Contribution (recommended but not required): \$ 16,000 in-kind match advisory committee (Planning Commission)
\$9,600 in-kind match City Official(s)

Project Title:

City of Enterprise Comprehensive Plan Update

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

Review the most important parts of the Enterprise Comprehensive Plan that need updating. After review, we will prioritize the Comprehensive Plan elements that are in the most severe need of attention. We will hire a consultant or a consulting team to complete the work, working collectively with the Enterprise Planning Department and Planning Staff.

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. Equity and Inclusion Considerations. Using the [TA Grant Equity Guidance](#), identify priority populations in the project planning area. Describe the anticipated impact of your proposed project on priority populations. Describe a preliminary outreach and engagement plan with specific goals and outcomes for participation of priority populations in the project. Include specific tasks and products related to the outreach and engagement plan in sections D and E.

D. 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.

E. 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”).

F. 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.).

G. Advisory Committees. List any advisory committee or other committees that will participate in the project to satisfy the local citizen involvement program. Include specific goals for participation by priority populations in advisory committees.

I. 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 ☐

For cities with populations under 10,000 that are requesting a comprehensive plan update, do you have interest in using a DLCD-provided consultant to complete your project? Yes ☒ No ☐

Does the applicant intend to seek technical assistance from DLCD's equity and inclusion consultant? Yes ☒ No ☐ ([See TA Grant Equity Guidance](#))

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>50,000</u>	\$	<u>25,600</u>	\$	<u>75,600.00</u>
2	\$	_____	\$	_____	\$	_____
3	\$	_____	\$	_____	\$	_____
4	\$	_____	\$	_____	\$	_____
5	\$	_____	\$	_____	\$	_____
6	\$	_____	\$	_____	\$	_____
7	\$	_____	\$	_____	\$	_____
8	\$	_____	\$	_____	\$	_____
TOTAL	\$	_____	\$	_____	\$	_____

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

E-mail (preferred): DLCD.GFGrant@dlcd.oregon.gov

Mail: Department of Land Conservation and Development
635 Capitol Street N.E., Suite 150
Salem, OR 97301

Phone: 503-503-856-6935

APPLICATION DEADLINE: October 1, 2021

Project Description & Work Program

- A. Goals and Objectives: The final goal is to have our Comprehensive Land Use plan completely reviewed and up-to-date. The City of Enterprise Planning Commission and Staff have worked over the past few years to review the Municipal Code and update it accordingly. With minimal staff, it is difficult to find time to focus on both the Comprehensive Land Use Plan and the Municipal Code. I expect the entirety of this project to take more than the time allowed; therefore, the city will work with the consultant to prioritize the most important updates.

According to the current Land Use Comprehensive Plan Introduction, “the plan is used to provide long-range guidelines for decision-making with regards to land use suitability, development proposal evaluation, public utility, facility and street improvements projects, and other considerations related to community growth. “However, the long-range intentions of the current plan, have far expired in relation to the current needs of the City of Enterprise.

- B. Products and Outcomes: The Comprehensive Land Use Plan is one of the most important and most used documents in planning for the City of Enterprise. Designed as guidance for the future of Enterprise, it is imperative to update the plan accordingly. The City is currently working off of a completed Comprehensive Plan dated 1982. While minor updates have been completed over the years, a complete review/update has not. Since the last update, the City of Enterprise has completed both a water and sewer project; which resulted in a new wastewater treatment plant and an upgrade to the City’s water system.
- C. Equity and Inclusion Considerations: It is evident that prioritizing, or even considering racial diversity, equity, and inclusion played no part in developing the City of Enterprise Comprehensive Land Use Plan in the 1980’s. The City of Enterprise will seek technical assistant from the Department of Land Conservation and Developments equity and inclusion consultant, to be certain the same does not take place with the updated plan.
- D. Work Program, Timeline, and Payment:

TIMELINE

- Kick-off (Months 1 & 2): The City of Enterprise will hire a consultant, with assistance from DLCD, to work primarily with the Advisory Committee (AC- Planning Commission/Staff).
- AC & Consultant Meeting (Month 3): Discussion of involvement, with both the AC and members of the public. Approval of projects timeline, public input meetings, work-sessions, etc.
- Work on plan updates with monthly meeting with the AC (Month 4-12).
- Review of updates (Month 13-15): Meetings will move from update proposals, to review of draft documents.
- Planning Commission review of final draft (Month 16). Commission will make a recommendation on approval to the Enterprise City Council.
- City Council review and adoption of final draft (Month 17).

PAYMENT

- Payment of \$50,000 to be dispersed for allowable expenses per the grant agreement, in conjunction with the consultant.
 - Match: Hours for both AC and Staff will be tracked on a monthly basis.
- E. Evaluation Criteria: Through updating our Comprehensive Plan, we will begin with the highest priority, affordable and workforce housing. In the current Comprehensive Plan, it states “The community land use and development needs discussion is presented under the headings of (1) commercial-industrial growth, (2) housing needs, and (3) urban growth boundary. The allocation of land and community services is designed to meet the expected needs of a projected year 2000 population of 3,000.” As of 2021, our population is well below 3,000, the headings listed above are still priority; however, housing needs far exceed the desire for commercial-industrial growth. This is a definite priority at the beginning of this project, should the grant be awarded. While updates to comprehensive plans fall lowest on the list under Evaluation Criteria, discussion and planning for both (1) promote provision of affordable and workforce housing, and (2) promote economic development, all fall within the review/update of the comprehensive plan.
- F. Project Partners: The Planning Commission and Planning Staff will function as leads on the project, working hand in hand with the consultant selected. However, the Enterprise City Council will play a primary role in review and approval/adoption of the proposed changes.
- G. Advisory Committee: The Enterprise Planning Commission will act as the Advisory Committee for this project. Staff will generally work directly with the consultant, and all updates, recommendations, reviews, etc., will go directly to the Commission for review. Final recommendations will then be made to Enterprise City Council for approval.
- H. N/A
- I. Cost-Sharing and Local Contribution: The City anticipates 4 hours per month per commissioner be spent by the Planning Commission. We currently have six commissioners (seven if the commission seats are full). If the project takes 50 weeks to complete, that equals a total of 1,200 volunteer hours. Values at \$20.00/hour, total volunteer contribution equals \$24,000.00. In addition, the City will have two staff members working on this project; Lacey McQuead, City Administrator/Planning Director and Christie Huston, Planning Assistant. If each staff member dedicated 10 hours per month at \$40.00/hour (average hourly wage, including wage, benefits, PERS, etc.) with 16 total months for the project, the total Staff contribution is \$12,800.00. With both volunteer hours and staff hours, the total in kind contribution equals \$36,800.00.