



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: September 30, 2021

Applicant: City of Gates

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

Street Address: 101 Horeb Street

City: Gates

Zip: 97346

Contact name and title: Traci Archer, City Recorder. McRae Carmichael, Associate Planner

Contact e-mail address: ctygtes@wbcable.net, mcarmichael@mwvcog.org

Contact phone number: 503-897-2669

Grant request amount (in whole dollars): \$12,240

Local Contribution (recommended but not required): \$6,000. Sarah Allaben, COG's Rare Participant will dedicate time to this work.

Project Title:

Gates Development Code Audit and Update

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

Response: The City of Gates is embarking on an update to the Gates Zoning Code as the community rebuilds from catastrophic wildfire damage. Code amendments will focus on economic development, local housing options, public involvement, infrastructure needs, and resiliency for redevelopment.

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.

Response: The City of Gates Zoning Code has not been updated since 2005 (there have been some specific legislative amendments over the years yet not a comprehensive overhaul). In the aftermath

of the 2020 Beachie Creek and Lionshead Complex fires, the [GatesCityGates City](#) Council has directed staff to revise the Development Code to support local redevelopment.

The goals of the updates are to allow the City to evaluate and strengthen its existing development code and public involvement process, ensure infrastructure improvements match the rate of development, identify methods for increasing the provision of medium-high density affordable housing, and encourage economic growth in the City's commercial district.

1. Evaluate development code sections to expand local housing options:
 - a. Encourage multi-family development
 - b. Clear and objective housing standards (ORS 197.304(4))
 - c. Identify methods to encourage the provision of affordable middle and high-density housing opportunities.
 - d. Adopt definitions for residential structures to provide a diverse market of housing options.
2. Evaluate development code language in support of local economic development.
 - a. Commercial corridor design standards in support of a new Main Street program.
 - b. Identify potential barriers to new businesses, including but not limited to: prohibitive dimensional standards, parking requirements, etc.
3. Evaluate Development Code for streamlining and community usability:
 - c. Outreach to minority and underserved populations is increased and needs are addressed.
 - d. Encouragement of public participation in the land use process.
 - e. Streamline procedures where possible.
4. Conduct full-scale development code audit and revisions to address concerns related to:
 - i. Code conflicts, errors, and other miscellaneous concerns

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.

Response: The project has the following intended products and outcomes:

1. A code audit identifying needed updates and recommended amendments.
2. Hearings-ready redline Development Code Updates based on identified needs.
3. An inclusive project that conducted outreach to the broader Gates Community.

An updated Gates Zoning Code will support the community's rebuilding efforts by providing a document that more closely reflects the priorities and vision of the current residents. The most important desired effects will be expanded housing options for year-round residents and high-quality commercial corridor development through new design standards. Development will be better aligned with the capacity of the infrastructure and landscape. Development procedures will be streamlined for users and staff.

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.

Response: See attached Work Program. A preliminary outreach and engagement plan is included within and at the end of the work program.

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”).

Response: See attached Evaluation Criteria Narrative

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.).

Response: The city will work with or solicit input from the following private and public partners (among others) on the project:

- DLCD
- Mid-Willamette Valley Council of Governments
- ODOT
- Oregon Fair Housing Council
- City departments (public works, engineering, fire, etc.)

- Marion County
- North Santiam Long Term Recovery Group
- USFS

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.

Response: As identified on the attached work program, the scope of work provides for at least one joint planning commission/city council and one public meeting per task. Several open houses will be hosted where members of the public are invited to share their ideas and feedback about proposed plans.

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 ☐

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.

Response: Letter of support City Council meeting.

Product Request Summary

Product	Grant Request	Local Contribution	Total Budget
1	\$ <u>12,240</u>	\$ <u>0</u>	\$ <u>12,240</u>
TOTAL	\$ _____	\$ _____	\$ <u>12,240</u>

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



Department of Land Conservation and Development

2021-23 PLANNING ASSISTANCE

Work Program-

Task 1: Project Kick-Off, Public Survey, and Code Audit **Estimated Cost: \$ 7,740**

Timeline: January 2022-- April 2022

Consultant will host a project kick-off discussion in a joint work session of the planning commission and city council, to deliver project goals and timeline. Consultant will host general brain-storming session City Council to gather feedback about shortcomings of current code and desired amendments.

Local Government will schedule and provide notice, agenda, and minutes for a joint work session of the planning commission and city council.

Public outreach: Send notice in utility billing. Provide a survey with a QR code. Advertise in paper, City's website and social media sites. Post outside of City hall and the Sierra Market in town.

Consultant will review the Local Government's zoning ordinance, and other land development documents and regulations (if any) to identify legal or policy issues related to local development. This will include:

- Feedback from work session
- Feedback from public outreach (survey)
- Standards for sustainable development including a grading ordinance
- Identification of code conflicts
- Resolving some barriers in code processes that make applications redundant and cumbersome.
- Criteria or procedures related to application requirements, review, or appeal that may hinder economic development.
- Miscellaneous feedback from the community. Consultant presents preliminary draft of code audit plus public feedback to city council in work session #2.

Local Government will schedule and provide notice and an agenda for a joint work session #2.

Task Deliverable:

- Project Kick-off Joint Work Session #1 with the City Council
- Public outreach info in local newspaper. Survey made available On the City webpage

- Notes from preliminary brainstorming of desired code amendments
- Code Audit findings and recommendations (Code Concepts)
- Presentation materials to explain required elements, findings, and recommendations to the planning commission, city council, the public, and interest groups
- Work Session #2 for Code Concepts presentation
- Public meeting notice(s) and agendas

***PAYMENT 1: \$7,740**

Task 2: Public Open House, Draft Code Updates

Estimated Cost: \$ 1440

Timeline: May 2022—June 2022

After review of the findings and recommendations of the code review with the city council in work session #2 above, Consultant will prepare draft updates to the Local Government's zoning ordinance, other municipal codes (if any), and comprehensive plan (if required), addressing identified issues.

Local Government will then schedule and provide notice for one Public Open House to present code audit findings, and recommendations in the form of code concepts. Local Government will solicit input from the public on proposed code concepts.

Following the public workshop or open house, Consultant, in consultation with Local Government, will consider public input received and make any necessary revisions to the code concepts, if needed.

Task 2 Deliverable:

- Public Open House
- Revised presentation materials to explain draft updates to the Public Open House
- Draft updates to the zoning ordinance, other municipal codes (if any), and comprehensive plan (if required)
- Public meeting notice and agenda

PAYMENT 2: \$1,440

Task 3: Final Code Update Refinement and Adoption

Timeline: July 2022-January 2023

Estimated Cost: \$ 1620

Following the Public Open House, Consultant will prepare updates to the Local Government's zoning ordinance, other municipal codes (if any), and comprehensive plan (if required), addressing issues identified in Tasks 1 and 2.

Consultant will present draft language in a work session #3 of city council, for consideration and discussion.

Local Government will schedule and provide notice and an agenda for joint planning commission and city council meeting #3 to review the final code update deliverables. Consultant will coordinate with Local Government on meeting arrangements and facilitate the meeting.

Consultant will then compile the FINAL draft document in two formats: double underline/strikeout (showing new and deleted text, respectively) to indicate changes from existing code language; and clean text, in a format suitable for adoption.

Local Government will assign a file number to the Legislative Amendment package, schedule and provide 35-day PAPA notice to DLCD, local Measure 56 notices (where required), newspaper notice, draft hearings scripts, and post agendas for planning commission and city council public hearings.

Local Government will prepare staff report and findings for Legislative Amendment public hearings.

Local Government will schedule public hearings before both the planning commission and city council on the proposed Legislative Amendment package.

Local Government will post the Legislative Amendment package on the City website prior to the public hearings for public review.

Consultant will make presentation of Legislative Amendment package to the Planning Commission and City Council during the public hearings.

Local Government will draft an enacting ordinance to adopt the code amendments.

Local Government will provide final notice of adoption to all parties with standing and the DLCD.

Consultant will deliver final package code amendments, to include any final revisions made by City Council motion following public testimony.

Task 3

- City council work session #3.
- Final draft updates to the zoning ordinance, other municipal codes (if any), and comprehensive plan (if required)
- Memo detailing the results of the City's Community Engagement Plan as relates to DEI.
- GIS map products
- Presentation materials to explain final draft updates to the hearings body or bodies
- Public hearings presentations before City Council
- Ordinance and notice of adoption
- Final adopted code language
- Hearings notices, agendas, and minutes

***PAYMENT 3: \$ 3060**

Total Estimated Costs: \$ 12,240

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.

DEI Community Engagement Plan

Affected priority populations:

1. Low-income: Gates was initially established when the dam was built as a logging town. The economy has shifted and that work is no longer the primary employment base. Looking to promote new industries and potentially develop a small commercial retail corridor. Ensuring there is an equitable housing stock is very important for Gates because of the lower median income.

Public Engagement Goals:

1. Work together with the community. Ensure staff, City Council, and the consultant establish a dialogue with underserved members of the Gates Community. This includes targeted outreach utilizing community advocates.
2. Use a DEI lens when evaluating policy decisions. Ensure that impacts of the decision are discussed and that effected groups have the ability to provide input and work as a partner.
3. Identify how changes will impact under-represented populations. Planning decisions can often be viewed as beneficial for a significant portion of the population, but have damaging impacts on the other.
 - a. The planning process should be viewed as a partnership with local community organizations and businesses.
4. Establish a comprehensive system of public communication with routine updates and multiple distribution venues (e.g., website, newsletter, and social media platforms).
5. Evaluate success of community outreach upon the conclusion of the project. Draft DEI engagement report identifying level of public participation, pitfalls, and ways to improve in the future. Establish performance measures for evaluating successes and failures.

Outreach and Engagement Plan:

Staff intend to ensure the City's amendments to the Comprehensive Plan and Development code includes frequent public engagement prior to adoption hearings. To meet the City's goal for an inclusionary planning process, staff will follow the following guidelines when conducting outreach for public engagement meetings and charettes:

1. Complete an in-depth analysis of stakeholders. Identify potential dynamics that could influence the input of underserved communities. Identify methods for ensuring these groups feel comfortable and empowered to participate in the decision-making process.

- a. Performance measure: Are there specific complaints from a particular group? Is the level of engagement from the group increasing?
2. Emphasize the ability to provide written comment for those unable to attend public outreach meetings. Ensure meeting summary notes reach those who provided comment and are posted online.
 - a. Performance measure: Are more questions received
3. Provide online portal and paper option for responses via survey
 - a. Performance measure: How many responses does the City receive?
4. Allow for virtual participation in public meetings to alleviate potential COVID-19 impacts,
 - a. Performance measure: Is feedback received on public meetings?
 - i. Is the level of public participation increased?
5. Ensure paper copies of proposed code amendments are available in paper in an accessible location, for review by people without access to internet/computer skills.
 - a. Performance measure: Are these resources utilized?
6. Ensure public meetings provide the opportunity for each group to speak. If in person, staff and consultants should speak individually with under-represented groups to ensure their ideas and thoughts are heard.
 - a. Performance measure: Does city staff / consultant have the capacity to engage with the smaller groups?
7. Ensure comments received from underrepresented communities are not just heard, but integrated into updated policies, goals, and code amendments.
 - a. Performance measure: Do updated policies include comments and address the needs of the priority populations? Is there a policy basis for ensuring these needs are addressed?