



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 21, 2021

Applicant: City of Gold Hill

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

Street Address: 420 6th Avenue

City: Gold Hill

Zip: 97525

Contact name and title: Jerry Breckinridge

Contact e-mail address: jerry.breckinridge@cityofgoldhill.com

Contact phone number: 541-855-1525

Grant request amount (in whole dollars): \$25,000

Local Contribution (recommended but not required): \$4,000

Project Title:

Municipal Code Update

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

Update the City's Municipal Code, to respond to changes in state law and advance regulatory streamlining related to land use decisions.

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.

The overall goal of this project is to review and update the City's Municipal Code related to land use and specifically land use review processes and approval standards. Developed over time, there are inconsistencies and conflicts in the current code related to land use review processes. Over the past several years several Oregon Revised Statute changes have occurred without adjustments to

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the Municipal Code that are necessary.

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.

The product and outcome associated with this grant would be a Code Amendment that would address several sections related to land use, development standards, review process, decision and appeal processes, notice requirements, and general development procedures.

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.

Technical Assistance Grant Equity and Inclusion Considerations City of Gold Hill

Priority Populations in the City of Gold Hill

- **People with disabilities:** According to the U.S. Census Bureau, 14.8% of Gold Hill residents have a disability.
- **Extremely low income and/or homeless community members:** With 15.8% of the population in poverty, which is higher than the state average, extremely low income and/or homeless community members are prevalent in Gold Hill.

Anticipated Impact of project on Priority Populations:

- **Impact on people with disabilities:** Updating municipal codes and removing inconsistencies, especially in regards to the implementation and enforcement of the Americans with Disabilities Act (ADA) Accessibility Standards, will benefit Gold Hill's disabled population.
- **Impact on Extremely low income and/or homeless community members:** Updating the municipal code and updating the local zoning map while keeping in mind the unique needs and challenges of low income and/or homeless community members will lead to more options for that priority population in finding affordable homes and places to live.

Preliminary Outreach and Engagement Plan:

- The City of Gold Hill will advertise city council meetings open to the public, with particular emphasis on people with disabilities and low income and/or homeless community members attending.

Goals: To reach priority populations in Gold Hill through encouraging their engagement in city council meetings open to the public.

Outcomes: Priority populations in Gold Hill feel represented and their needs are addressed to the best of the city's ability.

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.

Gold Hill Code Update			
<u>Task Title</u>	<u>Steps to Completion</u>	<u>Final Product</u>	<u>Completion Dates</u>
1. Evaluate Code	Code Review	List of Sections to Amend	2 months
2. Public Input	Hold Public Meetings	Community Input	4 months
3. Draft Amendment	Draft Code Amendments	Use for Public Review	7 months
4. Code Adoption	Public Hearings	Adopted Amendments	10 months

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.

The City asks for an interim payment following completion of Task 2. Approximately 4 months into the project the City shall supply a list of Code Sections identified for amendment and a record of public meetings seeking input on the potential amendments that may be warranted. The interim payment request may be in an amount up to \$6,000. A final payment request will be made following the completion of Task 4 when Municipal Code Amendments have been completed. The final payment request will be for the remainder of the grant for a total not to exceed \$15,000.

- 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”).

The project will update the City’s implementing code (Municipal Code) to respond to change in state law, advance regulatory streamlining, address inconsistencies and discrepancies, and promote economic development by clarifying and updating the land use review process within the City.

- 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.).

Rogue Valley Council of Governments (Consultant)

DLCD

Jackson County Development Services

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- 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.

City of Gold Hill Planning Commission – assist with development of code amendment, solicit input from the public

City of Gold Hill City Council - project review, code adoption

- 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.

City Staff will contribute \$4,000 of in-kind staff time working on the project.

Will a consultant be retained to assist in completing grant products? Yes ☒ No ☐

The City will utilize RVCOG as the consultant.

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>21,000</u>	\$	<u>4,000</u>	\$	<u>25,000</u>
2	\$	_____	\$	_____	\$	_____
3	\$	_____	\$	_____	\$	_____
4	\$	_____	\$	_____	\$	_____
5	\$	_____	\$	_____	\$	_____
6	\$	_____	\$	_____	\$	_____
7	\$	_____	\$	_____	\$	_____
8	\$	_____	\$	_____	\$	_____
TOTAL	\$	<u>21,000</u>	\$	<u>4,000</u>	\$	<u>25,000</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



September 22, 2021


Department of Land Conservation Services Division Manager
635 Capitol Street N.E., Suite 150
Salem, OR 97301

******* Letter of Support for TA Grant 21-23 *******

The City of Gold Hill declares support of an application to the Department of Land Conservation and Development for Technical Assistance to review and update the City's Municipal Code related to land use and development.

The City is in the process of applying for a 2021-2023 Technical Assistance Grant (TA Grant). The review and update of several sections of the City's Municipal Code related to Land Use Approval and Review is a necessary and timely need of the City. This Code review and update will serve to promote efficient review of housing applications, will promote economic development, and will update the land use code to respond to recent changes in state law and act to streamline the regulatory process.

Let it be known that the City of Gold Hill supports the submission of the TA Grant application to review and update sections of the City's Municipal Code related to Land Use



Brad Studebaker
Mayor