



1 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: October 1, 2019

Applicant: City of Maupin

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

Street Address: 408 Deschutes Ave.

City: Maupin

Zip: 97037

Contact name and title: DeOra Patton

Contact e-mail address: deoramaupin@yahoo.com

Contact phone number: 541-395-2698

Grant request amount (in whole dollars): \$35,000

Local Contribution (recommended but not required): \$3,500

Project Title:

Housing Needs Analysis

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

The City of Maupin seeks funding to complete a Housing Needs Analysis. The HNA will provide data needed for a planned update to its Comprehensive Plan and zoning ordinances. It will also provide data related to workplace affordability, our recently completed Buildable Lands Inventory and the advisability of adjusting its Urban Growth Boundary.

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
1 – PAC Meeting #1			
Memo, draft Housing Needs Analysis	\$ <u>15750</u>	\$ <u>1750</u>	\$ <u>17500</u>
PAC meetings #2 & 3			
2 – Final Housing Needs Analysis and Implementation			
Measures Memo – Joint PC, CC and PAC Workshop	\$ <u>15750</u>	\$ <u>1750</u>	\$ <u>17500</u>
TOTAL	\$ <u>31500</u>	\$ <u>3500</u>	\$ <u>35000</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

City of Maupin – 2019 DLCDC Grant Application

Housing Needs Analysis

Project Summary:

The City of Maupin seeks funding to complete a Housing Needs Analysis. The HNA will provide data needed for a planned update to its Comprehensive Plan and zoning ordinances. It will also provide data related to workforce housing strategies, completing a Buildable Lands Inventory and the advisability of adjusting the Urban Growth Boundary.

Goals and Objectives:

The City of Maupin is a small (pop. 430) rural community in North Central Oregon. Since the closure of its lumber mill (c. 1990) Maupin has worked to re-establish an adequate economic foundation to support a vibrant local community. Public employment (schools, City, County and State) provide the most stable employment in the community and the vast majority of the covered employment. The largest private sector employment comes from recreation uses (rafting, fishing, etc.) on the Deschutes River, which transects the town. However, these private sector jobs tend to be low-paying and seasonal.

The City has also taken an active leadership role in many public or public/private projects to support enhancing the local economic outlook, including creation of a health clinic and an assisted living center, significant street and infrastructure improvements in the downtown corridor to encourage investment, fiber-optic broadband throughout the community, and a nearly completed Civic Center which will be home to a new public library and City Hall.

Unlike many small rural communities, Maupin has seen some growth in the last two decades. The City has become a popular retirement and vacation home community which has increased housing development while year round population has remained fairly stable. With the recent completion of a fiber-optic broadband project, Maupin is also now in a position to attract additional new residents who are able to make a living online, or smaller, niche businesses who rely on high capacity internet access.

With these economic trends in Maupin, 62 new jobs were added between 2006 and 2017, with an additional 70 projected during 2019's Economic Opportunity Analysis process for the next 20 years. With this job growth anticipated, the City is seeking to better understand its housing supply needs as that was identified as a critical challenge for community economic development. This work is part of Maupin's ongoing effort to continue to "reinvent itself." In order to support this, Maupin's overarching goal with this work is to move toward an update of its planning and zoning documents to reflect the community's vision for a strong future that builds upon these assets and opportunities.

Goal: This project is part of an ongoing effort to encourage appropriate, well planned development in the City of Maupin to facilitate economic opportunities and livability. Conducting a Housing Needs and Residential Land Needs Analysis and developing a Housing Strategy to address needs identified follows closely on the recent completion of an Economic Opportunities Analysis to provide a more complete look at how land is used within the City and builds on the identification of a need for workforce housing during that process. Our longer term goal is to complete an update of Maupin's Comprehensive Plan and review of our zoning ordinances to ensure they meet our needs today and for our next 20 years of change, and the HNA process is a critical component of this effort.

Objectives: The City of Maupin has several specific objectives for the proposed Goal 10 work. These include:

- The primary objective of this project is to further quantify the supply and demand for housing, with a specific focus on identifying the level of affordable housing available to the workforce in Maupin. While data does not currently exist to determine whether Maupin qualifies as severely rent burdened, anecdotally the City knows that affordable rentals in Maupin are very difficult to find.
- The City would also like to identify strategies it can implement to support creation of additional quality, low-income housing in Maupin as well as address any other gaps in housing availability. Much of Maupin's workforce lives in outlying areas, causing employees to be burdened with commuting expenses. Coupled with the expansion of lower wage jobs in the community, this creates a considerable challenge for these employees. Maupin relies on this workforce to staff the booming recreation industry and wants to ensure that these members of the community can find quality housing that is affordable to them in town.
- Because river related recreation is a key local economic driver, Maupin's workforce expands significantly during the summer rafting season. This predictable, annual influx of employees requires temporary housing. Determining the nature, extent and location of these housing units as well as the demand for additional units is a significant issue for the City.
- Gaining a more complete picture of Maupin's current land use conditions through conducting an EOA and HNA in a short time frame will support the City as they work to implement strategies that will support a strong community for the next 20 years.

Products and Outcomes:

The City of Maupin anticipates receiving the following products from the proposed process that comply with state planning requirements:

1. A Buildable Lands Inventory focused on housing related land uses
2. Housing and Residential Land Needs Assessment
3. Housing Strategies Recommendations

The development of these tools will provide a foundation for several anticipated outcomes:

- The housing related elements in the City's efforts to update its Comprehensive Plan and implementing ordinances to support continued development within the community.
- An additional outcome of this work will be to provide Maupin with a toolkit of strategies to support addressing workforce housing and seasonal housing challenges and ensure the mix of housing types the community is able to support will meet the needs of this shifting community for the coming 20 years.

As Maupin continues to diversify from its early roots as a town with an agricultural and forest products based economy with a well-established recreation economy and service hub for South Wasco County there are different housing needs that need to be incorporated into the City's planning efforts. This project will allow the City to work toward meeting the projected needs based on today's information.

Work Program, Timeline and Payment

Task 1: Consultant RFP, Formation of Project Advisory Committee (PAC) and Consultant Selection **Timeline:** Month 1

Task Description: The City will issue an RFP to hire a consultant through a competitive process to find a firm that specializes in Housing Needs analyses and Goal 10 work. The City will form a project advisory committee (PAC) comprised of elected officials, interested citizens, and regional partners with expertise in housing and economic development to provide input throughout the process. City Staff and the PAC will work together to select a consultant.

Products/Outcomes: Form PAC and select a consultant at PAC Meeting #1

Payments: The City will utilize City Staff and Contract Planner to complete this work and the expenses incurred by the City to complete tasks outside of the scope of the Consultant will be used as in-kind match for the grant.

Task 2: Kick-off Meeting with PAC & Consultant, Gather Background Information, and Define Goals & Objectives for Project **Timeline:** Months 2-3

Task Description: The consultant will coordinate with City Staff and Contract Planner to gather background information, revise project timeline, and prepare for PAC Meeting #2. At PAC Meeting #2 the Consultant will explain the project scope and schedule, gather more background information, and facilitate a discussion with the PAC to clarify the goals and objectives for the project.

Products/Outcomes: Prepare for and attend PAC Meeting #2. Complete Memo #1 which includes project scope/schedule, project purpose, list of background information, and a summary of the goals and objectives for the project.

Task 3: Consultants prepare Housing Needs Analysis

Timeline: Months 3-6

Task Description: Consultants will prepare a housing needs analysis that satisfies DLCDDs requirements, according to OAR 660-008-0000.

- 1. Identify Trends:** Consultants will review and evaluate the area's demographic and economic trends, current housing conditions and supply, as well as relevant available data from the city, county, region, and state. Consultants will review with staff, and subsequently with the PAC, proposed methodology, based on the trend data, local conditions, and community goals.
- 2. Inventory of Existing Housing Stock:** Provide information on the existing housing stock including but not limited to the mix of unit types, ownership versus rental, costs and affordability, etc.
- 3. Identification of Projected Needs:** The Housing Needs Analysis must identify the unit types, price ranges, and land requirements reasonably expected to be needed for the 20-year planning period.
- 4. Assessment of Buildable Land and Development Potential:** The inventory of residential lands shall consider development constraints such as natural hazards, slopes, availability of public facilities, and other suitability factors for both vacant and developed land when determining land availability for housing development. It is critical to understand not only the quantity of land within an urban growth boundary, but also its suitability for desired residential uses and development types required.

Consultants and staff will interview targeted stakeholders and discuss with federal, state and regional agency staff ways to cooperate, participate in housing initiatives, and funding for implementation. This coordination will be used to develop a draft of the HNA to be shared with the PAC at PAC Meeting #3.

The consultants will gather input from the PAC meetings to incorporate into a Final HNA.

Products/Outcomes: Draft Housing Needs Analysis & PAC Meeting #3

Payments: After the Draft HNA is presented to the PAC – payment of \$17,500 is due to the consultant. \$15,750 DLCD Grant Funding & \$1,750 cash match by the City. Payments to City Contract Planner and City Staff will be documented as in-kind match.

Task 4: Present refined HNA to City Council and Planning Commission.

Findings, Recommendations and Implementing Measures Timeline: Months 7-9

Task Description: After receiving input on the draft HNA from the PAC at PAC Meeting #3 the consultant will revise the documents and prepare for a presentation for a joint meeting between the Maupin City Council and Planning Commission. The HNA shall be accompanied by a separate memo that describes recommendations for housing strategies and potential implementing measures. The consultant shall facilitate input at this meeting and incorporate the input into the final HNA. PAC Members will also attend the joint meeting.

Products/Outcomes: Revised Drafts of HNA. A memo describing housing strategies and implementing measures. Presentation at joint meeting #1 of City Council, Planning Commission, and PAC.

Task 5: Final Reports Completed

Timeline: Months 9 -10

Task Description: The consultants will draft final versions of the HNA and Housing Strategies and Implementing Measures Memo and submit it to city staff, contract planner and PAC members for review. Consultants will make final changes and corrections as requested. The final documents will be brought back to the City Council for final approval and adoption

Products/Outcomes: Final Versions of HNA and Housing Strategies and Implementing Measures Memo. Presentation of Final version at City Council and adoption by the City Council.

Payments: After the Final HNA, and Implementing Measures Memo are presented to the City Council – final payment of \$17,500 is due to the consultant. \$15,750 DLCD Grant Funding & \$1,750 cash match by the City. Payments to City Contract Planner and City Staff will be documented as in-kind match.

Evaluation Criteria:

A successful project will identify housing needs within the City and provide information which can form the basis for changes to the City's Comprehensive Plan and zoning ordinances and other strategies which will facilitate efforts to meet those needs. In particular, it will provide tools for meeting workforce and seasonal housing needs. It will also build on the EOA's identification of some challenging sites by exploring residential needs and constraints for a full picture of land within the UGB.

These outputs of the proposed process meet several priorities identified by DLCD for the Technical Assistance Program this biennium. In particular, there is a focus on promoting provision of affordable, attainable workforce housing in Maupin to support a robust, equitable community in South Wasco County. This was also a need identified in Maupin's recent Economic Opportunity Analysis as a critical barrier to enhancing the local economy. By working toward developing effective tools for addressing this barrier this project meets the additional focus on economic development noted for the program as well.

This proposal also meets several additional criteria noted in the evaluation criteria for the Technical Assistance Program. The North Central Regional Solutions Advisory Committee has prioritized housing needs as one of the top two challenges in the region and continues to support communities as they work toward finding creative solutions to meeting these needs in the region. Housing was also identified as critical infrastructure and a significant regional challenge by Mid-Columbia Economic Development District in its 2018 Comprehensive Economic Development Strategy. Additionally, Wasco County is in the process of updating its

Comprehensive Plan and exploring rural housing strategies. These tie into Maupin's efforts as the local economy of the rural unincorporated communities is linked closely with Maupin as the economic hub of South Wasco County. By continuing to analyze the most recent data, sharing planning documents with local strategies, and implementing efforts to improve attainable housing availability the City will be supporting these broader county and regional efforts.

Project Partners:

The City will invite the Mid-Columbia Economic Development District (MCEDD), Mid-Columbia Housing Authority, Regional Solutions, Wasco County, the South Wasco Alliance and other interested organizations and parties to participate in this project. These partners/stakeholders will also be invited to participate as members of the PAC (below) and will serve as valuable information sources for the consultant during the course of the project.

Advisory Committees:

The City will form a Project Advisory Committee (PAC) which will initiate the project and shepherd it through to adoption by the City Council. The PAC may be composed of representatives from the public, City Government and representatives of the other project partners listed above. The partners noted above will be invited along with a City Council Member, a Planning Commission member, and a local property owner.

Cost Sharing and Local Contribution:

The overall project cost is expected to be \$35,000. The City of Maupin will commit to cash matching funds equal to 10% of the requested grant (\$3,500). To the extent that supplemental services are required by City Staff, including the City Engineer, Planner or Attorney, Maupin will cover those costs from funds currently allocated in its budget. Those expenses are expected to be equal to 10% of the total project cost.

Local Official Support: See attached for a Resolution passed by Maupin City Council in support of the project.