



## 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 29, 2021

**Applicant:** The City of Metolius

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

**Street Address:** 636 Jefferson Avenue

**City:** Metolius, Oregon

**Zip:** 97741

**Contact name and title:** Tasha Alegre, City Recorder

**Contact e-mail address:** metolius1911@gmail.com

**Contact phone number:** (541) 546-5533

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

**Local Contribution** (recommended but not required): \$5,000

**Project Title:**

2022-2023 Comprehensive Plan Update

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

The purpose of this project is to update the existing Comprehensive Plan for the City of Metolius. Metolius is a rapidly growing City with limited resources and an antiquated Comprehensive Plan. The updated Plan will serve as a guide for the City as it welcomes economic and residential development.

**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 primary goal is to update the City's Comprehensive Plan, which has not been updated since it was originally written in 1978 and acknowledged in 1980. The City has undergone two periodic reviews subsequent to the acknowledgement but, because of its size, was excused from Periodic Reviews in the early 1990s. The 1978 Plan is virtually intact and unchanged from its original adoption and

acknowledgement. The Plan needs to be updated, new base maps need to be created, inventories need to be updated, and an Urban Growth Area Management Agreement needs to be prepared and jointly adopted by the City of Metolius and Jefferson County. A management agreement does not currently exist between the two entities. Finally, the goals and policies of the Plan need to be revisited and any changes that are deemed necessary by the City will be completed.

Since the initial acknowledgement of the Comprehensive Plan Metolius has more than doubled in population and is experiencing additional development pressure currently, in the form of new subdivisions and housing developments. In fact, the City has seen a 16 percent increase in population since 2010. Much of this growth is a result of the City's proximity to the booming housing markets of Bend and Redmond. To embrace the impending growth, encourage economic development, and promote workforce housing the City needs to update existing land use ordinances. To do this effectively, the Comprehensive Plan should also be updated through a collaborative community process to ensure a cohesive vision for the future is crafted by the population and the City's leaders.

**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.

There are a number of tasks required to update the Comprehensive Plan, which will be enumerated in the work program. The overall product will be a completely updated Comprehensive Plan, together with an Urban Growth Area Management Agreement, and new base maps culminating in a Comprehensive Plan/Zoning Map adopted by the City and County as necessary. A public facilities, capital improvement plan will also be created. The work program on a task-by-task basis is listed below in Item "D".

This project will be pivotal in the City's movement towards streamlined land use regulations. The updated Comprehensive Plan will serve as the guiding light for the City Council and Planning Commission as they audit and amend the zoning and subdivision ordinances to remove regulator roadblocks. The overall effect of easing the regulatory burdens of development will be increased opportunities for economic growth and increased housing availability, both of which contribute directly to the livability for current and future residents of Metolius.

**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.

The median family income in Metolius is estimated by the Census Bureau to be \$50,000 annually, 12,000 less than the Oregon median income. It is well understood that a significant percentage of residents are part of low and extremely low-income households within the City. As housing prices continue to rise in the region these communities are becoming particularly vulnerable to homelessness or housing insecurity. The proposed comprehensive plan update and subsequent land use regulation revisions will emphasize the allowance of a diverse range of housing currently restricted in Metolius. The Comprehensive Plan will ensure that clear and objective criteria be established to allow for creative housing solutions to develop as the region's need for affordable and



workforce housing continues to grow. This effort will only be successful if those the plan seeks to assist are involved in the process. As part of the plan update the City will engage with those often overlooked in the planning process, particularly renters and those living in RV parks. As Metolius is a small city, direct and effective communication is possible. City Councilors will conduct personal visits to these communities, knocking on doors and offering information on the process with the goal of building on existing credibility and familiarity. These visits will ensure citizens are aware of the process, know how to maintain involvement, and will be valuable opportunities for city officials to listen and learn from the community. The City Council will use these visits to extend invitations to monthly meetings held specifically for the purpose of garnering input for this process. After adoption of the revise Plan the City will notify all those who participated and request feedback on the process ensuring opportunities to improve in future endeavors. All public meetings will be accessible via videoconferencing and recordings will be made available as well.

#### **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

*Task 1: Review the existing Comprehensive Plan and note and remove unnecessary material no longer needed in the Comprehensive Plan and note outdated inventory material that needs to be updated.*

This will provide a more clear-cut path from which to work toward completing the Plan Update. Review the local Planning Process and the 1978 Citizen Participation Program and revise as necessary in coordination with City Officials and the Department of Land Conservation and Development. January 2022 to March 2022

*Task 2: Begin to review the inventories noting the items listed in Task 1, which are no longer necessary for an acknowledged Comprehensive Plan, and update the inventories as necessary. The inventory update would include:*

- a. History. Note any recent changes in the City that have occurred over the last 4 decades and any changes to the early history of the community.
- b. Natural Resources. Review of the existing listing of natural resources and note any changes in current literature.
- c. Natural Hazards. Review any known sources for additional natural hazards. There were very few noted in the early plan.
- d. Recreation. Note changes in the City's recreation system, new parks, and/or new activities that have become more prevalent in the last 35 years.
- e. Economy of the City. Review the City's commercial and industrial existing development, available lands and redevelopable lands, in conjunction with the Buildable Lands Inventory below. Determine future needs and opportunities for future development.

- f. Housing. In conjunction with the economy of the city, conduct a complete Buildable Lands Inventory of the City noting vacant lands and those available for redevelopment. Update the City's population projections using state and regional projections and current holding capacity of the City. Compare projections with an available lands analysis in the City. It is not anticipated there will be a need to consider the expansion of the City's Urban Growth Boundary.
- g. Public Facilities. Consult with the Public Works Director, the City Engineer, and Deschutes Valley Water District to gather recent as-built drawing for water and sewer utilities and other public facilities in the City. The City will develop a capital improvement plan with a priority list to be reviewed every year. Prepare new inventory maps as required.
- h. Transportation. Review Jefferson County's Transportation System Plan for relevant information regarding Metolius and add pertinent portions of the transportation plan for the City, if available, into the update.
- i. Energy. Update as required.
- j. Urbanization. Prepare Urban Growth Area Management Agreement for co-adoption by the City and Jefferson County. April 2022 to July 2022
- k. Citizen Involvement. Public engagement and involvement will be the keystone of the plan update. The City will hold three townhall meetings, the first will be a kickoff meeting, followed by a mid-point meeting after the inventories are completed. Finally, a meeting will be held to present and discuss a draft plan.

*Task 3: Review and revise as necessary the goals, objectives, and policies of the Plan.*

Rewrite and update the Land Use Element, using updated buildable lands analysis. Review and rewrite, as necessary, the Plan's Administrative Provisions. Prepare for adoption public hearings (4), coordinate with Jefferson County and the Department on the final plan content and presentation. August 2022 to December 2022

*Task 4: Adoption Public Hearings.*

City of Metolius Planning Commission and Metolius City Council. Coordinate adoption of urban growth management agreement with Jefferson County . January 2023 – March 2023

**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.

This Project is anticipated to begin in January 2022 and be completed by March 31, 2023. This project envisions monthly meetings of the Planning Commission to review the material as it is prepared. Advisories noting the Planning Commission's recommended actions on the draft material would be forwarded on to the City Council on a monthly basis for their review. The public



hearing process leading to adoption would be anticipated to start in January 2023 with final adoption by March 31, 2023 to complete the project.

**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 and its planners intend to work closely with the Department on this project completion. It is anticipated that the City would ask for an interim payment for approximately 1/3 of the project cost in July 2022 with the completion of Tasks 1 and 2. A second interim payment of the second 1/3 of project cost in December 2022 with the completion of Task 3 and a final payment of the final 1/3 of the project cost after the plan is adopted by the City and the County and submitted to the Department in March 2023.

**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 City has reviewed the Review Criteria in the Technical Assistance Grant package and it believes this project qualifies under Item 5, Update Comprehensive Plan and Implementing Codes to Respond to Changes in State Law. As noted, when the City’s Plan was adopted and acknowledged by the Department, the requirements for an Urban Growth Boundary Management Agreement did not exist. Recently a situation arose in which Jefferson County, with new personnel on board, were unfamiliar with how to deal with an issue involving lands inside the City’s Urban Growth Boundary that were still under County jurisdiction. An Urban Growth Boundary Management Plan is needed and the Plan, now being 40 years old, needs to be updated in a very basic way to become current with today’s needs. The project will also address Items 1 and 2, as the City intends to prioritize housing and economic development as part of this revised Plan.

**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.).

The primary partners will be Jefferson County, who the City will be working with to develop the Urban Growth Area Management Agreement, and the Department of Land Conservation and Development. The City desires to maintain a close working relationship with the Department to insure the material being prepared meets the Department’s requirements.

**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.

The City will use its Planning Commission and City Council as advisory committees during the project to satisfy the local citizen involvement program. It will also work closely with the Department of Land Conservation and Development to insure that the material being prepared is acceptable.

**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.

The City will contribute \$5,000 to assist in the project.

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

The City has used Dan Meader, Senior Planning Consultant with Tenneson Engineering Corporation, since 1977 and he continues to work for the City on an as needed basis along with Tenneson Engineering Staff Planner Kirk Fatland.

**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.

A letter signed by the mayor of Metolius is attached.

### Product Request Summary

Product		Grant Request		Local Contribution		Total Budget
1	\$	<u>9000</u>	\$	<u>1500</u>	\$	<u>4500</u>
2	\$	<u>10500</u>	\$	<u>1000</u>	\$	<u>10500</u>
3	\$	<u>9000</u>	\$	<u>1500</u>	\$	<u>4500</u>
4	\$	<u>6500</u>	\$	<u>1000</u>	\$	<u>5000</u>
5	\$	<u>      </u>	\$	<u>      </u>	\$	<u>      </u>
6	\$	<u>      </u>	\$	<u>      </u>	\$	<u>      </u>
7	\$	<u>      </u>	\$	<u>      </u>	\$	<u>      </u>
8	\$	<u>      </u>	\$	<u>      </u>	\$	<u>      </u>
<b>TOTAL</b>	\$	<u>35000</u>	\$	<u>5000</u>	\$	<u>40000</u>

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

E-mail (preferred): [DLCD.GFGrant@dlcd.oregon.gov](mailto: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**



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636 Jefferson Avenue  
Metolius, OR 97741

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August 27, 2021

Department of Land Conservation and Development  
C/O Gordan Howard  
635 Capitol Street N.E., Suite 150  
Salem, OR 97301

Regarding: 21-23 Technical Assistance Grant Application

Dear Mr. Howard,

The 2021-23 Technical Assistance Grant Application was brought to the City Council's attention at the September City Council Meeting. The City Council authorized City Staff to apply for this grant with the intention of updating the Metolius Comprehensive Plan, acknowledged in 1980. The plan has served for over forty years and is in need of review and revision. The City looks forward to working with DLCD and Jefferson County to complete the tasks outlined in the application, if you have any questions please contact myself or City Staff.

Sincerely,

Patty Wyler, Mayor of Metolius