



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: October 1, 2021

Applicant: City of Mosier, Oregon

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

Street Address: 208 Washington Street

City: Mosier

Zip: OR

Contact name and title: Katherine Skakel, City Planner

Contact e-mail address: katie.skakel9@gmail.com

Contact phone number: 541-806-0540

Grant request amount (in whole dollars): \$10,000

Local Contribution (recommended but not required): \$1,500 staff time

Project Title:

Comprehensive Plan update for the City of Mosier – “Small Enough to Make a Difference”

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

The City of Mosier seeks funding to complete an analysis of work done in the City since 2004 that has not been integrated into the City’s Comprehensive Plan. The analysis 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, updating the Buildable Lands Inventory and the advisability of zone changes that are being considered in areas of the City and the 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.

The current Mosier Comprehensive Plan was adopted by the City and LCDC in 2004. There has been only one update, 2017 TSP, since 2004. We know that as long as the local plans are kept up to date, the planning process works well. Other than Goal 12- Transportation, the City Council has to rely on the 2004 data and policies to make legislative decisions. Development pressure has already been seen in Mosier, and only will continue based on pace of development in the rest of the Gorge. First, the City Council will conduct several work sessions with a planning consultant to review all the existing Comp Plan policies (pages 52-54 of the 2004 Plan) along with more up to date reports and analysis that have been completed, but not been adopted. The objective of these exercises is to determine what needs to be done to bring Mosier Comprehensive to represent present-day vision and objectives. Mosier is a small town with a contract planner and engineer, and cannot stop to do a wholesale update of the Comprehensive Plan. A report can layout the groundwork.

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.

1. Written report to City Council providing a review of policies of 2004 Comprehensive Plan: a consultant will go over the current Comp Plan policies with the Council in several work sessions and Pages 52-54 which are the adopted policies of Mosier. Do they represent the current trends for your City? Have new reports been completed (i.e. BLI for residential, commercial, industrial) that have information that more accurately shows where Mosier is today? In order to use those new reports to make legislative land use decisions, those reports should be added to the Comprehensive Plan through the PAPA process.

2. After meeting with Council, the consultant will take their information, work to assemble all the existing reports and assess which ones should be added to Comp Plan, and what new studies need to be done. The outcome of these exercises is for a consultant to determine what needs to be done to bring the Mosier Comprehensive Plan to a place where it represents present-day vision and objectives. Specifically, this report will layout each land use goal with the existing language and policies along with recommendations for change. Since every goal cannot be addressed at one time, the consultant can also layout a timeline for updates. The ultimate goal is for the City of Mosier to have a roadmap which represents how the City will grow in subsequent years.

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 2010 census estimated 25% Hispanic families in Mosier, in 2020 the census estimates 34%. Mosier Valley farm workers are 90% Hispanic, Local Tribes are active in Mosier Community, and it is evident that all of these families need support as well as a dignified place to work, live, and play. Our 2004 comprehensive plan does not reflect the multiple visioning sessions that allows for a more diverse and equitable place to live. There is a low hum and outcry of “those on the hill with the fancy houses”- that are second homeowners not giving back to the City and “those of us down here!” This actually is further from the truth. In fact, many of those living on the hill volunteer on the City

Council, Fire Department, school, and food bank. These “newcomers” love Mosier and want to see all thrive in the City no matter their economic situation. The City of Mosier has projects that will be coming in that do not adhere to current comp plan but that do meet community values expressed between 2004 – and 2021. We have an underserved low income population with 45% of families at Mosier Community School on free and reduced lunch program. The median income in Mosier has historically been under \$50,000 for a family of 4.

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

The consultant will review all documents as provided by the City related to planning not part of the Comprehensive Plan. A draft report will be written analyzing the viability to be adopted into an updated Comprehensive Plan (i.e. building lands inventory, natural hazards information, utility location present and future, and others). Essentially, since 2004, what should have been adopted into the City’s Comprehensive Plan.

The consultant will hold a number of work sessions with the City Council to update them on the importance of the Comprehensive Plan, why it needs to be updated, possible legal implications, and then to go through each goal and its policies to get feedback from the Council. The City will be writing short term rental regulations in 2021/22 and along with the regulations, an update to Goal 10 – Housing will be necessary to help justify why they are needed in Mosier, at this time.

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.

Timeline: Months 9 -10.

Task Description: The consultant(s) will draft final versions of the Comprehensive Plan amendments and submit it to city staff, contract planner and the advisory committee members (listed below) for review. Consultant(s) 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: Presentation of final version at City Council and adoption by the City Council. Final versions of the roadmap for the Comprehensive Plan and PAPA submittals will be completed and ultimately submitted.

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

After the Final Comprehensive Plan Roadmap Memo is presented to the City Council – final payment of \$10,000 is due to the consultant. \$10,000 DLCD Grant Funding & \$1,500 cash match by the City. Payments to City Contract Planner and City Staff will be documented as in-kind match.

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”).

As said, the Mosier Comprehensive Plan was adopted in 2004, and only one amendment, the TSP, has been completed. The City needs a roadmap and timeline on how to update the Plan which will represent present day beliefs and desired development policies. The criteria will include, how well did the consultant understand the project? Was a thorough analysis completed in writing of the existing Comprehensive Plan? Was a thorough analysis completed in writing on the reports and documents which have been generated relative to land use in Mosier since 2004, but not adopted into the Comprehensive Plan? Did the consultant help the Council understand the importance of the project? Did the consultant go through all the Plan policies and get a sense of what is outdated and needs to be addressed? The final report should be the roadmap and needs to include what future studies may be required to update the Comprehensive Plan and what that will look like.

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 City Council is the only public body in Mosier and will be the primary body to receive the information. However, Wasco County, DLCD, Oregon Solutions, MCEDD, and ODOT, as well as other entities that affect life in Mosier will be notified of the project.

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.

Main Street Mosier committee representative(s) (community non-profit)
Representatives from local food bank which set up during pandemic to serve community
Mosier Valley Fire Board Volunteer(s)
Farm worker representative(s)

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.

Cost share will be based on coordination of City Planner, City Attorney and City Engineer, and City recorder's time. We work together as a very cohesive, comprehensive group of technical experts and can effectively and efficiently suggest background material and guide the consultant to a successful project – one that is dire for the City to accomplish.

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 ☒ possible but still need to make decision on this 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.

The City Manager is extremely supportive of the technical grant submittal. A letter of resolution will be presented at the next City Council meeting which is Oct 6, 2021. A signed letter of resolution by City Council will be forthcoming, shortly after this meeting.

Product Request Summary

Product		Grant Request		Local Contribution		Total Budget
1	\$	<u>10,000</u>	\$	<u>1,500</u>	\$	<u>11,500</u>
2	\$	_____	\$	_____	\$	_____
3	\$	_____	\$	_____	\$	_____
4	\$	_____	\$	_____	\$	_____
5	\$	_____	\$	_____	\$	_____
6	\$	_____	\$	_____	\$	_____
7	\$	_____	\$	_____	\$	_____
8	\$	_____	\$	_____	\$	_____
TOTAL	\$	<u>10,000</u>	\$	<u>1,500</u>	\$	<u>11,500</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