



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 23, 2021

Applicant: City of Rogue River

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

Street Address: 133 Broadway Street

City: Rogue River

Zip: 97537

Contact name and title: Mark Reagles, City Administrator

Contact e-mail address: mreagles@cityofrogueriver.org

Contact phone number: 541-582-4401

Grant request amount (in whole dollars): \$12,500

Local Contribution (recommended but not required): \$2,500

Project Title:

Review and Update the City's Municipal Code related to Land Use and Development

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

The City will utilize the contract services of RVCOG to review and update sections of the Municipal Code to promote efficient review of housing applications, promote economic development, and update the City's implementing land use code to respond to recent changes in state law and act to streamline regulatory processes.

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. 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.

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”).

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.).

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.

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 ☐

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>10,000</u>	\$	<u>2,500</u>	\$	<u>12,500</u>
2	\$	_____	\$	_____	\$	_____
3	\$	_____	\$	_____	\$	_____
4	\$	_____	\$	_____	\$	_____
5	\$	_____	\$	_____	\$	_____
6	\$	_____	\$	_____	\$	_____
7	\$	_____	\$	_____	\$	_____
8	\$	_____	\$	_____	\$	_____
TOTAL	\$	<u>10,000</u>	\$	<u>2,500</u>	\$	<u>12,500</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

City of Rogue River

DLCD Technical Assistance Grant Application

Project Description and Work Program

The City of Rogue River will utilize the contract services of Rogue Valley Council of Governments to review and update sections of the Municipal Code to promote efficient review of housing applications, promote economic development, and update the City's implementing land use code to respond to recent changes in state law and act to streamline regulatory processes.

Several sections of municipal code have been identified as conflicting or outdated with consideration to land use review processes. Similarly, sections related to review of housing development applications have not been updated to comply with requirements of changes to state law for several years.

The proposed project would provide a review of Municipal Code related to land use development in compliance with the City's adopted Comprehensive plan and Goals 1, 2, and 10 that the city could rely upon for efficient land use application review.

One of Rogue River's overall visions is to provide more residential development than most cities, and to provide a nice, livable, residential environment with supporting commercial and industrial uses. This review and update of the Municipal Code will facilitate continued land development in an efficient and thoughtful review process that eliminates conflicting standards and incorporates changes in state statute.

A. Goals & Objectives

The main goal of the project would be a code amendment consistent with Goals 1, 2, and 10 that the city can rely upon for future land use application review.

B. Products & Outcomes

The work product of the project would be an adopted code amendment consistent with Goals 1, 2, and 10. A successful project outcome will include the following: refreshed, realigned, and reinforced land use decision implementing standards for the city's future growth and planning efforts; and broad consensus throughout the work process to the project outcomes.

C. Equity & Inclusion Considerations

Priority Populations in the City of Rogue River

People with disabilities: According to the U.S. Census Bureau, 30% of Rogue River residents have a disability. This is more than double the state average.

Extremely low income and/or homeless community members: With 20% of the population in poverty, which is twice the state average, extremely low income and/or homeless community members are prevalent in Rogue River.

Anticipated Impact of project on Priority Populations:

Impact on people with disabilities: Updating municipal codes and removing inconsistencies, especially in regard to the implementation and enforcement of the Americans with Disabilities Act (ADA)

Accessibility Standards, will benefit Rogue River'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 Rogue River 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 Rogue River through encouraging their engagement in city council meetings open to the public.

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

D. Work Program, Timeline, & Payment

The project for the City of Rogue River is outlined below. Work shall begin upon notification of grant award, and it is anticipated that the overall project shall be completed within 7 months.

Tasks & Work Products:

1. Consultant Agreement – The City will affect an IGA with Rogue Valley Council of Governments to complete the project as outlined in this application. It is anticipated that this will take 2 weeks to complete.
2. Project Kickoff – The consultant will thoroughly and identify areas in need of update in the City's Municipal Code related to land use application review, housing review, and other land use related inconsistencies and outdated references and standards. The consultant will interview City officials and staff regarding specific concerns and verify action items in order to ensure mutual understanding of the project and the tasks which need to be completed. At this time, the consultant shall provide a projected timeline for creating and reviewing the draft updated ordinance, public notification, and Planning Commission/City Council work sessions and Public Hearings. This task should take 4 weeks to complete.
3. Draft Municipal Code Update – The consultant will identify current conflicts, shortcomings, and outdated review processes in the existing Municipal Code. The consultant will create draft proposals to update the code sections dealing with land use process review. The consultant will work with City staff to schedule workshop setting reviews of proposed code changes. The consultant will also work with City staff to seek out public input on the proposed code updates. This task should take 11 weeks to complete.
4. Final Code Update – Consultant will provide a draft of the Municipal Code to the City for review. The draft update will clearly identify language to be removed and language to be added. The consultant will work with City staff to arrange a final draft review workshop with the Planning Commission. Consultant will be prepared to clearly present reasons for amendments and provide the City with guidance on the potential outcomes from making the proposed amendments. Consultant will, with guidance from the City, consider public and

Planning Commission input and make any revisions necessary to the code amendment and present a hearings ready amendment document. Payment will be made upon completion of this document. This task should take 11 weeks.

Timeline: The anticipated project schedule would be 7 months from start to completion.

Payment Schedule: Payment would happen after a final draft code amendment is prepared and provided to DLCD for review.

E. Evaluation Criteria

The code update and review will specifically be used to review Rogue River's economic development objectives and strategies, and clarify, update, and revise the implementing code as necessary to increase and promote economic development opportunities in the city. The project may also identify code amendments necessary to comply with changes in state law over the past decade.

F. Project Partners

The following partners will participate in an advisory or information giving capacity: City of Rogue River City Council, City of Rogue River Planning Commission, Rogue Valley Council of Governments, Department of Land Conservation and Development, local developers and housing advocates. Note that representatives from some of those partner agencies will be asked to participate as stakeholders, on focus groups, or as part of the advisory committee.

G. Advisory Committees

The Planning Commission will serve as the project advisory committee, with outreach and input from: citizens, local developers, local business owners, and other representatives from identified project partners.

H. Cost-Sharing & Local Contribution

The City of Rogue River anticipates contributing approximately \$2,500 in staff time toward the overall project cost.