



## 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:** September 30, 2019

**Applicant:** City of Sisters

**Street Address:** 520 E. Cascade Ave. PO Box 39

**City:** Sisters

**Zip:** 97759

**Contact name and title:** Patrick T. Davenport, Community Development Director

**Contact e-mail address:** [pdavenport@ci.sisters.or.us](mailto:pdavenport@ci.sisters.or.us)

**Contact phone number:** 541-323-5219

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

**Local Contribution** (recommended but not required): \$35,000

**Project Title:**

Comprehensive Plan Updates to Goal 9 - Economic Development, Goal 10 - Housing and Goal 14 - Urbanization

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

This project will update three chapters in Sisters' Comprehensive Plan (Housing, Economic Development and Urbanization) and their respective Statewide Land Use Planning Goals (Goals 9, 10, and 14). New or revised objectives and policies for all the three Chapters and a UGB area sufficiency determination will result.

**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.

- The Letter of Support dated 09/25/19 from the Mayor is attached. Additionally, a letter of support dated September 20, 2019 from Economic Development for Central Oregon (EDCO) Sisters Area Manager is attached.

**Product Request Summary**

Product	Grant Request	Local Contribution	Total Budget
1	\$ <u>10,000</u>	\$ <u>10,000</u>	\$ <u>20,000</u>
2	\$ <u>10,000</u>	\$ <u>10,000</u>	\$ <u>20,000</u>
3	\$ <u>13,000</u>	\$ <u>7,000</u>	\$ <u>20,000</u>
4	\$ <u>2,000</u>	\$ <u>6,000</u>	\$ <u>8,000</u>
5	\$ <u>0</u>	\$ <u>2,000</u>	\$ <u>2,000</u>
6	\$ _____	\$ _____	\$ _____
7	\$ _____	\$ _____	\$ _____
8	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	\$ <u>35,000</u>	\$ <u>35,000</u>	\$ <u>70,000</u>

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

E-mail (preferred): [DLCD.GFGrant@state.or.us](mailto: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 Sisters 2019-21 TECHNICAL ASSISTANCE GRANT APPLICATION

### Project Description & Work Program: Narratives 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.

*Reflective of a past applicant's request to rezone a tract of land to facilitate light industrial development, the City's Comprehensive Plan for Goal 9 Economic Development was last updated in 2006. Since that time, a relatively significant amount of development has occurred in the industrial and commercial – designated lands which has reduced the available inventory. City staff does not have sufficient bandwidth or the financial resources to undertake this project completely "in-house". Updates to the Comprehensive Plan Goal Economic Development Chapter will help stimulate significant investment and bring a significant number of jobs to the City of Sisters.*

*This project is part of a multi-year effort to update the City's entire Comprehensive Plan. The effort begins with updating three key chapters within the City's Comprehensive Plan and their respective Statewide Planning Goals: Economic Development (Goal 9), Housing (Goal 10) and Urbanization (Goal 14). The objectives for the project's goals are to: use contemporary background data and reports either already completed, or that will be developed as a part of this project, to produce new or revised objectives and policies for each of the three Goals.*

*The main objective of the project is to update the Comprehensive Plan's Chapter: Goal 9 Economic Development. This task will include a data collection process and publishing of findings per the requirements of OAR Chapter 660 Division 9 Economic Opportunity Analysis. The findings will support development of new or revised objectives and policies for the Goal 9 Chapter as well as making a determination on whether or not the City has a 20 - year supply of employment lands (commercial and industrial) inventory within its UGB.*

*Another objective of this project will be to update the Comprehensive Plan's Goal 10 Housing. The update will use the recently completed Housing Needs Analysis, Housing Measures Report and Residential Buildable Lands Inventory as supporting information to develop new or revised objectives and policies for Goal 10 Housing. The findings and recommendations from the Central Oregon Regional Housing Needs Assessment will also be incorporated in order to provide contextual information for this section. The Buildable Lands Inventory will be updated to the end of this calendar year to give the most recent inventory status possible.*

*The final objective of this report will be to update Comprehensive Plan's Goal 14 Urbanization. The update will accomplish four tasks: 1. Publish findings with respect to residential and employment Buildable Lands Inventory from Goal 9: Economic Development and Goal 10: Housing; 2. Publish new or revised objectives and policies under Goal 14; 3. Publish findings on the necessity of expanding the Urban Growth Boundary and the acreage of expansion for either residential or employment lands (or both) and; 4. Conduct a UGB expansion study including an evaluation of lands within a ½ radius of the City's UGB. Both Tasks 3 and 4 will follow the applicable rules in OAR Chapter 660 Division 24 Section 65.*

**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 specific products delivered by this project will be an updated Chapter for Goal 9 Economic Development, Goal 10 Housing and Goal 14 Urbanization in the Comprehensive Plan. The outcomes will enable an efficient use of lands for residential and employment needs within the City's UGB and a clearly defined pathway for the City and our partners to plan for growth.*

*This project will also directly assist with the land use entitlements necessary to develop properties totaling over 60 acres (1 parcel was recently sold) and (1 parcel is under contract) currently or previously owned by the US Forest Service located inside the UGB. One parcel is suitable for employment – industrial uses and the other parcel is suitable for a mixed-use town center design with significant residential uses anticipated. Development of these properties will provide much needed employment and residential lands inside Sisters' UGB and meet the Statewide Land Use Goals to focus on development of land inside the UGB as a priority. The recently adopted Sisters Country Community Vision provides a foundational context supporting development of these properties as evidenced in the Action items under Prosperous Sisters Strategy 5 "Development of US Forest Service Property".*

*This project will also produce new or updated objectives and policies with respect to Goal 9 Economic Development, Goal 10 Housing and Goal 14 Urbanization that will enable the public to participate in establishing contemporary direction for updated growth management policies and programs.*

## 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
- *Task 1: Prepare RFP, engage in procurement process, select consultant.*
- *Task 2: Publicly announce project commencement, purpose and schedule.*
- *Steps:*
    - *City web site updated; social media announcements.*
    - *Interviews with local newspaper and other media outlets.*
    - *Formation/confirmation of Advisory Committees.*
- *Task 3: Goal 9 Economic Development: Assemble data associated with Employment Opportunities Analysis.*
- *Steps:*
    - *Data is received from Economic Development for Central Oregon (EDCO); State Employment office and City records.*
    - *Data is assembled and presented to the public, Advisory Committee and the Planning Commission.*
- *Task 4: Draft Background summary and findings with respect to assembled background data from Task 2.*
- *Steps:*
    - *Draft background data is shared with the public, Advisory Committee and Planning Commission.*
    - *Comments from public, Advisory Committee and Planning Commission are synthesized and incorporated into next Draft.*
    - *Advisory Committee and Planning Commission review draft and provide additional comments if necessary.*
- *Task 5: Update Residential Buildable Lands Inventory and Housing Needs Analysis section on reconciliation of residential buildable lands inventory.*
- *Steps:*
    - *Update status of residential parcels using data from City and County assessor's records.*
    - *Update text in the reconciliation section of the Housing Needs Analysis.*
    - *Draft background data is drafted and shared with the public, Advisory Committee and Planning Commission.*

- *Task 6: Draft Objectives and Policy statements for Goal 9 Economic Development.*
  - *Steps:*
    - *Advisory Committee and Planning Commission with consultant and staff support provides input for Objectives and Policy statements.*
    - *Interim final draft of complete Goal 9 Economic Development chapter is published for public comment and is reviewed by Advisory Committee, Planning Commission and City Council.*
  
- *Task 7: Draft Objectives and Policy statements for Goal 10 Housing.*
  - *Steps:*
    - *Advisory Committee and Planning Commission with consultant and staff support provides input for Objectives and Policy statements.*
    - *Interim final draft of complete Goal 10 Housing chapter is published for public comment and is reviewed by Advisory Committee, Planning Commission and City Council.*
  
- *Task 8: Conduct Preliminary UGB expansion study.*
  - *Steps:*
    - *Staff develops matrix for evaluating parcels adjacent to existing UGB.*
    - *Matrix is evaluated by Advisory Committee and Planning Commission.*
    - *List of parcels is developed and contact is made with property owners advising of pending exercise; property owner feedback is requested.*
    - *Evaluation matrix is applied to parcels in accordance with OAR 660 Division 24 Section 65.*
    - *Quantity of acreage needed for 20-year supply of residential and employment lands are compared to available lands adjacent to UGB.*
    - *Findings are drafted with respect to parcels recommended to be brought into the UGB.*
  
- *Task 9: Draft Background summary and findings with respect to Goal 14 Urbanization.*
  - *Steps:*
    - *Draft Background and Findings are shared with the public, Advisory Committee and Planning Commission.*
    - *Comments from public, Advisory Committee and Planning Commission are synthesized and incorporated into next Draft.*
    - *Advisory Committee and Planning Commission review draft and provide additional comments if necessary.*

- *Task 10: Draft Objectives and Policy statements for Goal 14 Urbanization*
  - *Steps:*
    - *Advisory Committee and Planning Commission with consultant and staff provides input for Objectives and Policy statements.*
    - *Interim final draft of Goal 14 Urbanization chapter Objectives and Policies is published for public comment and is reviewed by Advisory Committee, Planning Commission and City Council.*
  
- *Task 11: Interim final draft of complete Goal 14 Urbanization chapter is published for public comment and is reviewed by Advisory Committee, Planning Commission and City Council.*
  
- *Task 12: Publish Final Draft of entire work product: Goal 9 Economic Development, Goal 10 Housing, and Goal 14 Urbanization.*
  
- *Task 13: Adoption hearings.*
  - *Steps:*
    - *Publish final draft of all three Chapters Goals 9, 10 and 14.*
    - *Advertise public hearings at Planning Commission.*
    - *Public Hearing at Planning Commission.*
    - *Public hearings and adoption at City Council.*



**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.

- *Assuming the contract is completed and consultant is given notice to proceed by the end of January 2020:*
  - *Product 1: February – May 2020 (Tasks 1-5):*
    - *Public announcements; formation of Advisory Committees; data gathering complete for Goal 9 Economic Development and Goal 10 Housing, Residential BLI and Housing Needs Analysis is updated.*
    - *Draft Background and Findings for Goal 9 and Goal 10 are drafted and reviewed by Advisory Committees and Planning Commission.*
  - *Product 2: June – August 2020: (Tasks 6 & 7) Objectives and Policy statements for Goal 9 and Goal 10 are drafted with input from the public, Advisory Committees and Planning Commission.*
  - *Product 3: September – November 2020: (Tasks 8 & 9) Goal 14 Urbanization - Conduct preliminary UGB expansion study, draft background findings and develop draft objectives and policies.*
  - *Product 4: December 2020- January 2021 (Tasks 10 & 11): Complete project documents including Goal 14 Urbanization objectives and policies are compiled presented for final reviews by the public, Advisory Committees, Planning Commission and City Council.*
  - *Product 5: January 2021-February 2021 (Task 12-13): Final draft documents are published and Adoption hearings are held.*

**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.

➤ *Payment schedule:*

- *Tasks 1-6 Billed in August 2020*
- *Tasks 7-11 Billed in December 2020 (consultant released in December 2020 and staff completes Task 12 & 13 document publication and adoption process)*

**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”).

➤ *This project meets the program priorities and evaluation criteria in the following manner:*

- *Promotes economic development: The project will produce an Economic Opportunities Analysis, publish updated findings and develop new or revised objectives and policies for the Goal 9 Economic Development Chapter in the Comprehensive Plan. These tasks will also provide a determination if there are sufficient employment lands within the UGB and will assist in securing land use entitlements for a specific property (formerly owned by the US Forest Service) in the City currently zoned UGB which may be rezoned to an industrial park.*

*Is there anything further that is pending or that you and Capi want to happen that cannot really happen in the realm of ED until you complete this process?*

- *The project updates the Comprehensive Plan Goal 10: Housing which will promote the provision of affordable and workforce housing. The Housing Needs Analysis, Housing Strategies Report and Residential Buildable Lands Inventory project recently completed will be used to update the objectives and policies Goal 10 Housing Chapter in the Comprehensive Plan. This project will also assist in securing land use entitlements for a large parcel that is currently owned by the US Forest Service but is under contract to purchase by a private party and is envisioned to have significant housing units developed on it. The project will also assist in the determination of sufficiency of residential land and support housing efficiency measures within the UGB.*

**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.).

➤ *The project partners and their roles are:*

- *State: DLCD Regional Representative (Scot Edelman) and Kevin Young and other DLCD staff as appropriate. DLCD's role is to assist in program administration and reviews of interim work products as well as endorsement of final work product.*
- *Deschutes County Long Range Planning staff and Planning Director: These staff members will assist with Goal 14 Urbanization with respect to developing scoring matrix on lands suitable for UGB expansion.*
- *Central Oregon Intergovernmental Council: coordination and assistance of various agencies and providing review comments as requested.*
- *Central Oregon Land Watch and 1000 Friends of Oregon: Organizations with environmental interests.*
- *Central Oregon Builders Association (COBA) and Central Oregon Association of Realtors (COAR): Organizations with interested in real estate development and housing construction.*
- *US Forest Service and Oregon Department of Forestry: Federal and state agencies responsible for management of forested lands adjacent to City.*
- *Oregon Department of Transportation: advisory capacity for transportations facilities under their jurisdiction.*

**F. Advisory Committees.** List any Advisory Committee or other committees that will participate in the project to satisfy the local citizen involvement program.

➤ *Advisory Committees:*

- *Goal 9 Economic Development*
  - *Existing EDCO Local Advisory Board plus 1 Planning Commission liaison and 1 Chamber of Commerce representative.*
  - *Planning Commission.*
- *Goal 10 Housing*
  - *Existing City Housing Policy Advisory Board.*
  - *Planning Commission.*
- *Goal 14 Urbanization:*
  - *New ad hoc committee with representatives from:*
    - *EDCO Local Advisory Board.*
    - *City Housing Policy Advisory Board.*
    - *Planning Commission.*
    - *COBA and COAR.*
    - *Central Oregon Land Watch and 1,000 Friends of Oregon.*
    - *Local residents and business owners.*
    - *DLCD staff.*

- *You might want to mention that the Sisters Vision Implementation Team will receive updates on this. I mean, my understanding is that they'll be tracking this.*

**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.

- The City will provide matching funds from the General Fund as well as in-kind support from staff and City Attorney. The cost sharing ratio is proposed for 50%.