



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: 9/9/2021

Applicant: City of Stanfield

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

Street Address: 160 S Main St

City: Stanfield

Zip: 97875

Contact name and title: Benjamin Burgener - City Manager

Contact e-mail address: citymanager@cityofstanfield.com

Contact phone number: 541-449-3831

Grant request amount (in whole dollars): \$

Local Contribution (recommended but not required): \$

Project Title:

Comprehensive Plan and Development Code Updates

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

The City's Comprehensive Plan and Development Codes were fully updated nearly 20 years ago. While a few updates have been made, it is largely out of date, and the updated supporting documentation doesn't match. The city needs to have both documents updated to reflect current requirements, as well as what supporting documents show to be current practices.

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 City would like to have the comprehensive plan and development codes work together with current best practices, requirements, and with our supporting documentation. Our current codes

contradict supporting documentation, which creates an issue where we are legally required to follow older practices, because they haven't been updated. The county has recently done a new Natural Hazard Mitigation Plan, and the DLCDD is already working on helping update our floodplain sections. It would be great to get all goals updated, including the comprehensive plan map, and everything updated and coordinated at one time as opposed to several separate efforts. While city staff would want to be involved, it would be important to have a consultant to lead the process.

The City does have a contracted planner that can help with updates for anything this grant doesn't cover. The main priority of this grant would be the comprehensive plan.

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.

Stanfield is a relatively small city experiencing a lot of growth. Our permanent tax rate doesn't allow for much staffing and it is difficult to keep up with statutes and best practices in the area. Due to outdated codes, some developments have been confusing and difficult for developers to understand or want to follow the current codes. In addition to compliance with requirements, an update would help spur additional developments that take into consideration a better livability, walkability, and functionality of city development.

~~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.

Stanfield has a relatively large BIPOC community. It would be great to have an advisory council including 2 planning commission members and several community members and business owners of varying backgrounds to work with on updates. This would allow for a better code for more cultures in the city.

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.

The Timeline for this project would be within the current biennium. 2021-2023

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.).

The Irrigation District, Small Business Owners, School District, and Fire District could all provide feedback for areas that impact them.

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.

Ideally, we would want a citizen advisory committee to help with the process (2 Planning commission members, 2 business owners, and 2-4 citizens – preferably from multiple cultures)

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 ☐

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.

I expect to receive a letter of support from my council at our next council meeting on Sept 21. We have already had discussions about this topic at length.

Product Request Summary

Product		Grant Request		Local Contribution		Total Budget
1	\$	_____	\$	_____	\$	_____
2	\$	_____	\$	_____	\$	_____
3	\$	_____	\$	_____	\$	_____
4	\$	_____	\$	_____	\$	_____
5	\$	_____	\$	_____	\$	_____
6	\$	_____	\$	_____	\$	_____
7	\$	_____	\$	_____	\$	_____
8	\$	_____	\$	_____	\$	_____
TOTAL	\$	_____	\$	_____	\$	_____

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