



Special City Council Meeting

Wednesday, September 15, 2021 at 5:30 pm

Meeting Location

320 N Main St. Falls City, OR 97344 (or Web Application, in writing)

How to Attend and/or Participate:

1. In Person: 320 N Main St. Falls City, OR 97344
2. Join [Zoom Meeting](#)
Meeting ID: 872 0438 5133
Passcode: 616746

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 872 0438 5133

Passcode: 616746

Find your local number: <https://us06web.zoom.us/j/87204385133>

1. Write-In: Using regular mail or email.
 - a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344

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1. CALL TO ORDER & ROLL CALL

TJ Bailey, Mayor ___ Dennis Sickles ___ Lori Jean Sickles ___
Jennifer Drill ___ Tony Meier ___ Amy Houghtaling ___ Martha Jirovec ___

2. PLEDGE OF ALLEGIANCE

3. NEW BUSINESS

- a. **DLCD Planning Assistance Grant**

4. ADJOURN

Posted September 14, 2021: Frink's, City Hall, Community Center, Falls City Website

Contact: Jamie Ward, City Recorder (jward@fallscityoregon.gov 503-787-3631)

AGENDA REPORT

TO: CITY COUNCIL
FROM: CITY MANAGER FOSCOLI
SUBJECT: DLCD PLANNING ASSISTANCE GRANT
DATE: SEPTEMBER 15, 2021

BACKGROUND

In previous years, the City of Falls City approached the owners of the Green Haven RV Park regarding their interest in developing the nearly 30 acres of industrial land for mixed use development. Though those conversations never yielded any agreements on new housing projects, in the past year talks have been resumed to ascertain if there was a renewed interest in pursuing such development. In order to undertake any kind of residential construction in that industrially zoned land, the city, with the help of its contract land planner approached the Department of Land Conservation and Development (DLCD) in order to ensure that any zone change, or use would be approved at the state level. The City of Falls City has been in contact with DLCD in earnest since the beginning of 2021 to explore the possibilities of increasing multifamily housing development within city limits to add to the current mix of housing stock, with a special focus on the Green Haven RV Park

SUMMARY

Falls City, as a low-income community, has a need to provide affordable housing at higher densities than it currently does. Since there are lands within city limits that could be redeveloped to accommodate that need, a study is warranted to identify the viability of redevelopment of industrial lands and the number of new housing units that could be added to the current stock. There is currently a unique opportunity offered by DLCD to small cities without in-house capacity to undertake these kinds of studies. Senate Bill 2001/2003 grant funds are specifically earmarked to assist such municipalities, and due to our ongoing discussions regarding housing development in Falls City, we've been encouraged to apply for these planning assistance funds.

STAFF RECOMMENDATION

Staff recommends applying for 2021-23 PLANNING ASSISTANCE DIRECT GRANT funds to support a housing redevelopment study.

PROPOSED MOTION

Recommend a motion to support Resolution 08-2021 charging the city manager to apply for 2021-23 PLANNING ASSISTANCE DIRECT GRANT funds to support a housing redevelopment study.

ATTACHMENTS

Attachment A – 2021-23 PLANNING ASSISTANCE DIRECT GRANT APPLICATION support letter
Attachment B – PLANNING ASSISTANCE DIRECT GRANT APPLICATION
Attachment C – Resolution 08-2021 in support of PLANNING ASSISTANCE DIRECT GRANT APPLICATION



City of Falls City

299 Mill Street

Falls City, OR 97344

Ph 503.787.3631

To the Department of Land Conservation & Development,

The Falls City Council wishes to write in support of the application for the HB 2001/2003 grant funds for planning assistance. As a low-income community, Falls City has a need to provide affordable housing at higher densities than it currently does and therefore needs to complete the following three land use processes in order to allow for needed housing:

1. Zone swap: In order to give the City the opportunity to redevelop the Greenhaven RV Park with affordable housing, a rezone from CI to R is needed. Because of Falls City's lack of CI-zoned land, a zone swap is needed to ensure the City has enough employment (industrial) land to meet the need identified in the City's latest EOA (economic opportunities analysis). The proposed zone swap will include rezoning the RV Park portion to Residential and rezoning a separate parcel from Residential to CI.
2. Code update: To allow tiny homes to be utilized as multi-family housing, the City may need to update the development code to allow for cottage clusters of tiny homes to be a permitted form of multi-family housing with suitable regulations. As part of the project, staff will evaluate needed amendments and present to City Council as needed.
3. Site Design Review: A Site Design Review application will be needed in order to complete the redevelopment of the Greenhaven RV Park parcel with multi-family housing.

The redevelopment project envisioned in the grant application to DLCD will allow the City to work with partners to provide residents currently in unsafe living conditions with better housing options, while also giving future residents and developers more options to provide the City with affordable housing.

We thank you for your consideration,

Mayor TJ Bailey



Department of Land Conservation and Development

2021-23 PLANNING ASSISTANCE DIRECT GRANT APPLICATION

Please complete each section in the form below. Type or write requested information in the spaces provided. **Submit completed applications by June 30, 2021.**

Date of Application: 8/30/21

Applicant: Mid-Willamette Valley Council of Governments on behalf of the City of Falls City
(If council of governments, please also include the recipient jurisdiction name if applicable)

Street Address: 299 Mill St.
City: Falls City, OR
Zip: 97344

Contact name and title: Kiel Jenkins, Associate Planner

Contact e-mail address: kjenkins@MWVCOG.org

Contact phone number: 503-540-1616

Requested Service:

		Grant request amount (in whole dollars):
HB 2001 Code Assistance	<input type="checkbox"/>	\$
Housing Needs Analysis (HNA)	<input type="checkbox"/>	\$
Housing Production Strategy (HPS)	<input type="checkbox"/>	\$
Housing Implementation Plan (Note: not an HNA or HPS)	<input checked="" type="checkbox"/>	\$7,425.00
	<input type="checkbox"/>	

Total grant request amount (in whole dollars): \$7,425.00

Local Contribution (recommended but not required): \$

Project Title:

Greenhaven RV Park redevelopment and code update

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

The project is anticipated to have two steps:

1. Amend development code to allow for the development of cottage cluster tiny homes.
2. Redevelop the existing RV Park with needed affordable housing.

Project Description & Work Program

Please describe the proposed project, addressing each of the following in an attachment.

Response: See attached work program

A. Goals and Objectives. The purpose of these projects are to assist affected jurisdictions in the implementation of House Bill 2001 and House Bill 2003 [2019]. For each type of assistance offered, the Project Goal is listed below:

House Bill 2001 – Middle Housing Code Update

The primary objective of this Project is to prepare a hearings-ready development code or recommendations for comprehensive plan and development code amendments for cities to comply with the provisions of House Bill 2001 (2019 Legislative Session) regarding middle housing by June 30, 2022.

House Bill 2003 – Housing Needs Analysis

The primary objective of this Project is to prepare hearings-ready draft comprehensive plan amendments to update the Housing Needs Analysis (pursuant to ORS 197.296) for the City. City adoption of the amendments is not required prior to project completion on or before June 30, 2023.

House Bill 2003 – Housing Production Strategy

The primary objective of this Project is to prepare a Housing Production Strategy as described in ORS 197.290 and [OAR 660-008-0050](#) that outlines how a city plans to promote the actual production of needed housing identified in an adopted Housing Needs Analysis (HNA).

House Bill 2003 – Housing Implementation Plan

The primary objective of this project is to prepare a plan identifying or implementing the most promising actions a local government can take to address its' identified housing needs, especially to meet subsidized housing needs. This document is not identified in statute or administrative rule, and it may encompass any housing-related issue that is neither a housing needs analysis nor housing production strategy.

Please state any additional goals or overall purposes 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.

Response: The City of Falls City has a large swathe (5 parcels comprising approximately 30 acres) of Commercial-Industrial land located in the center of Falls City adjacent to Main Street and existing residential development. The industrial land was originally used as a timber mill site and was located centrally to provide residents with easy access to their place of work. The site is currently occupied by a storage facility along the Main St. frontage and a RV park on the Northwest of the site, currently occupied by RVs utilized for permanent housing. City staff and the property owners would like to redevelop the site with affordable housing to provide existing and potential residents with a safe, healthy, and code compliant place to live but are restricted from doing so due to the relative scarcity of industrial land within Falls City. As residential development is not permitted in the CI zone and the limited quantity of industrial land, a rezone to Residential had been a major barrier to

redevelopment. Rezoning the land would bring the City's employment land stock below the need identified in the most recent Economic Opportunities Analysis, failing to comply with the provisions of Statewide Planning Goal 9. However, due to the recent passage of Senate Bill 8, affordable housing compliant with the provisions of the bill is permitted in commercial and light industrial zones without triggering the need for an EOA update.

The city has been in discussions with the property owner and non-profits interested in aiding in the redevelopment of the site. Removing the zone change hurdle will allow an easier procedure to redevelopment. The goals of the project are to work with citizens and City Council to amend the development code to allow tiny home cottage clusters as a permitted use in the residential zones (for the purposes of the RV Park redevelopment and future housing development in Falls City) and work with the property owners and other community partners on a site design review application for the redevelopment of the site.

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.

Response: As discussed under Criterion A and the attached work program and evaluation criteria narrative, the products and outcomes for this project are as follows:

1. Hearings ready development code update to allow tiny homes as single-family and multi-family housing in the R and CR zones. Update will include updates to relevant development standards as identified during the project.
2. Redevelopment of the Greenhaven RV Park site via Site Design Review.

C. Work Program, Timeline & Payment. A sample work program is provided in a separate attachment for your convenience and to outline the fundamental steps necessary to complete the work products listed above. Local governments should review this sample to develop a comprehensive work program that best fits their community. Per Statewide Planning Goal 1, Public Involvement, public engagement is a necessary component of any planning process, but may be adjusted by the local government. Please also provide a preliminary schedule for the project, with identified target completion dates for each task. If other changes are necessary, please consult with your Regional Representative.

Please note that applicants are expected to submit detailed proposals that specify the work tasks, products, and timelines unique to their proposal. The attached sample work programs are not complete and will require refinement to suit specific proposals. Priority will be given to proposals that provide well-defined tasks, products, and timelines.

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. Please note that this project must be completed by the end of the biennium – June 30, 2023. 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 – contracts should be “deliverables-based.” The payment schedule should be no more frequent than once every two months.

Response: See attached work program

- 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”).

Response: See attached evaluation criteria narrative

- 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.).

- Polk County Community Development Corporation
 - o Will advise on potential redevelopment options
- Mid-Willamette Valley Council of Governments
 - o Contract planner/consultant on code changes and land use applications.

In addition to agency partners, the City will also be working with the current property owners on potential redevelopment options.

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

Response: The City anticipates one advisory committee meeting prior to a City Council work session to discuss the development code updates. The AC will consist of Falls City staff (City Manager, City Engineer, Fire Chief, Public works director, and Falls City citizens). Citizens will also have the opportunity to provide input at the City Council hearing.

- G. **Cost-Sharing and Local Contribution.** DLCD funds may comprise a portion of overall project costs; if so, please identify sources and amounts of other funds or services that will contribute to the project’s success. Cost-sharing (match) is not required.

Response: The city will allocate resources to provide for staff time taken in meetings, preparation of packets, and mailing, along with City engineer review and other staff services.

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

Will you be utilizing this funding to dedicate your own staff resources in completing grant products? Yes No

Local Official Support

The application **must include a resolution or letter from the governing body** of the city or county 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 DLCDC 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>270.00</u>	\$ _____	\$ <u>270.00</u>
2	\$ <u>1,440.00</u>	\$ _____	\$ <u>1,440.00</u>
3	\$ <u>3,735.00</u>	\$ _____	\$ <u>3,735.00</u>
4	\$ <u>1,980.00</u>	\$ _____	\$ <u>1,980.00</u>
5	\$ _____	\$ _____	\$ _____
6	\$ _____	\$ _____	\$ _____
7	\$ _____	\$ _____	\$ _____
8	\$ _____	\$ _____	\$ _____
TOTAL	\$ <u>7,425.00</u>	\$ _____	\$ <u>7,425.00</u>

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

E-mail: [DCLD.GFGrant@state.or.us](mailto:DLCD.GFGrant@state.or.us)

Please note that due to public health concerns, we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible to make arrangements.

If you have questions about the Housing Planning program or projects funded by this round of planning assistance, please contact:

Sean Edging, Housing Policy Analyst
sean.edging@state.or.us or (971) 375-5362

If you have questions about the Grant Program or application process, please contact:

Angela Williamson, Grants and Periodic Review Administrative Specialist
Department of Land Conservation and Development
2021-2023 DLCDC Planning Assistance Direct Grant Application

angela.williamson@state.or.us or (971) 345-1987

APPLICATION DEADLINE: June 30, 2021

RESOLUTION 08-2021

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR, RECEIVE AND ADMINISTER 2021-23 PLANNING ASSISTANCE DIRECT GRANT TO FUND PLANNING STUDIES FOR THE HOUSING REDEVELOPMENT OF THE GREEN HAVEN RV PARK.

Whereas:

1. The City’s has a limited number of multifamily housing; and
2. The City as a small, rural and low-income community is eligible for planning assistance; and
3. The property owners have in past come before council to present redevelopment plans: and
4. The City has been in discussion with the Department of Land Conservation and Development regarding code amendments and zoning changes; and
5. Senate Bill 8 was passed in June, 2021 and goes into effect January 1st, 2022, which mandates that cities allow affordable housing in commercial and light-industrial zones as long as the criteria in the bill are met: and
6. In order to apply for and accept the 2021-2023 Planning Assistance Direct Grant, the City Council must approve city staff applying, by resolution.

NOW THEREFORE, THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. The City Manager is authorized to apply for, take award, and administer all portions of the 2021-2023 Planning Assistance Direct Grant.

- a. The City Manager shall have signature authority for all portions of the grant application, award, and expenditure.

Section 2. Effective Date.

1. This resolution becomes effective upon passage.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 16th DAY OF SEPTEMBER 2021.

VOTE: AYE____ NAY____ ABSTAIN____ ABSENT____

Signed:

TJ Bailey, Mayor

Date

Attest:

Jamie Ward, City Recorder

Date