

**Statements of Interest are  
Due by Noon on  
October 16, 2020**

**APPLICATION FORM FOR FINANCIAL ASSISTANCE TO UPDATE  
LOCAL LAND DEVELOPMENT CODES**

**CONTACT: Ariel Nelson**

<b>Background</b>	<b>Intent</b>
<p>In June of 2020, League of Oregon Cities (LOC) entered into an intergovernmental agreement with the Oregon Housing and Community Services Department (OHCS) wherein OHCS awarded LOC \$40,000 to distribute to coastal counties and cities of the state of Oregon to hire land use planners to assist them in reviewing and updating local land development codes and associated comprehensive plan updates.</p> <p>The purpose of this Application for Financial Assistance is for LOC to identify those cities and counties along the Oregon coast who: (1) have land development codes in need of updating; and (2) lack their own, or sufficient, funding to hire a land use planner to update their land development code and associated comprehensive plan elements.</p> <p>Once the city(ies) or county (ies) that will be allocated money under this program have been identified, LOC will work with that city(ies) or county(ies) to issue an RFP to hire a responsible and responsive land use planner to update the identified land development codes and associated comprehensive plans.</p>	<p>It is the LOC’s intent to identify how the allotted \$40,000 in funding can be used to most efficiently and effectively provide identified cities and counties with financial resources to hire a land use planner to update their local land development codes and comprehensive plans. All Statements of Interest will be reviewed by a Project Team comprised of LOC, OHCS, the Department of Land Conservation and Development (DLCD) and the Association of Oregon Counties (AOC) representatives.</p> <p>There is no guarantee that submitting a Statement of Interest will result in a city or county being allocated funds from the LOC to hire a land use planner. The goal of the Project Team will be to ensure the \$40,000 allocation will be fully utilized and result in significant land development code and associated comprehensive plan updates.</p>
<p><b>Schedule (All Dates are for Calendar Year 2020)</b></p> <p>Solicitation for Statement of Interest Issued: <b>Sept. 14</b></p> <p>Statements of Interests Due to LOC: <b>Oct. 16</b></p> <p>Review of Statements of Interest: <b>Oct. 28</b></p> <p>Financial Awards Announced: <b>Oct. 30</b></p> <p>RFP Released for Land Use Planner: <b>Nov. 16</b></p> <p>Responses to RFP Due to LOC: <b>Dec. 16</b></p> <p>Land Use Planner Contract Awarded: <b>Dec. 18</b></p>	<p><b>Communications and Questions</b></p> <p>If you have questions about this program, the allocation of funds under the program, or what is required to submit a Statement of Interest, please direct your questions to LOC land use and housing lobbyist Ariel Nelson at <a href="mailto:anelson@orcities.org">anelson@orcities.org</a>.</p> <p>All entities submitting a Statement of Interest are strongly encouraged to confirm with Ariel Nelson that their Statement of Interest has been received. No Statements of Interest will be accepted after the noted deadline.</p>

## 1. Introduction

LOC has \$40,000 in funds that it will competitively award to an Oregon coastal city(ies) or county(ies) to fund the cost of hiring a land use planner to update the chosen city(ies) or county(ies) land development code and comprehensive plan. Cities and counties interested in being considered for an allocation under this program must *submit a Statement of Interest by October 16, 2020 at 12pm.*

For assistance with preparing a Statement of Interest, or for questions about eligible projects, please contact LOC's land use and housing lobbyist Ariel Nelson at [anelson@orcities.org](mailto:anelson@orcities.org).

## 2. Eligibility

Any coastal cities located in the following counties: Clatsop, Tillamook, Lincoln, Lane, Douglas, Coos or Curry can submit a Statement of Interest.

## 3. Evaluation Criteria

Statements of Interest will be evaluated based on the following:

Need for land development code updates and associated comprehensive plan elements; lack of sufficient funding to hire a land use planner; description of local housing needs and goals and how a code update will address them; collaborative applications (multi city, city/county).

The criteria is listed in priority order.

LOC, in consultation with the Project Team, will award funds in a manner that best satisfies the above criteria. Any governmental entity that submits a Statement of Interest will notified of LOC's award decisions at the earliest time possible, but in no instance later than the deadline noted.

## 4. Application Instructions

A. *Complete the Statement of Interest Form.* Be specific and thorough in describing how the funds you request will be used. Submit your Statement of Interest by October 16 at 12 p.m. to:

Ariel Nelson at [anelson@orcities.org](mailto:anelson@orcities.org). Given the COVID-19 pandemic, Statements of Interest may only be submitted via email at this address.

B. *Current Land Development Code.* You must include a copy of your current land development code and comprehensive plan with your Statement of Interest.



## STATEMENT OF INTEREST APPLICATION

Please complete each section in the form below. Type or write requested information in the spaces provided.  
**Submit completed applications by October 16, 2020.**

**Date of Statement:** 10/16/2020, revised 10/28/2020

**Applicant:** Juliet Hyams

**Street Address:** 775 Nehalem Blvd.

**City:** Wheeler

**Zip:** 97147

**Contact name and title:** Juliet Hyams, City Manager

**Contact e-mail address:** citymgrwheeler@nehalem.tel.net

**Contact phone number:** 503.812.7105

**Grant request amount** (in whole dollars): \$10000

**Local Contribution** (recommended but not required): \$2000

### **Statement of Interest**

Please provide your Statement of Interest, addressing each of the following in an attachment.

**A. Goals and Objectives.** State the goals or overall purpose of updating the land development code. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone update to your land development code or is part of a longer multi-year update. 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 update to the land development code. Briefly describe any anticipated significant effect the code update would have on development, livability, regulatory streamlining, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

**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.** If LOC 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.

**H. Identified Land Use Planner.** If there is a particular land use planner your community has utilized in the past or wishes to utilize if allocated funds under this project, please identify said planner (and include any contact information for that person).