

# **IDENTIFIED WESTSIDER CONCERNS & POSSIBLE SOLUTIONS**

*compiled by Mia Nelson for discussion on 11/18/09*

## **PRISION SITE IS ZONED PUBLIC LANDS**

Can this be stipulated in BCC adoption of Phase 1? *At time of annexation will be zoned Public Lands - can be locked in as part of BCC decision - condition.*

## **NEED UNBIASED STAFF**

Can a different consultant be used for this project? *Currently unresolved*  
Alternatively, can a neutral facilitator be hired & Winterbrook's role limited?

- *City may hire a facilitator (dependant on funding) and if such is hired, a Westsider representative will be included in the process.*

## **SERVICES FOR OTHER BUSINESSES**

Can Eugene Livestock & Lane Truck Body be included in infrastructure plans?

- *Three ways to get legal authority to connect if not in the UGB: 1) health hazard declaration from DEQ, 2) Goal 11 exception, 3) City is also working with Salem delegation on another method of allowing extraterritorial connections*
- *City also can pass a resolution stating intention to allow as many hookups as possible to generate additional revenue, & remedy groundwater pollution issues - this would support the Goal 11 exception to allow connection outside UGB*
- *No BCC action required*

## **EOA MUST BE REVISED**

Previous assumptions and conclusions set aside, clean slate approach

Do DLCD's revisions to original Task 5 accomplish this goal?

- *Homework: stakeholders to review DLCD's new Task and determine whether changes are desired - work with city and DLCD on new draft. Time critical.*
- *No BCC action needed, but BCC could withhold Phase 1 approval until settlement agreement containing these terms is signed.*

## **STATUTORY PRIORITY SCHEME ADVANTAGE MUST BE MAINTAINED**

Urban reserves may be considered only AFTER the UGB expansion

- *Making changes to timeline of task completion solves this: pursue Task 10 immediately after Task 7, and defer Tasks 8, 9 & 11*
- *City has the option to do urban reserves, or to choose not to*
- *No BCC action needed*

## **NEED A FIRM, REASONABLY FAST TIMELINE**

Firm start date for Phase II. *Upon DLCD approval can start, mid-February?*

Commitment to complete work program despite DLCD funding availability

- *City will guarantee that Tasks 5, 6, 7 and 10 (as pertains to commercial part only) will be completed even if DLCD grants don't come through. Data collection will start by 1/15/10 for work DLCD isn't paying for.*
- *No BCC action needed, but BCC could withhold Phase 1 approval until settlement agreement containing these terms is signed.*

## **OTHER PROCESS CONCERNS NOT LISTED ABOVE**

DLCD Work Program must be revised and agreed to by all parties

- *Homework: stakeholders to review DLCD's proposed Work Program and determine whether changes are desired - work with city and DLCD on new draft. Time critical - presumed that this work will commence immediately*
- *No BCC action needed, but BCC could withhold Phase 1 approval until settlement agreement containing these terms is signed.*

## **PROPOSED REVISED WORK PROGRAM TIMELINE**

	Time in MONTHS													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Task 1: Project Kickoff	x													
Task 2: Wetland Inventory and Goal 5 amendments		x	x	x	x									
Task 3: 2030 Residential Housing Needs Analysis		x	x											
Task 4: Residential Buildable Lands Inventory				x	x									
<b>Task 5: Re-evaluate EOA Assumptions for Commercial Land Need with Buildable/Suitable Land Supply within Existing UGB</b>		x	x	x										
Task 6: Community Vision and Guiding Principles		x	x	x	x									
Task 7: UGB Alternatives Analysis						x	x							
Task 10: Prepare Findings and Meeting Support for UGB Expansion								x	x	x				
Task 8: Determine 2030-2060 Urban Reserve Developable Land Needs								x	x	x				
Task 9: Urban Reserves Alternatives Analysis										x	x	x		
Task 11: Prepare Findings and Meeting Support for Urban Reserves												x	x	x

# **IDENTIFIED WESTSIDER CONCERNS & POSSIBLE SOLUTIONS**

*compiled by Mia Nelson for discussion on 11/18/09*

## **PRISION SITE IS ZONED PUBLIC LANDS**

Can this be stipulated in BCC adoption of Phase 1? *At time of annexation will be zoned Public Lands - can be locked in as part of BCC decision - condition.*

## **NEED UNBIASED STAFF**

Can a different consultant be used for this project? *Currently unresolved*  
Alternatively, can a neutral facilitator be hired & Winterbrook's role limited?

- *City may hire a facilitator (dependant on funding) and if such is hired, a Westsider representative will be included in the process.*

## **SERVICES FOR OTHER BUSINESSES**

Can Eugene Livestock & Lane Truck Body be included in infrastructure plans?

- *Three ways to get legal authority to connect if not in the UGB: 1) health hazard declaration from DEQ, 2) Goal 11 exception, 3) City is also working with Salem delegation on another method of allowing extraterritorial connections*
- *City also can pass a resolution stating intention to allow as many hookups as possible to generate additional revenue, & remedy groundwater pollution issues - this would support the Goal 11 exception to allow connection outside UGB*
- *No BCC action required*

## **EOA MUST BE REVISED**

Previous assumptions and conclusions set aside, clean slate approach

Do DLCD's revisions to original Task 5 accomplish this goal?

- *Homework: stakeholders to review DLCD's new Task and determine whether changes are desired - work with city and DLCD on new draft. Time critical.*
- *No BCC action needed, but BCC could withhold Phase 1 approval until settlement agreement containing these terms is signed.*

## **STATUTORY PRIORITY SCHEME ADVANTAGE MUST BE MAINTAINED**

Urban reserves may be considered only AFTER the UGB expansion

- *Making changes to timeline of task completion solves this: pursue Task 10 immediately after Task 7, and defer Tasks 8, 9 & 11*
- *City has the option to do urban reserves, or to choose not to*
- *No BCC action needed*

## **NEED A FIRM, REASONABLY FAST TIMELINE**

Firm start date for Phase II. *Upon DLCD approval can start, mid-February?*

Commitment to complete work program despite DLCD funding availability

- *City will guarantee that Tasks 5, 6, 7 and 10 (as pertains to commercial part only) will be completed even if DLCD grants don't come through. Data collection will start by 1/15/10 for work DLCD isn't paying for.*
- *No BCC action needed, but BCC could withhold Phase 1 approval until settlement agreement containing these terms is signed.*

**OTHER PROCESS CONCERNS NOT LISTED ABOVE**

DLCD Work Program must be revised and agreed to by all parties

- *Homework: stakeholders to review DLCD's proposed Work Program and determine whether changes are desired - work with city and DLCD on new draft. Time critical - presumed that this work will commence immediately*
- *No BCC action needed, but BCC could withhold Phase 1 approval until settlement agreement containing these terms is signed.*

**PROPOSED REVISED WORK PROGRAM TIMELINE**

	Time in MONTHS													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Task 1: Project Kickoff	x													
Task 2: Wetland Inventory and Goal 5 amendments		x	x	x	x									
Task 3: 2030 Residential Housing Needs Analysis		x	x											
Task 4: Residential Buildable Lands Inventory				x	x									
<b>Task 5: Re-evaluate EOA Assumptions for Commercial Land Need with Buildable/Suitable Land Supply within Existing UGB</b>		x	x	x										
Task 6: Community Vision and Guiding Principles		x	x	x	x									
Task 7: UGB Alternatives Analysis						x	x							
Task 10: Prepare Findings and Meeting Support for UGB Expansion								x	x	x				
Task 8: Determine 2030-2060 Urban Reserve Developable Land Needs								x	x	x				
Task 9: Urban Reserves Alternatives Analysis										x	x	x		
Task 11: Prepare Findings and Meeting Support for Urban Reserves											x	x	x	

## PHASE II CUSTOMIZED PERIODIC REVIEW

### Purpose

The purpose of this customized periodic review is to update the City's Comprehensive Plan land use policies and implementing ordinances to address emerging issues resulting from the siting of the state mental health and prison facilities. These two State facilities will result in a "sub regional economic employment center" for Lane and Linn counties in the south part of Junction City. The customized periodic review process is a **two phases**, multi-year project beginning in 2008 and ending in 2011. The issues ~~to be~~ addressed **in each phase** as part of this customized periodic review include:

#### Phase 1 –

- Economic Opportunity Analysis (EOA), **including a buildable lands inventory (BLI) for employment land,**
- **UGB Analysis for employment lands**
- **Local Wetlands Inventory (LWI), partial**

#### Phase 2 –

##### Residential

- Buildable Lands Inventory (BLI), Residential Land Needs Analysis (RLNA)
- UGB Analysis and Establishment of Urban Reserve
- Local Wetlands Inventory (LWI), **completion**

### Background

The Oregon Department of Correction (DOC) and Oregon Health and Human Services (DHS) ~~has announced plans to~~ **will be** constructing two state facilities in Junction City. The two state facilities will **be** located on 236 acres of vacant industrial land in the south part of Junction City and will create approximately 1,800 jobs. The **minimum security** correctional facility plans to be operational in ~~2012~~ **2014** and the state hospital is planned to open in 2015. This announcement prompted the City to evaluate its readiness to plan for the impact these facilities and subsequent development will have on the community. In August 2007 nearly 30 State and local officials met in Junction City for a work session to begin discussions of the next steps in planning for both the proposed prison and state mental health facilities. This session was coordinated with the Willamette Valley Economic Revitalization Team (ERT). Customized Periodic Review (CPR) was discussed as a logical tool to use to address many of the issues identified at the work session.

**DRAFT**

Phase I began in September 2008 and Phase II is expected to begin in the Fall of 2009 with completion scheduled for June 2011. The issues to be addressed as part of Phase II this customized periodic review project include:

## Objective of Phase II

**1. Re-evaluate commercial land needs based on alternative assumptions regarding infill and redevelopment based on local and regional trends.**

**1.2.** Prepare a **Residential** Buildable Lands Inventory (RBLI) and Residential Land Needs Analysis (**ORS 197.296, 197.303**) for Junction City that will be used to update the Housing Element of the Junction City Comprehensive Plan to address the 20-year housing needs for the city's urban growth boundary (UGB);

**2.3.** Prepare a UGB evaluation/~~Urbanization Study~~ **to identify long term land needs and possible UGB expansion areas (ORS 197.298)**, and Urban Reserve Strategy ~~to identify long term land needs and possible UGB expansion areas.~~

**3.4.** Complete the Local Wetland Inventory Report **started in Phase 1 and for** DSL Review **Process and approval**

**4.5.** Prepare draft and final Comprehensive Plan Amendments for Review and Adoption<sup>[EM1]</sup>.

**DRAFT**

## Expectations about Written and Graphic Deliverables

All graphic deliverables must be well documented, with project name, a title that corresponds to the work program deliverable, draft number, a legend, and the date of preparation. Graphic deliverables are required in hard copy and any that are prepared electronically must be submitted in electronic format as well. All electronic copies of illustrative drawings must at a minimum be in .PDF and .tiff or .jpg format. All electronic copies spatial data (coverage/shape files) must be in Arc GIS shape files projected as follows: State Plane, Oregon South, and NAD 83. All written (text) deliverables must be prepared using an MS Office program (e.g. word, excel, access, PowerPoint, etc.) and must include the project name, a title that refers to the work program deliverable, draft number, task number, and date of preparation. Written deliverables are required both in hard copy and electronic version and needs to be usable and readable in black and white. Consultant shall send one copy of each deliverable to the City's Project Manager according to the schedule specified in the statement of work.

## Project Management

**Objective:** To set up roles and responsibilities of the project committees.

**Project Oversight:** The City shall take the lead role in the CPR process, with Consultant support as indicated per work subtasks and deliverables throughout the duration of the project. Project Management includes the work necessary to manage City staff and Consultant analysis and

production efforts, coordinate with agencies, monitor progress, and direct quality control activities. Specific City staff activities include:

- Program, supervise, and coordinate with Consultant project team
- Prepare, monitor work plans, budgets and schedules
- Lead project management team meetings
- Prepare monthly invoices, progress reports and backup data
- Maintain project files
- Coordinate production and quality control efforts
- Conduct management level review of work in progress and final work products
- Coordinate monthly project management team meetings (conference calls)
- Coordinate Public Involvement Plan

### **Public Involvement**

**Objective:** Provide for continued public involvement throughout the customized periodic review (CPR) process that will ensure the broadest participation by the public in this project and solicit comments on draft work products through public meetings. The Coordination of the PIP is part of Project Management (Task 1).

The Public Involvement Program (PIP) shall include:

- Formation of Technical Advisory Committee and Comprehensive Citizen Planning Committee
- Committee meetings, and public workshops
- Council and Planning Commission work sessions **and public hearings**
- Written article(s) for the local press
- Displays in public places with local exposure, such as but is not limited to the library, the City Office, and the Post Office and
- A project web site

#### **A. ~~Establish~~ Advisory Committees:**

- 1) ~~Establish a~~ Technical Advisory Committee (TAC)

City shall identify and appoint TAC members including, but not limited to key City staff, the DLCDC Regional Representative, and representatives from affected county and state agencies (e.g. Lane County Planning, ~~DSL, DOC, DLCDC~~ **Economic Revitalization Team, School District, Fire District**, etc.). City shall develop TAC roster. The TAC shall **review and comment on all draft project deliverables and meet as needed** to provide technical ~~review~~ **guidance to City and of the** Consultant's **regarding work products and accept or make recommendations on project deliverables process prior to distribution of draft work products.**

- 2) ~~Establish a~~ Comprehensive Citizen Planning Committee (CCPC)

City shall identify and appoint CCPC members including, Planning Commission, City Council (2 to 3-members), and citizen representatives (3-members). City shall develop a

CCPC roster. The CCPC shall review Consultant's work and accept or make recommendations on project deliverables.

**DRAFT**

3) ~~Identify~~ Stakeholder Groups.

This group ~~or groups are identified by City staff and~~ consist of citizens, property owners and business owners in and near Junction City (**e.g. Chamber of Commerce, Lane Metro Partnership, Lane County Farm Bureau, Lane Land Watch, 1000 Friends, etc**) who will help shape the development of the project through public workshop participation<sup>[EM2]</sup>. Lane County Planning staff will be involved in the planning process.

## B. Maintain a Project Web Site

A project web site was developed **and maintained by the city** in Phase **1** **and will continue to be used and updated in Phase 2** ~~and is maintained by the city~~. Elements of the web site ~~shall~~ include: project schedule, project documents, maps and public meeting schedule in a format to be easily down loaded.

## Conduct Public Involvement Program (PIP)

The PIP will include CCPC and TAC meetings, Stakeholder outreach, and public meetings that can use a workshop, open house or public hearing format. City staff shall collaborate with the CCPC to review project purpose and update as necessary.

- 1) City Project Manager shall be responsible for **distributing draft work products to TAC members for review, comment and revision prior to distribution to CCPC, stakeholders, and the general public. The City Project Manager shall provide feedback to the TAC on comments received prior to preparation of the draft work product for distribution to the CCPC and Stakeholders. The City Project Manager shall be responsible for** ~~convening TAC meetings~~ ~~via phone~~ ~~as necessary~~ to get consensus on issues.
- 2) **City Project Manager shall be responsible for distributing draft work products to CCPC members for review, comment and revision prior to preparation of the final draft work product. The City Project Manager shall be responsible for convening CCPC meetings as necessary to get consensus on issues.**
- 3) City Project Manager shall be responsible for securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials for all meetings and meeting minutes for all meetings. City shall publish notice of all CCPC and public meetings 10 days prior to the meeting. All meetings will be open to the public.
- 4) Consultant shall be responsible for preparation of meeting agendas, meeting presentations, and meeting materials.

## WORK PROGRAM

### **Task 1: Phase 2 Project Kickoff**

**Purpose: Present for review and comment to the TAC and CCPC the Project schedule, work program and Develop public and agency involvement process (anticipate planning commission's and city council's involvement in all stages of the public review process).**

~~(b) Clarify work tasks and expectations with DLCD and ODOT~~

#### **Consultant Deliverables:**

- **Agenda, meeting materials and meeting presentation for TAC Meeting #1**
- **Agenda, meeting materials and meeting presentation for CCPC Meeting #1**
- **Draft Memorandum of Understanding for Phase II Public Involvement Process**
- **Final Memorandum of Understanding for Phase II Public Involvement Process**
- **Project schedule**

#### **City Deliverables:**

- **TAC Meeting #1 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes**
- **CCPC Meeting #1 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes**  
~~Meeting participation~~

**Task 1 Estimated Budget: \$**

**Task 1 Estimated Timeline:**

### **Task 6: Community Vision and Guiding Principles**

**Purpose: To develop a community vision, guiding principles in order to:**

- **Develop policies and other efficiency measures to ensure needed residential and commercial development will occur in a manner consistent with the community vision and guiding principles and policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning,**
- **Identify criteria for evaluating potential UGB expansion areas consistent with the community vision and guiding principles and,**
- **Evaluate how well alternatives expansion scenarios accomplish the desired community vision and guiding principles.**

- (a) The Consultant shall facilitate a meeting [rgp3] with the TAC, CCPC, Planning Commission and Stakeholder Group to develop draft vision statement about community character, guiding principles and policies for future residential, commercial and industrial development and urban growth boundary and urban**

reserve planning. These will be used as criteria for evaluating potential UGB expansion areas to balance technical issues and determine how well the alternatives accomplish the desired vision.<sup>[rgp4]</sup>

- (b) The **Consultant** and staff will conduct a public open house to solicit feedback from community on the vision, guiding principles and policies for future residential development and urban growth boundary and urban reserve planning.
- (c) The **Consultant** shall facilitate a meeting with the Council to finalize a draft vision statement about community character, guiding principles and policies for future residential development and urban growth boundary and urban reserve planning.

**Consultant Deliverables:**

- Draft Community Vision, Guiding Principles and Policies and policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning
- Agenda, meeting materials and meeting presentation for Community Visioning Meeting with the TAC, CCPC, Planning Commission, City Council, and Stakeholder group
- Agenda, meeting materials and meeting presentation for Public Open House #1
- Revised Draft Community Vision, Guiding Principles and Policies and policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning
- Agenda, meeting materials and meeting presentation for CCPC Meeting #2
- Agenda, meeting materials and meeting presentation for joint Planning Commission and City Council Meeting #1
- Final Draft Community Vision, Guiding Principles and Policies and policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning.

**City Deliverables:**

- One set of non-conflicting comments on draft Community Vision, Guiding Principles and Policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning.
- Community Visioning Meeting securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Public Open House #1 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- One set of non-conflicting comments on the revised draft Community Vision, Guiding Principles and Policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning.
- CCPC Meeting #2 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Joint Planning Commission and City Council Meeting #1 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.

**Task 6 Estimated Budget: \$5,000**  
**Task 6 Estimated Timeline: 2-3 months**

**Note: City will contribute \$5,000 towards visioning process to account for commercial redevelopment and infill policies. This is not part of the requested grant amount.**

**Task 22: Complete Local Wetland Inventory Report and Goal 5 Comp Plan Amendments**<sup>[EM5]</sup>

**Purpose:** To complete the local wetlands inventory **consistent with the requirements of Division 660.023 and 141.086.0110 – 141.086.0240** with a list of significant wetlands with DSL review and approval. In Phase ~~1~~ **1 a draft-preliminary** Local Wetlands Inventory and map was completed. The remaining tasks for completion are as follows:

- (a) Consultant to complete LWI / LSW<sup>[EWM6]</sup>. Complete detailed DSL wetland forms for each identified wetland; complete OFWAM and other required assessment documentation; determine locally significant wetlands; complete GIS mapping, analysis, and digital data documentation; prepare LWI report for City review.
- (b) Consultant shall conduct DSL coordination and review process for LWI. Consultant shall submit report, maps and data to DSL for review; conduct meeting with DSL staff; and carry out DSL review coordination for LWI approval. City will prepare City may review and comment if needed. <sup>[EWM7]</sup>
- (c) Consultant and City shall ~~conduct~~ **convene a TAC meeting, if necessary based on TAC comments on draft product, CCPC meeting, and General Public Meeting** to present draft LWI products and solicit public input.
- (d) **Consultant shall revise the draft work product to respond to comments received.**
- (e) Consultant shall conduct Goal 5 ESEE Process **on the final, DSL approved, draft product**. Prepare Goal 5 ESEE Analysis (for wetlands not addressed through safe harbor); ~~revise~~ **prepare** draft Plan and Code amendments and findings consistent with ESEE Analysis<sup>[EM8]</sup>; coordination with County and DLCD **Regional Representative** staff.
- (f) Consultant shall **prepare draft staff report for City review and** present LWI, Code and Plan Amendments and findings to **City Planning Commission and City Council** at a **work session and public hearings (2)** for review and adoption.
- (g) **Consultant shall prepare draft staff report for City review and present LWI, Code and Plan Amendments and findings to the County Planning Commission and County Board of Commissioners at a work session and public hearings (2) for review and adoption**
- (h) The City, after LWI approval by DSL, shall notify affected landowners of results within 120 days of DSL approval.

**Consultant Deliverables:**

- **Draft LWI Inventory Report**
- **Coordination of DSL review of LWI, revise LWI as necessary to meet DSL requirements for approval.**

- Revised final draft LWI for public review.
- Draft amendments to Comprehensive Plan Elements and Zoning Ordinance with Findings for adoption.
- Agenda, meeting materials and meeting presentation for TAC Meeting #2, if necessary.
- Agenda, meeting materials and meeting presentation for CCPC Meeting #3.
- Agenda, meeting materials and meeting presentation for Public Open House #2.
- Meeting materials and presentation at a Planning Commission-City Council Work Session #2.
- Meeting materials and presentation at a Lane County Planning Commission Work Session[EWM9].
- Adoption ready amendments to Comprehensive Plan Elements and Zoning Ordinance with Findings for adoption.
- City Planning Commission staff report and presentation at public hearing.
- City Council staff report and presentation at public hearing.
- Lane County Planning Commission staff report and presentation at public hearing.
- Lane County Board of Commissioners staff report and presentation at public hearing.[EWM10]

#### City Deliverables:

- One set of non-conflicting comments from TAC and CCPC on the draft LWI to Consultation
- ~~Public TAC Meeting #2 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes. Meeting~~
- ~~CCPC Meeting #3 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.~~
- ~~Public Open House #2 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.~~
- ~~City Planning Commission-City Council Work Session #2 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.~~
- Arrange County Planning Commission Work Session[EWM11].
- City Planning Commission Public Hearing securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- City Council Public Hearing securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Arrange Lane County Planning Commission Public Hearing.
- Arrange Lane County Board of Commission Public Hearing and co-adoption[EWM12].
- Distribute ~~Public Hearing~~
- 120 DSL Notice

#### Consultant Deliverables:

- ☐ Draft LWI Inventory Report to DSL

- ~~☐ Coordination with DSL~~
- ~~☐ Draft/Final Amendments to Comp Plan and Zoning Ordinance with Findings for adoption~~
- ~~☐ Public Meeting~~
- ~~☐ Public Hearing~~

**DSL Deliverables:**

- ~~☐ One set of non-conflicting comments on the Draft LWI Inventory Report.~~

**Task 2-2 Estimated Budget: \$28,000**

**Task 2-2 Estimated Timeline: 8 months**

**Task 4: Residential Buildable Lands Inventory (RBLI)**<sup>[EWM13]</sup>

**Purpose: Inventory residential buildable lands consistent with Goal 10, Division 008 and ORS 197.296 et.seq. The RBLI will incorporate the findings and recommendations of the LWI completed as part of Task 2. (NOTE: The analysis of constraints and final BLI cannot be completed until the LWI is completed)**

- (a) Draft RBLI Report consistent with Goal 10, Division 008 and ORS 197.296 et. seq. by inventorying the current supply of buildable residential land inside the UGB by parcel and by residential plan designation; Subtracting “unbuildable” lands; and determining the total net buildable residential acres in the UGB.**
- (b) Consultant and City shall convene a TAC meeting, if necessary based on TAC comments on draft product, CCPC meeting, and General Public Meeting to present draft RBLI products and solicit public input.**
- (c) Consultant shall revise the draft work product to respond to comments received.**

**DRAFT**

**Consultant Deliverables:**

- Draft Residential Buildable Lands Inventory Report**
- Agenda, meeting materials and meeting presentation for TAC Meeting #3, if necessary.**
- Agenda, meeting materials and meeting presentation for CCPC Meeting #4.**
- Agenda, meeting materials and meeting presentation for Public Open House #2.**
- Meeting materials and presentation at a Planning Commission-City Council Work Session #3.**
- Revised draft Residential Buildable Lands Inventory Report**

**City Deliverables:**

- One set of non-conflicting comments from TAC and CCPC on Residential Buildable Lands Inventory**
- TAC Meeting #3 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.**
- CCPC Meeting #4 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.**
- Public Open House #2 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.**

- **City Planning Commission-City Council Work Session #3 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.**

**Task 4 Estimated Budget: \$15,000**

**Task 4 Estimated Timeline: 3 months**

**Task 33: Housing 2030 Residential Housing Needs and Residential Lands Needs**

**Analysis**<sup>[EWM14]</sup>

**Objective Purpose:** ~~This task is intended to~~ update the City’s ~~2000 Buildable Land and~~ Housing Needs **and Residential Lands Needs** Analysis and determine ~~the needed~~ housing types, housing mix, and residential land needs for the 20 year planning period as required by Goal 10 ~~and 14~~, OAR 660, Division 008, ORS 197.295-197.314, and ORS 197.475-197.493 ~~and Division 24~~.

**(a) Determine recent local development trends:**

- **Built density for each residential plan designation;**
- **Average built residential density;**
- **Housing mix (% single-family<sup>1</sup> / % multi-family<sup>2</sup>)** ~~Evaluate Historical development trends~~

**(b) Determine number of new housing units needed in next 20 years:**

- **Obtain coordinated population forecast from county or use safe harbor;**
- **Estimate average household size for next 20 years, or use Division 024 safe harbor (most recent US Census);**
- **Divide population forecast by average household size to get total number of households for next 20 years;**
- **Subtract current # of households to get projected # of new housing units needed for next 20 years.**

**(c) Determine types of new housing units needed in next 20 years:**

- **Identify relevant national, state and local demographic, economic, and housing trends and factors;**
- **Identify housing types likely to be affordable to future population based on income;**
- **Estimate number of additional need housing units by structure type;**
- **Determine needed net density range for each plan designation;**
- **Determine average needed net density for all residential designations.**

**DRAFT**

<sup>1</sup> Includes detached, attached (townhomes/rowhouses on their own lots), manufactured homes on their own lots, courtyard, small-lot. Includes government-assisted housing.

<sup>2</sup> Includes duplexes, tri-plexes, four-plexes, apartment complexes, condominiums, mobile/manufactured home parks, townhomes/rowhouses on one lot. Includes government-assisted housing.

(d) **Determine whether UGB will accommodate 20-year need:**

- **Compare recent density and mix with needed density and mix.**
- **Determine whether UGB has enough buildable land to accommodate 20-year need at recent built densities.**
- **If supply is not adequate, identify and evaluate land use efficiency measures to increase likelihood that UGB will accommodate needed housing (comp plan, functional plan, land use regulation amendments).**
- **Determine whether or not identified land use efficiency measures eliminate need to expand UGB.**

~~(b) Identify needed housing mix and density for 2010-2030 and 2030-2060 based on Goal 10 and Division 8 and possibly using Division 024 housing mix and density safe harbors.~~

~~(c) Determine the number of new housing units and housing types needed in the next 20 years and identify and determine effects of residential land use efficiency measures or apply housing mix and density safe harbor and rezone land accordingly within UGB.~~

~~(d) Consider using public land safe harbor (25%) or~~

- ~~Use park plan for parks~~
- ~~Consult with schools for schools~~
- ~~Standard methods for estimating institutional land needs [EWM15]~~

**Consultant Deliverables:**

- **Draft ~~and Final Residential Buildable Lands Inventory and Land~~ Housing Needs and Residential Land Needs Analysis ~~document~~ technical report.**
- **Agenda, meeting materials and meeting presentation for TAC Meeting #4, if necessary.**
- **Agenda, meeting materials and meeting presentation for CCPC Meeting #5.**
- **Agenda, meeting materials and meeting presentation for Public Open House #3.**
- **Meeting materials and presentation at a Planning Commission-City Council Work Session #4.**
- **Revised draft Housing Needs and Residential Land Needs Analysis technical report [EWM16].**

**City Deliverables:**

- **One set of non-conflicting comments from TAC and CCPC on the draft Housing Needs and Residential Land Needs Analysis technical report ~~LWI~~ to Consultant**
- **TAC Meeting #4 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.**
- **CCPC Meeting #5 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.**
- **Public Open House #4 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes**
- **City Planning Commission-City Council Work Session #4 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.**

Task 3-3 Estimated Budget: \$10,000 [EWM17]

Task 3-3 Estimated Timeline: 3 months

#### Task 4: Residential Buildable Lands Inventory within UGB

Objective: To conduct a residential buildable lands inventory consistent with Goal 10, Division 008 and Division 024. The analysis of wetland constraints will rely on data from the LWI. Thus, the analysis of constraints and final BLI cannot be completed until the LWI is completed.

- (a) Conduct a residential buildable lands inventory consistent with Goal 10, Division 008 and Division 024; identify partially developed land that can reasonably be developed.
- (b) Conduct public workshop to discuss BLI & LWI results.
- (c) Recommend plan and code amendments necessary to meet housing needs / urban efficiency requirements (this task relies on a completed LWI)
- (d) Determine amount and type of buildable and suitable land [EWM18] available to meet 20-year residential land needs.
- (e) Determine the amount and type of buildable and suitable land available to meet 20-year "other" land needs (e.g., parks, schools, etc.)

#### Consultant Deliverables:

- Draft and Final Residential Buildable Lands Inventory

#### City Deliverables:

- One set of non-conflicting comments on Residential Buildable Lands Inventory

Task 4 Estimated Budget: \$15,000

Task 4 Estimated Timeline: 3 months

#### Task 55: Compare 20-Year Re-evaluate EOA Assumptions for Commercial and Residential Land Need with Buildable/Suitable Land Supply within Existing UGB

[EWM19] **Objective Purpose:** Determine capacity of the existing UGB to accommodate identified commercial and residential land needs **as identified in the 2009 EOA.**

- (a) Conduct vacant commercial space inventory to determine infill and redevelopment potential (City will be funding this subtask).
- (b) Review recommended efficiency measures **in the 2009 EOA (e.g. infill and redevelopment assumptions)** for meeting identified commercial land needs within the existing UGB
- (c) **Consider Re-evaluate** alternatives for meeting commercial and residential land needs, including but not limited to mixed use options
- (d) Determine **remaining** capacity of the existing UGB to accommodate identified commercial and residential land needs
- (e) Identify unmet commercial and residential land needs (i.e., how much buildable/suitable land must be added to the UGB to meet 2030 commercial and residential land needs)

### Consultant Deliverables:

- Draft and Final chapter on Commercial and Residential Land Need comparison revised EOA relative to commercial land need, and appropriate amendments to the Economic Element of the Comprehensive Plan and implementing ordinances.
- Agenda, meeting materials and meeting presentation for TAC Meeting #5, if necessary.
- Agenda, meeting materials and meeting presentation for CCPC Meeting #6.
- Agenda, meeting materials and meeting presentation for Public Open House #5.
- Meeting materials and presentation at a Planning Commission-City Council Work Session #5.
- Revised adoption ready EOA and appropriate amendments to the Economic Element of the Comprehensive Plan and implementing ordinances.

### City Deliverables

- One set of non-conflicting comments on from TAC and CCPC on revised Residential Buildable Lands Inventory EOA to consultant
- TAC Meeting #5 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- CCPC Meeting #6 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Public Open House #5 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes
- City Planning Commission-City Council Work Session #5 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes

**DRAFT**

Task 5-6 Estimated Budget: \$10,000

Task 5-6 Estimated Timeline: 3 months

Note: The City will contribute \$15-20,000 towards analysis to identify alternatives to meet commercial land needs.

### Task 6: Community Vision and Guiding Principles

Objective: To develop a community vision, guiding principles in order to:

- Develop policies and other efficiency measures to ensure needed residential and commercial development will occur;
- As criteria for evaluating potential UGB expansion areas and;
- To determine how well alternatives expansion scenarios accomplish the desired vision.

(a) The Consultant shall facilitate a meeting to develop draft vision statement about community character, guiding principles and policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning. These will be used as criteria for evaluating potential UGB expansion areas to balance

technical issues and determine how well the alternatives accomplish the desired vision. (rpp20)

(b) ~~The Consultant and staff will conduct a public open house to solicit feedback from stakeholders on the vision, guiding principles and policies for future residential development and urban growth boundary and urban reserve planning.~~

(c) ~~The Consultant shall facilitate a meeting with the Council to finalize a draft vision statement about community character, guiding principles and policies for future residential development and urban growth boundary and urban reserve planning.~~

**Consultant Deliverables:**

~~□ Draft and Final Community Vision, Guiding Principles and Policies~~

**City Deliverables:**

~~□ One set of non-conflicting comments on draft Community Vision, Guiding Principles and Policies~~

~~Task 6 Estimated Budget: \$5,000~~

~~Task 6 Estimated Timeline: 2-3 months~~

~~Note: City will contribute \$5,000 towards visioning process to account for commercial redevelopment and infill policies. This is not part of the requested grant amount.~~

**DRAFT**

**Task 7: UGB Alternatives Analysis**

**Objective Purpose:** identification and preliminary evaluation of potential UGB expansion areas

(a) **Consultant shall prepare a draft and final technical report applying ORS 197.298 priorities and Goal 14 locational factors to develop up to 4 alternatives, options, for to determine** where to expand the UGB (if UGB expansion is warranted) to meet identified commercial<sup>3</sup> and residential land needs. **As part of the technical report, the consultant, in consultation with the TAC, CCPC and Stakeholder Group, shall develop a matrix for evaluating the effects of each alternative on the ORS 197.298 priorities and Goal 14 Locational factors.**

(b) **Consultant and City shall convene a TAC meeting, if necessary based on TAC comments on draft product, CCPC meeting, and General Public Meeting to present draft UGB Alternatives Analysis products and solicit public input.**

~~(b) Amend UGB as necessary to meet identified 2030 residential and commercial land needs consistent with 6.a above~~

**Consultant Deliverables:**

<sup>3</sup> Industrial land needs will have already been met as a result of ongoing and limited UGB amendment process

- Draft ~~and Final~~ UGB Alternatives Analysis **technical report**
- **Agenda, meeting materials and meeting presentation for TAC Meeting #6, if necessary.**
- **Agenda, meeting materials and meeting presentation for CCPC Meeting #7.**
- **Agenda, meeting materials and meeting presentation for Public Open House #6.**
- **Meeting materials and presentation at a Planning Commission-City Council Work Session #6.**
- **Final draft UGB Alternatives Analysis technical report**

~~☐ Coordination with County, DLCD and ODOT staff~~

~~☐ Public Meeting and response to issues raised~~

### City Deliverables

- One set of non-conflicting comments **from TAC and CCPC** on UGB Alternatives Analysis
- **TAC Meeting #6 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.**
- **CCPC Meeting #7 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.**
- **Public Open House #6 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes**
- **City Planning Commission-City Council Work Session #6 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes**

DRAFT

Task 7 Estimate Budget: \$1,000

Task 7 Estimate Timeline: 1-2 months

~~Note: industrial land needs will have already been met as a result of ongoing and limited UGB amendment process~~

### Task 8: Determine 2030- 2060 Urban Reserve Developable Land Needs[rgp21]

~~**Objective Purpose:** Evaluate land needed for housing and employment for 2030 - 2060 to be reserved for eventual inclusion in an urban growth boundary and to be protected from patterns of development that would impede urbanization~~ Evaluate the existing UGB for its capacity to provide land for needed housing and employment for the next 30 years, add capacity through reasonable measures and ,if there is still a need that cannot reasonably be met in the existing UGB-identify land for potential Urban Reserves.

**The Consultant shall prepare a technical report that identifies the amount of land needed to accommodate projected residential and employment growth for a 30-year period (2030-2060) in a manner consistent with OAR 660.021 using the following assumptions:**

- (a) Using Lane County coordinated population projection for 2030 apply Division 024 Safe Harbor to determine Junction City’s 2030-60 population (JC’s growth rate = LC’s growth rate)
- (b) ~~Use~~ **Using Employee/AcreA** method based on ~~ECO’s 2060~~ **the City’s adopted Economic Opportunities Analysis by extrapolating** employment projections to determine the amount of “developable” land needed to for UR commercial and industrial employment needs (cannot use site needs method) as prescribed in ~~Division OAR 660.021~~
- (c) ~~Using~~ **Division OAR 660.024** housing mix and density safe harbors to determine land needed for housing
- (d) ~~Use~~ **Using OAR 660.024** public land needs safe harbor to determine land needed for streets, parks, schools etc.

**Consultant Deliverables:**

- Draft ~~and Final~~ Urban Reserve Developable Land Needs **Technical Report**
- **Agenda, meeting materials and meeting presentation for TAC Meeting #7, if necessary.**
- **Agenda, meeting materials and meeting presentation for CCPC Meeting #8.**
- **Agenda, meeting materials and meeting presentation for Public Open House #7.**
- **Meeting materials and presentation at a Planning Commission-City Council Work Session #7.**
- **Final draft Urban Reserve Developable Land Needs technical report**

**City Deliverables:**

- One set of non-conflicting ~~commitments~~ **from TAC and CCPC** on Urban Reserve Developable Land Needs **Technical Report**
- **TAC Meeting #7 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.**
- **CCPC Meeting #8 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.**
- **Public Open House #7 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes**
- ☐ **City Planning Commission-City Council Work Session #7 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes**
- 

**Task 8 Estimated Budget: \$10,000**

**Task 8 Estimated Timeline: 1-2 months**

**Task 9: Urban Reserve ~~Locational and~~ Alternatives Analysis**

**Purpose:** ~~This task will include identification~~ **Identify and conduct a** ~~and~~ preliminary evaluation of potential ~~UGB expansion~~ **Urban Reserve** areas **for possible adoption by the City.**

**The consultant shall prepare a technical report identifying potential locations and alternatives for establishment of an urban reserve for the City based on the following:**

- (a) Inclusion of land within an urban reserve based on the locational factors of Goal 14 and a demonstration that there are no reasonable alternatives that will require less, or have less effect upon, resource land.**
- (b) Studying lands adjacent to, or nearby, the urban growth boundary for suitability for inclusion within urban reserves. Evaluate Urban Reserve study areas against Division priorities and Goal 14 locational factors.**
- (c) Evaluate lands identified as suitable for an urban reserve under paragraph (b) above factors and criteria set forth in 660.021.0030(3).**
- ~~(e) Based on this evaluation, include sufficient developable land to meet 30-year need beyond the 2030 UGB~~

**Consultant Deliverables:**

- Draft ~~and Final~~ **Urban Reserve Locational and UGB** Alternatives Analysis **Technical Report**
- **Agenda, meeting materials and meeting presentation for TAC Meeting #8, if necessary.**
- **Agenda, meeting materials and meeting presentation for CCPC Meeting #9.**
- **Agenda, meeting materials and meeting presentation for Public Open House #8.**
- **Meeting materials and presentation at a Planning Commission-City Council Work Session #8.**
- **Final Urban Reserve Locational and Alternatives Analysis Technical Report**

**DRAFT**

~~☐Coordination with County, DLCD and ODOT staff~~

~~☐Public Meeting and response to issues raised~~

### City Deliverables

- One set of non-conflicting comments **from TAC and CCPC** on **Urban Reserve Locational and UGB-Alternatives Analysis Technical Report**
- **TAC Meeting #8 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.**
- **CCPC Meeting #9 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.**
- **Public Open House #8 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes**
- **City Planning Commission-City Council Work Session #8 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes**

~~☐Coordination with County, DLCD and ODOT staff~~

~~☐Public Meeting and response to issues raised~~

Task 9 Estimated Budget: \$10,000

Task 9 Estimated Timeline: 1 month

**DRAFT**

### **Task 10: Prepare Findings and Meeting Support for UGB Expansion**

Objective: To prepare ordinance amendments and written findings for adoption to update the City's Comprehensive Plan and Zoning Ordinances, consistent with Goal 14 and other applicable statewide planning goals.

- (a) Support City Planning Commission and City Council Review Process
- (b) Support County Planning Commission and Board Review Process
- (c) Coordination with County, DLCD and ODOT staff
- (d) Revise findings as necessary
- (e) Identify generalized need for "developable" land as prescribed in Division 021 and interpreted by LCDC in the Newberg Review
- (f) Coordination with County, DLCD and ODOT staff

### **Consultant Deliverables:**

- Draft and Final Findings for Comprehensive Plan and Zoning Ordinance Amendments
- Coordination with County, DLCD and ODOT staff

- Public Hearing and response to issues raised

**City Deliverables**

- One set of non-conflicting comments on Comprehensive Plan and Zoning Ordinance Amendments
- Public Hearing and response to issues raised
- Coordination with County, DLCD and ODOT staff

**Task 10 Estimated Budget: \$10K**

**Task 10 Estimated Timeline: 1-3 Month**

**Task 11: Prepare Findings and Meeting Support for Urban Reserves**

Objective: To prepare ordinance amendments and written findings for adoption to update the City’s Comprehensive Plan and Zoning Ordinance consistent with Goal 14 and applicable statewide planning goals for the establishment of Urban Reserves.

- (a) Support City Planning Commission and City Council Review process
- (b) Support County Planning Commission and Board Review process
- (c) Coordination with County, DLCD and ODOT staff
- (d) Revise findings as necessary

DRAFT

**Consultant Deliverables:**

- Draft and Final findings for Comprehensive Plan and Zoning Ordinance Amendments for the establishment of Urban Reserves
- Coordination with County, DLCD and ODOT staff
- Public Meetings and response to issues raised

**City Deliverables**

- One set of non-conflicting comments on findings for Comprehensive Plan and Zoning Ordinance Amendments for the establishment of Urban Reserves
- Coordination with County, DLCD and ODOT staff
- Public Meetings and response to issues raised

**Task 11 Estimated Budget: \$10,000**

**Task 11 Estimated Timeline: 1-3 Month**

<b>TASKS</b>	<b>Estimated Timeline</b>	<b>Estimated Budget</b>
Task 1: Project Kickoff	Month 1	\$2,000
Task 2: Complete Local Wetland Inventory Report and Goal 5 Comp Plan Amendments	Months 2-5 (add 2 months for DSL Review)	\$28,000
Task 3: 2030 Residential Housing Needs Analysis	Months 2-3	\$10,000
Task 4: Residential Buildable Lands Inventory within UGB	Month 4-5	\$15,000
Task 5: <b><u>Re-evaluate EOA Assumptions for Commercial Land Need with Buildable/Suitable Land Supply within Existing UGB</u></b> <i>Compare 20-Year Commercial and Residential Land Need with Buildable/Suitable Land Supply within Existing UGB</i>	Month 5-7	\$10,000
Task 6: Community Vision and Guiding Principles	Months 1 and 3 Months 1 and 5	\$10,000
Task 7: UGB Alternatives Analysis	Months 7-8	\$10,000
Task 8: Determine 2030-2060 Urban Reserve Developable Land Needs	Months 8-10	\$10,000
Task 9: Urban Reserve Alternatives Analysis	Months 10-12	\$10,000
Task 10: Prepare Findings and Meeting Support for UGB Expansion	Months 12-14 Hearings may add additional time to task	\$10,000
Task 11: Prepare Findings and Meeting Support for Urban Reserves	Months 12-14 Hearings may add additional time to task	\$5,000
<b>TOTAL EST. TIME &amp; BUDGET</b>	<b>14 Months</b>	<b>\$115,000</b>

DRAFT

TASKS	Project Timeline in Months													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Task 1: Project Kickoff	█													
Task 2: Complete Local Wetland Inventory Report and Goal 5 Comp Plan Amendments		█	█	█	█									
Task 3: 2030 Residential Housing Needs Analysis		█	█											
Task 4: Residential Buildable Lands Inventory within UGB				█	█									
Task 5: Compare 20-Year Commercial <i>and</i> Residential Land Need with Buildable/Suitable Land Supply within Existing UGB					█	█	█							
Task 6: Community Vision and Guiding Principles		█	█	█	█									
Task 7: UGB Alternatives Analysis							█	█						
Task 8: Determine 2030-2060 Urban Reserve Developable Land Needs								█	█	█				
Task 9: Urban Reserve Alternatives Analysis										█	█	█		
Task 10: Prepare Findings and Meeting Support for UGB Expansion													█	█
Task 11: Prepare Findings and Meeting Support for Urban Reserves													█	█

# DRAFT

## **PHASE II CUSTOMIZED PERIODIC REVIEW**

### **Purpose**

The purpose of this customized periodic review is to update the City's Comprehensive Plan land use policies and implementing ordinances to address emerging issues resulting from the siting of the state mental health and prison facilities. These two State facilities will result in a "sub regional economic employment center" for Lane and Linn counties in the south part of Junction City. The customized periodic review process is a two phases, multi-year project beginning in 2008 and ending in 2011. The issues addressed in each phase as part of this customized periodic review include:

#### **Phase 1 –**

- Economic Opportunity Analysis (EOA), including a buildable lands inventory (BLI) for employment land,
- UGB Analysis for employment lands
- Local Wetlands Inventory (LWI), partial

#### **Phase 2 –**

- Residential Buildable Lands Inventory (BLI) and Residential Land Needs Analysis (RLNA),
- UGB Analysis and Establishment of Urban Reserves
- Local Wetland Inventory (LWI), completion

### **Background**

The Oregon Department of Correction (DOC) and Oregon Health and Human Services (DHS) will be constructing two state facilities in Junction City. The two state facilities will be located on 236 acres of vacant industrial land in the south part of Junction City and will create approximately 1,800 jobs. The minimum security correctional facility plans to be operational in 2014 and the state hospital is planned to open in 2015. This announcement prompted the City to evaluate its readiness to plan for the impact these facilities and subsequent development will have on the community. In August 2007 nearly 30 State and local officials met in Junction City for a work session to begin discussions of the next steps in planning for both the proposed prison and state mental health facilities. This session was coordinated with the Willamette Valley Economic Revitalization Team (ERT). Customized Periodic Review (CPR) was discussed as a logical tool to use to address many of the issues identified at the work session.

## **Objective of Phase II**

1. Re-evaluate commercial land needs based on alternative assumptions regarding infill and redevelopment based on local and regional trends.
2. Prepare a Residential Buildable Lands Inventory (RBLI) and Residential Land Needs Analysis (ORS 197.296, 197.303) for Junction City that will be used to update the Housing Element of the Junction City Comprehensive Plan to address the 20-year housing needs for the city's urban growth boundary (UGB);
3. Prepare a UGB evaluation/Urbanization Study to identify long term land needs and possible UGB expansion areas (ORS 197.298), and Urban Reserve Strategy.
4. Complete the Local Wetland Inventory Report started in Phase 1 for DSL Review and approval
5. Prepare draft and final Comprehensive Plan Amendments for Review and Adoption.

## **Work Methods and Tasks**

### **Expectations about Written and Graphic Deliverables**

All graphic deliverables must be well documented, with project name, a title that corresponds to the work program deliverable, draft number, a legend, and the date of preparation. Graphic deliverables are required in hard copy and any that are prepared electronically must be submitted in electronic format as well. All electronic copies of illustrative drawings must at a minimum be in .PDF and .tiff or .jpg format. All electronic copies spatial data (coverage/shape files) must be in Arc GIS shape files projected as follows: State Plane, Oregon South, and NAD 83. All written (text) deliverables must be prepared using an MS Office program (e.g. word, excel, access, PowerPoint, etc.) and must include the project name, a title that refers to the work program deliverable, draft number, task number, and date of preparation. Written deliverables are required both in hard copy and electronic version and needs to be usable and readable in black and white. Consultant shall send one copy of each deliverable to the City's Project Manager according to the schedule specified in the statement of work.

### **Project Management**

**Objective:** To set up roles and responsibilities of the project committees.

**Project Oversight:** The City shall take the lead role in the CPR process, with Consultant support as indicated per work subtasks and deliverables throughout the duration of the project. Project Management includes the work necessary to manage City staff and Consultant analysis and production efforts, coordinate with agencies, monitor progress, and direct quality control activities. Specific City staff activities include:

- Program, supervise, and coordinate with Consultant project team
- Prepare, monitor work plans, budgets and schedules

- Lead project management team meetings
- Prepare monthly invoices, progress reports and backup data
- Maintain project files
- Coordinate production and quality control efforts
- Conduct management level review of work in progress and final work products
- Coordinate monthly project management team meetings (conference calls)
- Coordinate Public Involvement Plan

## **Public Involvement**

**Objective:** Provide for continued public involvement throughout the customized periodic review (CPR) process that will ensure the broadest participation by the public in this project and solicit comments on draft work products through public meetings. The Coordination of the PIP is part of Project Management (Task 1).

The Public Involvement Program (PIP) shall include:

- Formation of a Technical Advisory Committee and Comprehensive Citizen Planning Committee
- Committee meetings, and public workshops
- Council and Planning Commission work sessions and public hearings
- Written article(s) for the local papers
- Displays in public places with local exposure, such as but is not limited to the library, the City Office, and the Post Office and
- A project web site

### **A. Advisory Committees:**

#### 1) Technical Advisory Committee (TAC)

City shall identify and appoint TAC members including, but not limited to key City staff, the DLCD Regional Representative, and representatives from affected county and state agencies (e.g. Lane County Planning, Economic Revitalization Team, School District, Fire District, etc.). City shall develop TAC roster. The TAC shall review and comment on all draft project deliverables and meet as needed to provide technical guidance to City and Consultant regarding work products and process prior to distribution of draft work products.

#### 2) Comprehensive Citizen Planning Committee (CCPC)

City shall identify and appoint CCPC members including, Planning Commission, City Council (2 to 3-members), and citizen representatives (3-members). City shall develop a CCPC roster. The CCPC shall review Consultant's work and accept or make recommendations on project deliverables.

3) Stakeholder Group.

This group consist of citizens, property owners and business owners in and near Junction City (e.g. Chamber of Commerce, Lane Metro Partnership, Lane County Farm Bureau, Lane Land Watch, 1000 Friends, etc) who will help shape the development of the project through public workshop participation. Lane County Planning staff will be involved in the planning process.

**B. Maintain a Project Web Site**

A project web site was developed and maintained by the city in Phase 1 and will continue to be used and updated in Phase 2. Elements of the web site include: project schedule, project documents, maps and public meeting schedule in a format to be easily down loaded.

**Conduct Public Involvement Program (PIP)**

The PIP will include CCPC and TAC meetings, Stakeholder outreach, and public meetings that can use a workshop, open house or public hearing format. City staff shall collaborate with the CCPC to review project purpose and update as necessary.

- 1) City Project Manager shall be responsible for distributing draft work products to TAC members for review, comment and revision prior to distribution to CCPC, stakeholders, and the general public. The City Project Manager shall provide feedback to the TAC on comments received prior to preparation of the draft work product for distribution to the CCPC and Stakeholders. The City Project Manager shall be responsible for convening TAC meetings as necessary to get consensus on issues.
- 2) City Project Manager shall be responsible for distributing draft work products to CCPC members for review, comment and revision prior to preparation of the final draft work product. The City Project Manager shall be responsible for convening CCPC meetings as necessary to get consensus on issues.
- 3) City Project Manager shall be responsible for securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials for all meetings and meeting minutes for all meetings. City shall publish notice of all CCPC and public meetings 10 days prior to the meeting. All meetings will be open to the public.
- 4) Consultant shall be responsible for preparation of meeting agendas, meeting presentations, and meeting materials.

## WORK PROGRAM

### **Task 1: Phase 2 Project Kickoff**

**Purpose:** Present for review and comment to the TAC and CCPC the Project schedule, work program and public and agency involvement process (anticipate planning commission's and city council's involvement in all stages of the public review process).

#### **Consultant Deliverables:**

- Agenda, meeting materials and meeting presentation for TAC Meeting #1
- Agenda, meeting materials and meeting presentation for CCPC Meeting #1
- Draft Memorandum of Understanding for Phase II Public Involvement Process
- Final Memorandum of Understanding for Phase II Public Involvement Process
- Project schedule

#### **City Deliverables:**

- TAC Meeting #1 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes
- CCPC Meeting #1 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes

**Task 1 Estimated Budget: \$**

**Task 1 Estimated Timeline:**

### **Task 2: Community Vision and Guiding Principles**

**Purpose:** To develop a community vision, guiding principles in order to:

- Develop policies and other efficiency measures to ensure needed residential and commercial development will occur in a manner consistent with the community vision and guiding principles and policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning,
  - Identify criteria for evaluating potential UGB expansion areas consistent with the community vision and guiding principles and,
  - Evaluate how well alternatives expansion scenarios accomplish the desired community vision and guiding principles.
- (a) The Consultant shall facilitate a meeting with the TAC, CCPC, Planning Commission and Stakeholder Group to develop draft vision statement about community character, guiding principles and policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning. These will be used as criteria for evaluating potential UGB expansion areas to balance technical issues and determine how well the alternatives accomplish the desired vision.

- (b) The Consultant and staff will conduct a public open house to solicit feedback from community on the vision, guiding principles and policies for future residential development and urban growth boundary and urban reserve planning.
- (c) The Consultant shall facilitate a meeting with the Council to finalize a draft vision statement about community character, guiding principles and policies for future residential development and urban growth boundary and urban reserve planning.

**Consultant Deliverables:**

- Draft Community Vision, Guiding Principles and Policies and policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning
- Agenda, meeting materials and meeting presentation for Community Visioning Meeting with the TAC, CCPC, Planning Commission, City Council, and Stakeholder group
- Agenda, meeting materials and meeting presentation for Public Open House #1
- Revised Draft Community Vision, Guiding Principles and Policies and policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning
- Agenda, meeting materials and meeting presentation for CCPC Meeting #2
- Agenda, meeting materials and meeting presentation for joint Planning Commission and City Council Meeting #1
- Final Draft Community Vision, Guiding Principles and Policies and policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning.

**City Deliverables:**

- One set of non-conflicting comments on draft Community Vision, Guiding Principles and Policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning.
- Community Visioning Meeting securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Public Open House #1 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- One set of non-conflicting comments on the revised draft Community Vision, Guiding Principles and Policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning.
- CCPC Meeting #2 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Joint Planning Commission and City Council Meeting #1 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.

**Task 2 Estimated Budget: \$5,000**

**Task 2 Estimated Timeline: 2-3 months**

**Note: City will contribute \$5,000 towards visioning process to account for commercial redevelopment and infill policies. This is not part of the requested grant amount.**

### **Task 3: Complete Local Wetland Inventory Report and Goal 5 Comp Plan Amendments**

**Purpose:** To complete the local wetlands inventory consistent with the requirements of Division 660.023 and 141.086.0110 – 141.086.0240 with a list of significant wetlands with DSL review and approval. In Phase 1 a preliminary Local Wetlands Inventory and map was completed. The remaining tasks for completion are as follows:

- (a) Consultant to complete LWI / LSW. Complete detailed DSL wetland forms for each identified wetland; complete OFWAM and other required assessment documentation; determine locally significant wetlands; complete GIS mapping, analysis, and digital data documentation; prepare LWI report for City review.
- (b) Consultant shall conduct DSL coordination and review process for LWI. Consultant shall submit report, maps and data to DSL for review; conduct field meeting/tour with DSL staff; and carry out DSL review coordination for LWI approval. City will prepare City may review and comment if desired.
- (c) Consultant and City shall convene a TAC meeting, if necessary based on TAC comments on draft product, CCPC meeting, and General Public Meeting to present draft LWI products and solicit public input.
- (d) Consultant shall revise the draft work product to respond to comments received.
- (e) Consultant shall conduct Goal 5 ESEE Process on the final, DSL approved, draft product. Prepare Goal 5 ESEE Analysis (for wetlands not addressed through safe harbor); prepare draft Plan and Code amendments and findings consistent with ESEE Analysis; coordination with County and DLCDC Regional Representative.
- (f) Consultant shall prepare draft staff report for City review and present LWI, Code and Plan Amendments and findings to City Planning Commission and City Council at a work session and public hearings (2) for review and adoption.
- (g) Consultant shall prepare draft staff report for City review and present LWI, Code and Plan Amendments and findings to the County Planning Commission and County Board of Commissioners at a work session and public hearings (2) for review and adoption.
- (h) The City, after LWI approval by DSL, shall notify affected landowners of results within 120 days of DSL approval.

#### **Consultant Deliverables:**

- Draft LWI Inventory Report
- Coordination of DSL review of LWI, revise LWI as necessary to meet DSL requirements for approval.
- Revised final draft LWI for public review.
- Draft amendments to Comprehensive Plan Elements and Zoning Ordinance with Findings for adoption.
- Agenda, meeting materials and meeting presentation for TAC Meeting #2, if necessary.
- Agenda, meeting materials and meeting presentation for CCPC Meeting #3.
- Agenda, meeting materials and meeting presentation for Public Open House #2.

- Meeting materials and presentation at a Planning Commission-City Council Work Session #2.
- Meeting materials and presentation at a Lane County Planning Commission Work Session.
- Adoption ready amendments to Comprehensive Plan Elements and Zoning Ordinance with Findings for adoption.
- City Planning Commission staff report and presentation at public hearing.
- City Council staff report and presentation at public hearing.
- Lane County Planning Commission staff report and presentation at public hearing.
- Lane County Board of Commissioners staff report and presentation at public hearing.

### **City Deliverables:**

- One set of non-conflicting comments from TAC and CCPC on the draft LWI to Consultant
- TAC Meeting #2 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- CCPC Meeting #3 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Public Open House #2 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- City Planning Commission-City Council Work Session #2 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Arrange County Planning Commission Work Session.
- City Planning Commission Public Hearing securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- City Council Public Hearing securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Arrange Lane County Planning Commission Public Hearing.
- Arrange Lane County Board of Commission Public Hearing and co-adoption.
- Distribute 120 DSL Notice

**Task 3 Estimated Budget: \$28,000**

**Task 3 Estimated Timeline: 8 months**

### **Task 4: Residential Buildable Lands Inventory (RBLI)**

**Purpose:** Inventory residential buildable lands consistent with Goal 10, Division 008 and ORS 197.296 et.seq. The RBLI will incorporate the findings and recommendations of the LWI completed as part of Task 2. *(NOTE: The analysis of constraints and final BLI cannot be completed until the LWI is completed)*

- (a) Draft RBLI Report consistent with Goal 10, Division 008 and ORS 197.296 et. seq. by inventorying the current supply of buildable residential land inside the UGB by parcel and by residential plan designation; Subtracting “unbuildable” lands; and determining the total net buildable residential acres in the UGB.

- (b) Consultant and City shall convene a TAC meeting, if necessary based on TAC comments on draft product, CCPC meeting, and General Public Meeting to present draft RBLI products and solicit public input.
- (c) Consultant shall revise the draft work product to respond to comments received.

**Consultant Deliverables:**

- Draft Residential Buildable Lands Inventory Report
- Agenda, meeting materials and meeting presentation for TAC Meeting #3, if necessary.
- Agenda, meeting materials and meeting presentation for CCPC Meeting #4.
- Agenda, meeting materials and meeting presentation for Public Open House #2.
- Meeting materials and presentation at a Planning Commission-City Council Work Session #3.
- Revised draft Residential Buildable Lands Inventory Report

**City Deliverables:**

- One set of non-conflicting comments from TAC and CCPC on Residential Buildable Lands Inventory
- TAC Meeting #3 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- CCPC Meeting #4 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Public Open House #2 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- City Planning Commission-City Council Work Session #3 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.

**Task 4 Estimated Budget: \$15,000**

**Task 4 Estimated Timeline: 3 months**

**Task 5: Housing Needs and Residential Lands Needs Analysis**

**Purpose:** To update the City’s Housing Needs and Residential Lands Needs Analysis and determine needed housing types, housing mix, and residential land needs for the 20 year planning period as required by Goal 10, OAR 660, Division 008, ORS 197.295-197.314, and ORS 197.475-197.493.

- (a) Determine recent local development trends:
  - Built density for each residential plan designation;
  - Average built residential density;
  - Housing mix (% single-family<sup>1</sup> / % multi-family<sup>2</sup>)

---

<sup>1</sup> Includes detached, attached (townhomes/rowhouses on their own lots), manufactured homes on their own lots, courtyard, small-lot. Includes government-assisted housing.

(b) Determine number of new housing units needed in next 20 years:

- Obtain coordinated population forecast from county or use safe harbor;
- Estimate average household size for next 20 years, or use Division 024 safe harbor (most recent US Census);
- Divide population forecast by average household size to get total number of households for next 20 years;
- Subtract current # of households to get projected # of new housing units needed for next 20 years.

(c) Determine types of new housing units needed in next 20 years:

- Identify relevant national, state and local demographic, economic, and housing trends and factors;
- Identify housing types likely to be affordable to future population based on income;
- Estimate number of additional need housing units by structure type;
- Determine needed net density range for each plan designation;
- Determine average needed net density for all residential designations.

(d) Determine whether UGB will accommodate 20-year need:

- Compare recent density and mix with needed density and mix.
- Determine whether UGB has enough buildable land to accommodate 20-year need at recent built densities.
- If supply is not adequate, identify and evaluate land use efficiency measures to increase likelihood that UGB will accommodate needed housing (comp plan, functional plan, land use regulation amendments).
- Determine whether or not identified land use efficiency measures eliminate need to expand UGB.

**Consultant Deliverables:**

- Draft Housing Needs and Residential Land Needs Analysis technical report.
- Agenda, meeting materials and meeting presentation for TAC Meeting #4, if necessary.
- Agenda, meeting materials and meeting presentation for CCPC Meeting #5.
- Agenda, meeting materials and meeting presentation for Public Open House #3.
- Meeting materials and presentation at a Planning Commission-City Council Work Session #4.
- Revised draft Housing Needs and Residential Land Needs Analysis technical report.

**City Deliverables:**

- One set of non-conflicting comments from TAC and CCPC on the draft Housing Needs and Residential Land Needs Analysis technical report to Consultant

---

<sup>2</sup> Includes duplexes, tri-plexes, four-plexes, apartment complexes, condominiums, mobile/manufactured home parks, townhomes/rowhouses on one lot. Includes government-assisted housing.

- TAC Meeting #4 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- CCPC Meeting #5 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Public Open House #4 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes
- City Planning Commission-City Council Work Session #4 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.

**Task 5 Estimated Budget: \$10,000**

**Task 5 Estimated Timeline: 3 months**

**Task 6: Re-evaluate EOA Assumptions for Commercial Land Need with Buildable/Suitable Land Supply within Existing UGB**

**Purpose:** Determine capacity of the existing UGB to accommodate commercial land needs as identified in the 2009 EOA.

- (a) Conduct vacant commercial space inventory to determine infill and redevelopment potential (City will be funding this subtask).
- (b) Review recommended efficiency measures in the 2009 EOA (e.g. infill and redevelopment assumptions) for meeting identified commercial land needs within the existing UGB
- (c) Re-evaluate alternatives for meeting commercial land needs, including but not limited to mixed use options
- (d) Determine capacity of the existing UGB to accommodate identified commercial land needs
- (e) Identify unmet commercial land needs (i.e., how much buildable/suitable land must be added to the UGB to meet 2030 commercial land needs)

**Consultant Deliverables:**

- Draft revised EOA relative to commercial land need, and appropriate amendments to the Economic Element of the Comprehensive Plan and implementing ordinances.
- Agenda, meeting materials and meeting presentation for TAC Meeting #5, if necessary.
- Agenda, meeting materials and meeting presentation for CCPC Meeting #6.
- Agenda, meeting materials and meeting presentation for Public Open House #5.
- Meeting materials and presentation at a Planning Commission-City Council Work Session #5.
- Revised adoption ready EOA and appropriate amendments to the Economic Element of the Comprehensive Plan and implementing ordinances.

**City Deliverables**

- One set of non-conflicting comments on from TAC and CCPC on revised EOA to consultant
- TAC Meeting #5 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.

- CCPC Meeting #6 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Public Open House #5 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes
- City Planning Commission-City Council Work Session #5 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes

**Task 6 Estimated Budget: \$10,000**

**Task 6 Estimated Timeline: 3 months**

**Note: The City will contribute \$15-20,000 towards analysis to identify alternatives to meet commercial land needs.**

**Task 7: UGB Alternatives Analysis**

**Purpose:** identification and preliminary evaluation of potential UGB expansion areas

- (a) Consultant shall prepare a draft and final technical report applying ORS 197.298 priorities and Goal 14 locational factors to develop up to 4 alternatives, options, for where to expand the UGB (if UGB expansion is warranted) to meet identified commercial<sup>3</sup> and residential land needs. As part of the technical report, the consultant, in consultation with the TAC, CCPC and Stakeholder Group, shall develop a matrix for evaluating the effects of each alternative on the ORS 197.298 priorities and Goal 14 Locational factors.
- (b) Consultant and City shall convene a TAC meeting, if necessary based on TAC comments on draft product, CCPC meeting, and General Public Meeting to present draft UGB Alternatives Analysis products and solicit public input.

**Consultant Deliverables:**

- Draft UGB Alternatives Analysis technical report
- Agenda, meeting materials and meeting presentation for TAC Meeting #6, if necessary.
- Agenda, meeting materials and meeting presentation for CCPC Meeting #7.
- Agenda, meeting materials and meeting presentation for Public Open House #6.
- Meeting materials and presentation at a Planning Commission-City Council Work Session #6.
- Final draft UGB Alternatives Analysis technical report

**City Deliverables**

- One set of non-conflicting comments from TAC and CCPC on UGB Alternatives Analysis
- TAC Meeting #6 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- CCPC Meeting #7 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.

---

<sup>3</sup> Industrial land needs will have already been met as a result of ongoing and limited UGB amendment process

- Public Open House #6 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes
- City Planning Commission-City Council Work Session #6 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes

**Task 7 Estimated Budget: \$10,000**

**Task 7 Estimated Timeline: 1-2 months**

**Task 8: Determine 2030- 2060 Urban Reserve Developable Land Needs**

**Purpose:** Evaluate land needed for housing and employment for 2030 - 2060 to be reserved for eventual inclusion in an urban growth boundary and to be protected from patterns of development that would impede urbanization and identify land for potential Urban Reserves.

The Consultant shall prepare a technical report that identifies the amount of land needed to accommodate projected residential and employment growth for a 30-year period (2030-2060) in a manner consistent with OAR 660.021 using the following assumptions:

- (a) Using Lane County coordinated population projection for 2030 apply Division 024 Safe Harbor to determine Junction City’s 2030-60 population (JC’s growth rate = LC’s growth rate)
- (b) Using Employee/Acre method based on the City’s adopted Economic Opportunities Analysis by extrapolating employment projections to determine the amount of “developable” land needed to for UR commercial and industrial employment needs (cannot use site needs method) as prescribed in OAR 660.021
- (c) Using OAR 660.024 housing mix and density safe harbors to determine land needed for housing
- (d) Using OAR 660.024 public land needs safe harbor to determine land needed for streets, parks, schools etc.

**Consultant Deliverables:**

- Draft Urban Reserve Developable Land Needs Technical Report
- Agenda, meeting materials and meeting presentation for TAC Meeting #7, if necessary.
- Agenda, meeting materials and meeting presentation for CCPC Meeting #8.
- Agenda, meeting materials and meeting presentation for Public Open House #7.
- Meeting materials and presentation at a Planning Commission-City Council Work Session #7.
- Final draft Urban Reserve Developable Land Needs technical report

**City Deliverables**

- One set of non-conflicting comments from TAC and CCPC on Urban Reserve Developable Land Needs Technical Report
- TAC Meeting #7 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.

- CCPC Meeting #8 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Public Open House #7 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes
- City Planning Commission-City Council Work Session #7 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes

**Task 8 Estimated Budget: \$10,000**

**Task 8 Estimated Timeline: 1-2 months**

**Task 9: Urban Reserve Locational and Alternatives Analysis**

**Purpose:** Identify and conduct a preliminary evaluation of potential Urban Reserve areas for possible adoption by the City.

The consultant shall prepare a technical report identifying potential locations and alternatives for establishment of an urban reserve for the City based on the following:

- (a) Inclusion of land within an urban reserve based on the locational factors of Goal 14 and a demonstration that there are no reasonable alternatives that will require less, or have less effect upon, resource land.
- (b) Studying lands adjacent to, or nearby, the urban growth boundary for suitability for inclusion within urban reserves.
- (c) Evaluate lands identified as suitable for an urban reserve under paragraph (b) above factors and criteria set forth in 660.021.0030(3).

**Consultant Deliverables:**

- Draft Urban Reserve Locational and Alternatives Analysis Technical Report
- Agenda, meeting materials and meeting presentation for TAC Meeting #8, if necessary.
- Agenda, meeting materials and meeting presentation for CCPC Meeting #9.
- Agenda, meeting materials and meeting presentation for Public Open House #8.
- Meeting materials and presentation at a Planning Commission-City Council Work Session #8.
- Final Urban Reserve Locational and Alternatives Analysis Technical Report

### **City Deliverables**

- One set of non-conflicting comments from TAC and CCPC on Urban Reserve Locational and Alternatives Analysis Technical Report
- TAC Meeting #8 (if necessary) securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- CCPC Meeting #9 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes.
- Public Open House #8 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes
- City Planning Commission-City Council Work Session #8 securing meeting facility, posting/ mailing meeting announcements, copying and distribution meeting materials and meeting minutes

**Task 9 Estimated Budget: \$10,000**

**Task 9 Estimated Timeline: 1-2 months**

### **Task 10: Prepare Findings and Meeting Support for UGB Expansion**

Objective: To prepare ordinance amendments and written findings for adoption to update the City's Comprehensive Plan and Zoning Ordinances, consistent with Goal 14 and other applicable statewide planning goals.

- (a) Support City Planning Commission and City Council Review Process
- (b) Support County Planning Commission and Board Review Process
- (c) Coordination with County, DLCD and ODOT staff
- (d) Revise findings as necessary
- (e) Identify generalized need for "developable" land as prescribed in Division 021 and interpreted by LCDC in the Newberg Review
- (f) Coordination with County, DLCD and ODOT staff

### **Consultant Deliverables:**

- Draft and Final Findings for Comprehensive Plan and Zoning Ordinance Amendments
- Coordination with County, DLCD and ODOT staff
- Public Hearing and response to issues raised

### **City Deliverables**

- One set of non-conflicting comments on Comprehensive Plan and Zoning Ordinance Amendments
- Public Hearing and response to issues raised
- Coordination with County, DLCD and ODOT staff

**Task 9 Estimated Budget: \$10K**

**Task 9 Estimated Timeline: 1-3 Month**

## **Task 11: Prepare Findings and Meeting Support for Urban Reserves**

Objective: To prepare ordinance amendments and written findings for adoption to update the City's Comprehensive Plan and Zoning Ordinances, consistent with Goal 14 and other applicable statewide planning goals for the establishment of Urban Reserves.

- (a) Support City Planning Commission and City Council Review Process
- (b) Support County Planning Commission and Board Review Process
- (c) Coordination with County, DLCD and ODOT staff
- (d) Revise findings as necessary

### **Consultant Deliverables:**

- Draft and Final findings for Comprehensive Plan and Zoning Ordinance Amendments for the establishment of Urban Reserves
- Coordination with County, DLCD and ODOT staff
- Public Meetings and response to issues raised

### **City Deliverables**

- One set of non-conflicting comments on findings for Comprehensive Plan and Zoning Ordinance Amendments for the establishment of Urban Reserves
- Coordination with County, DLCD and ODOT staff
- Public Meetings and response to issues raised

**Task 11 Estimated Budget: \$10,000**

**Task 11 Estimated Timeline: 1-3 Month**

<b>TASKS</b>	<b>Estimated Timeline</b>	<b>Estimated Budget</b>
Task 1: Project Kickoff	Month 1	\$2,000
Task 2: Complete Local Wetland Inventory Report and Goal 5 Comp Plan Amendments	Months 2-5 (add 2 months for DSL Review)	\$28,000
Task 3: 2030 Residential Housing Needs Analysis	Months 2-3	\$10,000
Task 4: Residential Buildable Lands Inventory within UGB	Month 4-5	\$15,000
Task 5: Compare 20-Year Commercial <i>and</i> Residential Land Need with Buildable/Suitable Land Supply within Existing UGB	Month 5-7	\$10,000
Task 6: Community Vision and Guiding Principles	Months 2 and 3 or Months 4 and 5	\$5,000
Task 7: UGB Alternatives Analysis	Months 7-8	\$10,000
Task 8: Determine 2030-2060 Urban Reserve Developable Land Needs	Months 8-10	\$10,000
Task 10: Urban Reserve Alternatives Analysis	Months 10-12	\$10,000
Task 9: Prepare Findings and Meeting Support for UGB Expansion	Months 12-14 Hearings may add additional time to task	\$10,000
Task 11: Prepare Findings and Meeting Support for Urban Reserves	Months 12-14 Hearings may add additional time to task	\$5,000
<b>TOTAL EST. TIME &amp; BUDGET</b>	<b>14 Months</b>	<b>\$115,000</b>

TASKS	Project Timeline in Months													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Task 1: Project Kickoff	█													
Task 2: Complete Local Wetland Inventory Report and Goal 5 Comp Plan Amendments		█	█	█	█									
Task 3: 2030 Residential Housing Needs Analysis		█	█											
Task 4: Residential Buildable Lands Inventory within UGB				█	█									
Task 5: Compare 20-Year Commercial <i>and</i> Residential Land Need with Buildable/Suitable Land Supply within Existing UGB					█	█	█							
Task 6: Community Vision and Guiding Principles		█	█	█	█									
Task 7: UGB Alternatives Analysis							█	█						
Task 8: Determine 2030-2060 Urban Reserve Developable Land Needs								█	█	█				
Task 9: Urban Reserve Alternatives Analysis									█	█	█			
Task 10: Prepare Findings and Meeting Support for UGB Expansion												█	█	█
Task 11: Prepare Findings and Meeting Support for Urban Reserves												█	█	█