

**RESOLUTION NO. 19 FOR 2021**

A RESOLUTION IN SUPPORT OF THE 2021 TECHNICAL ASSISTANCE GRANT APPLICATION TO THE OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT FOR AN UPDATED HOUSING NEEDS ANALYSIS

WHEREAS, during the 2019 legislative session, the Oregon legislature passed House Bill 2003, requires cities with a population of greater than 10,000 to create and adopt an updated housing needs analysis prior to July 1, 2024; and

WHEREAS, the legislature has provided assistance to communities to implement the requirements of House Bills 2001 and 2003; and

WHEREAS, the population of the City of Sweet Home is nearing 10,000 and House Bill 3155, allows cities with populations of less than 10,000 to access to the funding and the requirements of House Bill 2003; and

WHEREAS, the City of Sweet Home last conducted a Housing Needs Analysis in May, 2001; and

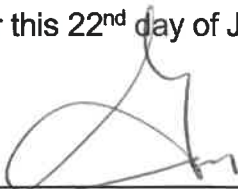
WHEREAS, the City of Sweet Home desires to conduct an updated Housing Needs Analysis.

NOW, THEREFORE, the City of Sweet Home does resolve as follows:

**Section 1.** The City of Sweet Home City Council supports the request for funding assistance (Exhibits A and B) and agrees to provide a grant match in the form of staff wages and salaries.

**Section 2.** This resolution is effective immediately upon its enactment by the City Council.

PASSED by the Council and approved by the Mayor this 22<sup>nd</sup> day of June, 2021.

  
6-22-21  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Manager - Ex Officio City Recorder





## Department of Land Conservation and Development

### 2021-23 PLANNING ASSISTANCE HOUSING NEEDS ANALYSIS - PROVIDED CONSULTANT APPLICATION

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

**Date of Application:** June 11, 2021

**Applicant:** City of Sweet Home

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

**Street Address:** 3225 Main Street

**City:** Sweet Home, OR

**Zip:** 97386

**Contact name and title:** Blair Larsen, Community & Economic Development Director

**Contact e-mail address:** blarsen@sweethomeor.gov

**Contact phone number:** 541-818-8036

**Project Title:**

City of Sweet Home Housing Needs Analysis

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

The City of Sweet Home is seeking to conduct a Housing Needs Analysis to detail how much additional housing the City will need in the next 20 years, but also the proper mix of housing types in order to ensure affordability, flexibility, and sufficient supply of housing.

**Project Description & Work Program**

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

**A. Goals and Objectives.** The primary objective of this Project is to prepare hearings-ready draft comprehensive plan amendments to update the Housing Needs Analysis (pursuant to ORS 197.296) for the City. City adoption of the amendments is not required prior to project completion on or before June 30, 2023. Please state any additional goals or overall purposes of the project. Describe particular objective(s) the community hopes to accomplish.

**B. Products and Outcomes.** Clearly describe the product(s) and outcome(s) expected from the proposed project. Briefly describe any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

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

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

1. **Tasks and Products:** Provide a detailed outline the expected major tasks and deliverables for the Consultant and the City.
  2. **Timeline:** List all dates for the project including tentative start date after the contract is signed, task completion dates, and project completion date. Please note that this project must be completed before the end of the biennium – June 30, 2023. To ensure adequate time for billing, work tasks must conclude no later than May 31, 2023. If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed.
- D. Evaluation Criteria.** Include a statement in the narrative that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”).
- E. Project Partners.** List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work; will advise; will contribute information or services, etc.).
- F. Advisory Committees.** List any advisory committee or other committees that will participate in the project to satisfy the local citizen involvement program.

### **Local Official Support**

The application **must include a resolution or letter from the governing body** of the city or county demonstrating support for the project. If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included. *The application will not be complete if it does not include this item.* The letter of support may be received by DLCD after the application submittal deadline, but it must be received before assistance is awarded.

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

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

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

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

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

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

Angela Williamson, Grants and Periodic Review Administrative Specialist  
[angela.williamson@state.or.us](mailto:angela.williamson@state.or.us) or (971) 345-1987

**APPLICATION DEADLINE: June 30, 2021**





## Community and Economic Development Department

**City of Sweet Home**  
3225 Main Street  
Sweet Home, OR 97386  
541-367-8969  
Fax 541-367-5007  
[www.sweethomeor.gov](http://www.sweethomeor.gov)

### ***A. Goals and Objectives.***

The purpose of this project is to complete a Housing Needs Analysis (HNA) and update the housing element of the comprehensive plan.

In addition, in the 2019 Oregon Legislative Session House Bill 2001 passed, which applies to cities 10,000 and greater in size. Sweet Home's population is currently 9,612 as of 2017 and is projected to surpass 10,000 in the near future. The HB 2001 funding is primarily for cities larger than 10,000 in population but allows funding for a HNA for cities smaller than 10,000. The City of Sweet Home is projected to surpass 10,000 in the near future and wants to provide adequate needed housing.

In 2001, the City of Sweet Home contracted with ECONorthwest to prepare a Housing and Economic Analysis. Since then, housing trends, State policies, buildable lands, and other factors have changed. The proposed project is in response to circumstances that have changed significantly since the last major revision. A full evaluation of the housing element of the comprehensive plan has not been completed since 2001. Since 2001 housing affordability has become a prominent national issue and the housing needs of the community have changed significantly. A HNA should be updated regularly to ensure opportunity for the provision of adequate numbers of needed housing units, the efficient use of buildable land within urban growth boundaries, and to provide greater certainty in the development process so as to reduce housing costs.

Furthermore, the City of Sweet Home completed an Economic Opportunities Analysis (EOA) in April 2017. The EOA identifies that land in the Recreational Commercial Zone provides the city with an opportunity for economic development, but the current zoning is a barrier to most types of employment uses. The report recommended zone changes or the expansion of commercial or industrial uses allowed in the implementing zone. If the city expands the commercial or industrial uses in the implementing zones this could attract economic development to the city. The increase in economic development could lead to additional workforce housing demand. Therefore, the next logical step for the city is a HNA and to complete a development code update to ensure adequate housing supply.

The process will allow the city to take a holistic look at the existing and projected conditions in the city and refine the housing comprehensive plan element based on new information, changing housing needs, population growth, and other factors. The result will be a comprehensive plan housing element that positions the City of Sweet Home to encourage housing development in the city based on the identified housing needs and community vision and meet the community's housing needs.

The updated housing element and HNA will serve as the foundation for future development in the City of Sweet Home. Once the review period for the final housing element is finished the plan is anticipated to be adopted and will amend the



comprehensive plan housing element (chapter four). By adopting this plan and the amendments, the city will ensure it is in compliance with applicable laws, rules, regulations, plans, and programs. Importantly, the update will also ensure that the comprehensive plan reflects current community conditions and values.

### ***B. Products and Outcomes.***

The City of Sweet Home expects that this project will result in an updated Comprehensive Plan Housing Element and Housing Needs Analysis for the City.

We believe these products will result in clear, adopted City policies that clearly direct the Council, Planning Commission, and City Staff regarding the needed mix of housing types, location of housing and housing types, and any changes necessary to remain compliant with State and Federal housing policies and laws.

The City expects that the adoption of an updated Housing Needs Analysis will be a clear signal to developers, realtors, and employers that an increase in the housing supply is a major City priority. In addition, The City expects that these updated documents will dictate this priority internally, and will result in the streamlining of regulatory processes that may currently hinder residential development within the City.

As a low-income community, the City expects that the improvements in housing development that will come from these updated policies will result in socioeconomic gains among all residents of the City.

### ***C. Work Program, Timeline & Payment.***

#### **Sweet Home Housing Needs Analysis**

##### **Task 1: Project Kick-Off**

Timeline: September, 2021

The purpose of the project kick-off is for Consultant to become familiar with local conditions and with the City of Sweet Home's planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the City to prepare for the Project. Consultant will contact City via conference call, or in person to inquire about establishing project expectations and familiarize themselves with city-specific concerns. Consultant will verify the action items identified through this initial conference call with the participating City and will develop and share a proposed schedule for the actions required for the completion of all tasks. The level of detail required for the proposed project schedule should be determined and with mutual agreement by the City and the Consultant.





#### *Task 1 Consultant Deliverables:*

- Summary of major tasks and action items for the Project
- Proposed Project schedule

#### *Task 1 City Deliverables:*

- Copy of relevant comprehensive plan and code sections
- Building permit and housing data to support the Housing Needs Analysis.

### **Task 2: Housing Needs Projection**

Timeline: October 1, 2021 – January 31, 2022.

Consultant will prepare a draft housing needs projection consistent with OAR chapter 660, division 8, as applicable. The housing needs projection will be used to determine the City's residential land need in Task 4. The housing needs projection will be developed based on discussion with a project advisory committee at one or more committee meetings.

City will schedule, and provide notice and an agenda, for one advisory committee (AC) meeting to review the draft housing needs projection product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

#### *Task 2 Consultant Deliverables:*

- Draft housing needs projection
- Presentation materials to explain preliminary analyses and findings to the advisory committee, the public, and interest groups (AC #1)
- Advisory committee meeting notes

#### *Task 2 City Deliverables:*

- Advisory committee appointments
- Advisory committee meeting notices and agendas

### **Task 3: Buildable Lands Inventory (BLI)**

Timeline: February 1, 2022 – May 30, 2022

Consultant will prepare a draft inventory of buildable land consistent with OAR chapter 660, division 8, as applicable. The BLI will be used to determine the City's residential land need in Task 4. The BLI will be developed based on discussion with a project advisory committee at one or more committee meetings.

City will schedule and provide notice and an agenda for one advisory committee meeting to review the draft BLI product. Consultant will coordinate with City on meeting



arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

City will schedule one public workshop or open house to present draft housing needs and buildable lands data and findings. City will solicit input from the public on the draft deliverables. Consultant will coordinate with City on meeting arrangements and facilitate the public meeting(s).

Task 3 Consultant Deliverables:

- Draft BLI
- Presentation materials to explain preliminary analyses and findings to the advisory committee, the public, and interest groups (AC #2)
- Advisory committee meeting notes
- Public meeting summary

Task 3 City Deliverable:

- Advisory committee meeting notices and agendas
- Public meeting notice(s)

#### **Task 4: Residential Land Needs Analysis (RLNA)**

Timeline: June 1, 2022 – September 30, 2022

Based on the outcomes of Tasks 2 and 3, Consultant will prepare a draft RLNA that addresses how much land and what zoning the City needs to accommodate its Housing Need, comparing the demand and supply provided in the deliverables produced in Tasks 2 and 3. The RLNA will be developed based on discussions with a project advisory committee at one or more committee meetings.

If the analysis shows that the Housing Need cannot be accommodated by the City's existing comprehensive plan, the RLNA will be developed concurrently with Task 5 in order to consider accommodating Housing Needs through changes to the comprehensive plan and land use regulations as required by OAR chapter 660, divisions 8 and 24.

City will schedule and provide notice and an agenda for one advisory committee meeting to review the draft RLNA product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

Task 4 Consultant Deliverables:

- Draft RLNA
- Presentation materials to introduce preliminary residential land need analyses and findings to the advisory committee, the public, and interest groups (AC #3)
- Advisory committee meeting notes



#### Task 4 City Deliverable:

- Advisory committee meeting notices and agendas

#### **Task 5: Measures to Accommodate Needed Housing**

Timeline: June 1, 2022 – September 30, 2022

Consultant will identify options for changes to the City's comprehensive plan and land use regulations to address housing and residential land needs determined in previous tasks. This task may be completed concurrently with Task 4.

City will schedule and provide notice and an agenda for one or two advisory committee meeting to review the housing-accommodation product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

City will schedule one public workshop or open house to present draft residential land need and housing accommodation data, findings, and recommendations. City will solicit input from the public on the draft deliverables. Consultant will coordinate with City on meeting arrangements and facilitate the public meeting(s).

#### Task 5 Consultant Deliverables:

- Options for changes to City's comprehensive plan and land use regulations to address housing and residential land needs
- Presentation materials to introduce housing accommodation recommendations to the advisory committee, the public, and interest groups (AC #4, AC #5 if needed)
- Advisory committee meeting notes
- Public meeting summary
- Final draft hearings-ready HNA

#### Task 5 City Deliverables:

- Advisory committee meeting notices and agendas
- Public meeting notice(s)

#### **Task 5: Adoption**

Timeline: October 1, 2022 – November 30, 2022

The City of Sweet Home will schedule and provide notice and an agenda for hearings to adopt the Housing Needs Analysis and associated updates to the Local Government's comprehensive plan and development code. Consultant will coordinate with the City on hearing arrangements and present updates to the Planning Commission and City Council.

#### *Task 5 Consultant Deliverable:*

- Presentation materials to explain final draft updates to the hearings body or bodies



*Task 5 Local Government Deliverables:*

- Hearings notices, agendas, and minutes

***D. Evaluation Criteria.***

As the City of Sweet Home is a low-income community in east Linn County with limited financial means that is facing a significant shortage of housing in the face of increasing demand, we feel that the City fits very well with the goals and priorities of this program.

Our top priority is to create a housing needs analysis (HNA) in accordance with ORS 197.296 and OAR chapter 660, division 8. Our current HNA was adopted over 20 years ago and is woefully out-of-date. While our current population (estimated at 9,415 for 2020, US Census data is pending) is under 10,000, due to our housing demand and an uptick in development, we expect to exceed 10,000 within the next three years.

This project will be conducted in a manner that is entirely consistent with statewide planning goals. Since the majority of the work will be performed by hired consultants, City believes the objectives of this project are very reasonably achievable.

In the past the City has performed well with state grants, and has adequate capacity and capability to manage this project. We have completed or are on track to complete all of our state grant-funded projects on time and within budget. This project will be managed by our Community & Economic Development Director, who has managed several such projects in the past.

***E. Project Partners.***

The City expects that a consultant will do the bulk of the work, as directed and managed by City Staff. In addition, the Oregon Cascades West Council of Governments will play an advisory role, through its planning contract with the City.

***F. Advisory Committees.***

The City Council will appoint an ad hoc housing advisory committee specifically for this project. This committee will consist of one member of the Planning Commission, one member of the City Council, and three (3) Sweet Home citizens.