

Memorandum of Understanding between the Oregon Dept. of Land Conservation and Development and the City of Dallas

Oregon Housing Planning Project – Housing Needs Analysis

This Memorandum of Understanding explains and memorializes a no-cost working relationship between the Oregon Department of Land Conservation and Development (DLCD) and Dallas (City). The purpose of this collaboration is to update the City's Housing Needs Analysis (HNA).

I. BACKGROUND

Every region of Oregon is experiencing housing availability or affordability problems, or both. In some cases, the comprehensive plan for the urban area is out of date so housing needs have not been determined. In other cases, the need may be known but the zoning code presents barriers to the development of needed housing or does not allow a variety of housing types to meet the diverse needs of residents.

DLCD will provide technical assistance (via a Consultant) to the City for the purpose of increasing the supply and affordability of housing within the boundaries of the City. Technical assistance will be provided to complete products needed to update comprehensive plans and zoning codes, or adopt other housing strategies, to help ensure that the City can satisfy its housing needs. DLCD will hire consultants to also provide a code audit or code update to help ensure the zoning code allows, and does not include barriers to, development of needed housing.

DLCD has received a special appropriation of funds for 2018-2019 to assist cities in updating their comprehensive plans and land use regulations to promote housing availability and affordability. The Oregon Housing Planning Project (Project) is financed with State of Oregon General Funds. State funds are paid under this Agreement by DLCD to FCS Group (Consultant), who will assist the City as described in the Scope of Work below. No funds will be given to the City for tasks outlined in this MOU or any expenses incurred by the City as a result of this Project.

II. PROJECT OBJECTIVE AND MAJOR DELIVERABLES

The primary objective of this Project is to prepare hearings-ready draft comprehensive plan amendments to update the HNA for the City. This includes the completion of the following deliverables:

- A housing needs projection
- A BLI (Buildable Lands Inventory)
- An RLNA (Residential Lands Needs Analysis)
- Identification of measures for accommodating needed housing

City adoption of the amendments is not anticipated to occur during the Project. The specific tasks and deliverables for the City of Dallas are outlined below in Section 5.

III. ROLES AND RESPONSIBILITIES

City: Overall management of the Project will be the responsibility of the City. City will appoint a Project Manager to be the City's principal contact person for DLCD's Contract Administrator and the Consultant on all matters dealing with the Project.

Specific project management duties of the City will include:

- a. Coordinating project schedule and deliverables with Consultant;
- b. Coordinating City staff and Consultant work;
- c. Ensuring the timely delivery of supporting data/information to Consultant;
- d. Reviewing and editing Consultant work;
- e. Appointing one or more project advisory committee(s);
- f. Noticing, scheduling, and managing advisory committee meetings and public official work sessions and public hearings, if any. Activities include preparing and distributing meeting notices, agendas, and summaries; and assisting the Consultant with meeting facilitation.

DLCD: DLCD will provide financial, administrative, and technical assistance to the Project. DLCD will participate in advisory committees. Additional technical assistance may be provided as requested by the City or Consultant. DLCD will review and approve Consultant's work, invoices, and progress reports. DLCD will review the Consultant's performance and deliverables with the City prior to paying invoices received by the Consultant. DLCD will assist in the mediation of Consultant/City conflicts, or issues with the project or deliverables.

IV. KEY CONTACTS

City of Dallas

Scott Whyte
Planning Director
187 SE Court St
Dallas, OR 97338

scott.whyte@dallasor.gov
(503)831-3565

Department of Land Conservation and Development

Project Manager

Kevin Young
635 Capitol St. NE Ste 150
Salem, OR 97301

kevin.young@state.or.us
503-934-0030

Regional Representative

Angela Carnahan
635 Capitol Street, N.E., Suite 150
Salem, OR 97301-2540

angela.carnahan@state.or.us
503-934-0056

Consultant

Todd Chase

ToddC@fcsgroup.com

V. SCOPE OF WORK

This Project for the City of Dallas is composed of the following tasks. The City and Consultant must create interim project deadlines as needed to manage the Project (see Task 1). All Consultant work must be completed no later than June 30, 2019. Requests by the City or Consultant to change the Scope of Work outlined in this MOU, intended to modify the tasks or deliverables of the Consultant, must be reviewed and approved by DLCD.

***For informational purposes only, the primary Consultant deliverables are shown for each Task listed below.*

**This denotes meetings that the consultant is expected to attend in person.*

Task 1: Project Kick-Off

The purpose of the project kick-off is for Consultant to become familiar with local conditions and with City'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 a conference call to ask preliminary questions to establish project expectations and familiarize itself 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
- Public Involvement Strategy
- Background Review Memorandum
- City council meeting to present project

Task 1 City Deliverables:

- 1.1 Copy of relevant comprehensive plan and code sections
- 1.2 Building permit, GIS data and housing data to support the HNA.

Deadline: Kick-off meeting to be held within 30 days of completion of consultant contract and MOU. If possible, kick-off meeting to be held September 4, 2018 (a Dallas City Council meeting date) to request initiation of a Comprehensive Plan Amendment and to introduce consultant.

Task 2: Housing Needs Projection

Consultant will prepare a draft housing needs projection which will be used to determine the City's residential land need in Task 4. The 20-year housing needs projection must be consistent with the requirements for determining housing needs in Goals 10 and 14, OAR chapter 660, division 8, and applicable provisions of ORS 197.295 to 197.314 and 197.475 to 197.490. The findings will be discussed and refined with the project advisory committee (Planning Commission) at one or more committee meetings.

City will schedule, and provide notice and an agenda, for one or more advisory committee (Planning Commission) meetings to introduce project, background information, and 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
- Project advisory committee meeting facilitation and meeting summary*

Task 2 City Deliverables:

2.1 Advisory committee meeting notices and agendas

2.2 Participant sign-in sheets for meetings

2.3 Public Involvement outreach per Public Involvement Strategy

Deadline: Draft projection, public involvement strategy, and initial project advisory committee meeting to be held on or before November 30, 2018.

Task 3: Buildable Lands Inventory (BLI)

Consultant will prepare an accurate inventory of all residential lands in the Dallas's UGB consistent with the guidance and requirements provided in ORS 197.296, Goal 10, and OAR chapter 660, division 8. The Consultant in coordination with Grantee will inventory the current supply of buildable residential land inside the UGB using GIS data and map or field research. The BLI will be used to determine the City's residential land need in Task 4. The BLI will be discussed and refined with the project advisory committee at one or more committee meetings.

City will schedule and provide notice and an agenda for one or more advisory committee meetings 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 at least 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
- Project advisory committee meeting facilitation and meeting summary*
- Public Workshop or Open House facilitation*
- Public Workshop or Open House meeting summary and presentation materials

Task 3 City Deliverable:

3.1 Advisory committee meeting notices and agendas

3.2 Public meeting notice(s)

3.3 Participant sign-in sheets for Citizens Advisory Committee meetings and Public Workshop or Open House

3.4 Public Involvement outreach per Public Involvement Strategy

Deadline: Draft BLI, advisory committee meeting, and public workshop or open house to be held on or before January 31, 2019.

Task 4: Residential Land Needs Analysis (RLNA)

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 findings will be discussed and further refined with the 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 or more advisory committee meetings 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
- Project advisory committee meeting facilitation and meeting summary*

Task 4 City Deliverable:

4.1 Advisory committee meeting notices and agendas

- 4.2 Participant sign-in sheets for meetings
- 4.3 Public Involvement outreach per Public Involvement Strategy

Deadline: Draft RLNA, advisory committee meeting, and city council presentation to be held on or before March 31, 2019.

Task 5: Measures to Accommodate Needed Housing

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 more advisory committee meetings 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 at least 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
- Project advisory committee meeting notes and presentation materials*
- Public Workshop or Open House facilitation*
- Public Workshop or Open House meeting summary and presentation materials
- Final draft hearings-ready HNA

Task 5 City Deliverables:

- 5.1 Advisory committee meeting notices and agendas
- 5.2 Public meeting notice(s)
- 5.3 Participant sign-in sheets for meetings and Public Workshop or Open House
- 5.4 Public Involvement outreach per Public Involvement Strategy

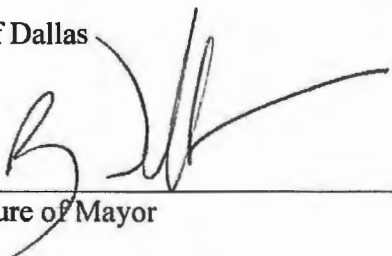
Deadline: Draft Conclusions and Recommendations Report, final draft hearings ready HNA to be completed by May 31, 2019.

VI. OTHER CONSIDERATIONS

This agreement will be effective as of the date of the last signature. The termination of this document may occur by mutual consent of the parties with 60 days written notice.

Except as provided herein, nothing in this Memorandum of Understanding shall be construed as obligating the other party to expend funds or obligate future payment of money authorized by law and administratively available for this work.

City of Dallas




Signature of Mayor

8/24/18
Date

BRIAN W. DALTON
Printed Name

Department of Land Conservation & Development



Jim Rue, Director

10.09.18
Date