





# Department of Land Conservation and Development

## 2021-23 PLANNING ASSISTANCE DIRECT GRANT APPLICATION

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

**Date of Application:** June 30, 2021

**Applicant:** The City of Lincoln City

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

**Street Address:** 801 SW Hwy 101, P.O. Box 50

**City:** Lincoln City, Oregon

**Zip:** 97367

**Contact name and title:** Simon Kim, Planning & Community Development Director

**Contact e-mail address:** [skim@lincolncity.org](mailto:skim@lincolncity.org)

**Contact phone number:** 662-722-0139

**Requested Service:**

		<u>Grant request amount (in whole dollars):</u>
HB 2001 Code Assistance	<input type="checkbox"/>	\$
Housing Needs Analysis (HNA)	<input type="checkbox"/>	\$
Housing Production Strategy (HPS)	<input checked="" type="checkbox"/>	\$45,000
Housing Implementation Plan (Note: not an HNA or HPS)	<input type="checkbox"/>	\$

**Total grant request amount (in whole dollars):** \$45,000

**Local Contribution (recommended but not required):** \$5,000

**Project Title:**

The Lincoln City Housing Production Strategy

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

Through this grant opportunity, Lincoln City is intent to identify a set of housing production strategies that will outline the tools, actions, or policies a city plans to implement to encourage the production of needed housing recognized in the adopted EOA-HNA (Economic Opportunities Analysis and Housing Needs Analysis, April 2017).

**Project Description & Work Program**

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

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

As a subsequent project to the adopted EOA-HNA, the Lincoln City Housing Production Strategy aims to achieve the following goals and objectives:

Goal: To setup strategies outlining the City's plan to promote the actual production of needed housing identified in the adopted EOA-HNA.

Objective 1: Contextualized housing needs shall be discussed on the basis of the information in the adopted EOA-HNA to address potential growth scenarios with strategies.

Objective 2: Consolidated plans for the communities and public engagement process for severely rent burdened households shall be prepared.

Objective 3: Strategies to meet future housing needs shall be developed.

Objective 4: Strategies shall include ways to achieve fair and equitable housing outcomes.

Objective 5: Strategies must include a SWOT analysis, implementation actions, progress measures, past practices and improved actions, and the current rent-burdened household information (ORS 456.586).

Future work will include a Housing Implementation Plan, which will encompass any housing-related issue that is neither a housing need analysis nor housing production strategy. It will be prepared by the City staff if external funding is not available.

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

In April 2017, Lincoln City adopted Economic Opportunities Analysis and Housing Needs Analysis (EOA-HNA), addressing the requirements of Goal 9 (Economic Development, OAR 660-009) and Goal 10 (Housing). After thorough analysis on needs projection addressing housing types and price levels, residential land needs analysis, buildable lands inventory, and identification of measures for accommodating needed housing as described in OAR chapter 660, divisions 7 and 8, the EOA-HNA encouraged the development of affordable and workforce housing by:

- Investigating ways to reduce fees on new construction of affordable and workforce housing, while ensuring new infrastructure is not underfunded.
- Facilitating development of affordable housing on city-owned properties.

- Periodically reviewing the development code's regulations and zoning map to ensure they encourage a variety of housing types, such as accessory dwelling units, tiny houses, big houses and senior housing.
- Involving employers in efforts to provide and support workforce housing.
- Enacting strategies to ensure that sufficient appropriately zoned land is available within the city and outside the tsunami inundation zone, such as increasing densities and annexing new lands.
- Designing attractive neighborhoods that offer housing within walking distance to schools, jobs, shopping, and services.
- Streamlining the permitting process for affordable and workforce housing.

While such encouragements/recommendations have been provided, there has been lack of practical knowledge on housing production strategies.

Therefore, the proposed project, "the Lincoln City Housing Production Strategy", will come up with strategies that will provide practical guidelines by (1) defining the potential locations of compact, mixed-use neighborhoods that meet statewide greenhouse gas emission reduction goals and available to people part of state and federal protected classes; (2) increasing fair housing opportunities that address disproportionate housing needs, patterns of integration and segregation, racially or ethnically concentrated areas of poverty, and disparities in access to housing opportunity; (3) widening housing choices with high-quality community amenities, schooling, employment and business opportunities, and a healthy and safe environment; (4) advocating for and enabling the provision of housing option for residents experiencing homelessness, and partnering with other organizations to promote services; (5) supporting and creating opportunities to encourage the production of affordable rental housing and the opportunity for wealth creation via homeownership; and (6) increasing housing stability for residents and mitigating the impacts of gentrification, as well as the economic and physical displacement of existing residents resulting from investment or redevelopment.

The outcome will significantly effect on: (1) local development by providing affordable housing options to low income workers; (2) livability by providing high-quality amenities, education, jobs, and businesses; (3) regulatory streamlining by combining existing and future tools identified by the project; (4) compliance with federal requirements by accommodating federal standards into the strategies; (5) socioeconomic gains by setting up life qualities that will correspond with quality jobs, and (6) other factors that will enhance quality environments.

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

Depending the level of funding available, the City will determine if private consultant(s) or in-house staff would be utilized. Therefore, the meaning of the term "Consultant" in this document includes both private consultant and in-house staff.

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

**Timeline: 09/01/2021 – 11/30/2021 (90 days)**

Consultant shall hold a meeting with interest parties at the City to kick off the project. Consultant will contact interest parties via conference call, online video meeting or in person to inquire about establishing project expectations and familiarize themselves with city-specific concerns. At the project kick off, Consultant will obtain necessary information and background from interest parties to familiarize Consultant with local conditions and with City's planning documents adopted in the past. Consultant, if private, will also use the kick off to confirm the objectives of the project laid out in this Contract with the City, refine the project schedule established in this Contract with City (meaning add more detail as necessary to the established schedule), and provide necessary information to City to allow City to prepare for the Project. If in-house staff will be utilized, solid planning and scheduling shall be established through this task.

*Task 1 Consultant Deliverables:*

- Define housing issues, specific to the City of Lincoln City
- 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
- A list of measures already adopted by the City that promote the development of needed housing, including the Lincoln City Economic Opportunities Analysis and Housing Needs Analysis (EOA-HNA), adopted in April 2017
- Building permit and housing data to support the Project

Scheduled Payment: \$6,279.07 (\$2,093.02 monthly)

**Task 2: Contextualized Housing Need**

**Timeline: 12/01/2021 – 05/31/2022 (181 days)**

**Data Collection and Analysis**

Consultant will gather relevant data from the City as needed for the HPS to describe current and future housing needs in the context of population and market trends. The City will provide Consultant access to all relevant available local data. The analysis of contextualized housing needs will include:

- Socio-economic and demographic trends of a jurisdiction's population, disaggregated by race to the extent possible with available data;
- Market conditions affecting the provision of needed housing;
- Existing and expected barriers to the development of needed housing;
- Housing need for those experiencing homelessness, using the best available data;
- Percentage of Rent Burdened Households;
- Housing by Tenure (owner vs renter);
- Percentage of housing stock that is market rate vs. subsidized; and

- Units that are in the development pipeline by housing type;

The analysis of contextualized housing needs will also draw on information gathered through engagement with housing consumers, including underrepresented communities.

### **Outreach and Engagement**

Consultant will help plan engagement with housing consumers, including direct outreach to individuals through interviews, focus groups, or other means; contacting community-based organizations and service providers to connect with those they serve; and/or hosting events (virtual or in-person). This engagement will prioritize underrepresented communities within the City, including renters, low-income households, Hispanic/Latin residents, other racial and ethnic minorities and immigrant or refugee communities, veterans, people with disabilities, seniors, agricultural workers, and formerly and currently homeless people. The engagement efforts will build from past engagement with the public through the City's Citizen Involvement Program and be coordinated with the event(s) required under HB4006 for severely rent burdened communities.

*Due to the COVID-19 pandemic, engagement will seek to prioritize outreach to underrepresented groups to the extent reasonably and safely possible at this time within the limited engagement timeframe and resources of this project, and will emphasize outreach through agencies or non-profit groups that represent or work with under-represented communities. While there will be a good faith effort around outreach generally, and particularly to under-served communities, it is understood that the current situation (with the COVID-19 pandemic) presents unique barriers to engagement. In addition, outreach and engagement discussions are likely to occur via videoconference, teleconference, or telephone calls, rather than in-person.*

Consultant will help plan for the engagement, including helping to define the questions and topics for the outreach and methods to solicit input. City staff will connect Consultant with existing networks for engagement and facilitate discussion and engagement.

### **Summary Document**

Following data analysis and synthesis of outreach, Consultant will produce a summary of contextualized housing needs. While this will initially be produced as a stand-alone memorandum, it will later become a section of the HPS. Consultant will present the draft to a future City's Advisory Committee meeting and make it available for public comment. This task will begin immediately following the kick-off and continue through the process of evaluating strategies.

#### **Task 2 Consultant Deliverables:**

- Identify the issues
- Outline of suggested questions and topics for outreach meeting with staff to plan for engagement with housing consumers and producers; and
- Contextualized Housing Needs memorandum.

#### **Task 2 City Deliverables:**

- List of existing groups and organizations for engagement.

- Meeting notices and agendas

Scheduled Payment: \$12,558.14 (\$2,093.02 monthly)

### **Task 3: Strategies to Accommodate Future Housing Need**

**Timeline: 06/01/2022 – 11/30/2022 (182 days)**

Consultant will review and provide input to the City on a City-provided summary of measures already adopted by the City that promote the development of needed housing, and existing practices that affirmatively further fair housing, link housing to transportation, provide access in Opportunity Areas, address equitable distribution of services, and create opportunities for rental housing and homeownership as those terms and requirements are defined in the final rules and state guidance for the HPS. The City will identify and provide all available information about existing relevant measures.

For the strategies that are recommended for inclusion in the City's HPS, Consultant will produce the following for each strategy, based on Consultant's evaluation, input from staff, and feedback gathered through outreach and engagement:

- A description of the strategy;
- Identified Housing Need being fulfilled (tenure and income) and analysis of the income and demographic populations that will receive benefit and/or burden from the strategy, including low-income communities, communities of color, and other communities that have been discriminated against, according to fair housing laws;
- Approximate magnitude of impact, including (where possible/applicable) an estimate of the number of housing units that may be created, and the time frame over which the strategy is expected to impact needed housing;
- Timeline for adoption and implementation;
- Actions necessary for the local government and other stakeholders to take in order to implement the strategy; and
- Opportunities, constraints, or negative externalities associated with adoption of the strategy.

#### **Task 3 Consultant Deliverables:**

- Analyze and improve the issues
- Memorandum summarizing existing measures, previously identified strategies, and additional strategies for consideration to address contextualized housing needs;
- Memorandum providing additional evaluation and refinement of selected strategies;
- Memorandum summarizing the information required per the list above for each strategy;
- Up to eight documented discussions with housing producers and/or service providers to seek input on the potential housing strategies;
- Agendas and presentations/meeting materials for up to three meetings (likely by videoconference) with the Advisory Committee; and

#### **Task 3 City Deliverable:**

- Collaboration to achieve a better result

- Meeting notices and agendas

Scheduled Payment: \$12,558.14 (\$2,093.02 monthly)

#### **Task 4: Draft and Final HPS Report**

**Timeline: 12/01/2022 – 04/30/2023 (150 days)**

The draft HPS Report will include the following:

- Contextualized housing needs from Task 2;
- Summaries of existing measures and final proposed strategies from Task 3;
- How the City's existing measures and final proposed strategies help to achieve fair and equitable housing outcomes, affirmatively further fair housing, and overcome discriminatory housing practices and racial segregation; and
- A conclusion addressing the following:
  - A qualitative assessment of how the strategies collectively address the contextualized housing needs identified in the HPS;
  - Discussion of how the proposed actions, taken collectively, will increase housing options for population groups experiencing a current or projected disproportionate housing need;
  - How the City's existing measures and proposed strategies will affirmatively further fair housing, link housing to transportation, provide access to Opportunity, address needs for people facing homelessness and equitable distribution of services, create opportunities for rental housing and homeownership, and mitigate vulnerabilities to displacement and housing instability;
  - The rationale for any identified needs not being addressed; and
  - The City's plan for monitoring progress on the housing production strategies.

Following review by staff and revisions as needed, Consultant will produce a public review draft HPS for review and comment by the City's Advisory Committee, Planning Commission, City Council, and interested parties. Consultant will summarize Advisory Committee comments on the draft (if addressing comments would require major updates) or make minor updates to the draft following the Advisory Committee review. Following public review and comment, Consultant will produce a Final HPS document.

Task 4 Consultant Deliverables:

- Improve and control;
- Public Review Draft HPS;
- Agenda and presentation/meeting materials for one Advisory Committee meeting;
- Presentation to Planning Commission;
- Presentation to City Council; and
- Final Housing Production Strategy.

Task 4 City Deliverable:



- Review and input for further improvements
- Meeting notices and agendas

Scheduled Payment: \$10,465.12 (\$2,093.02 monthly)

**Task 5: Adoption (if applicable)**

**Timeline: 05/01/2023 – 06/12/2023 (42 days)**

The City of Lincoln City will schedule and provide notice and an agenda for hearings to adopt the Housing Production Strategy. Consultant will coordinate with the City on hearing arrangements and present updates to the hearings body or bodies.

*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

Scheduled Payment: \$3,139.53 (\$2,093.02 monthly)

**D. Evaluation Criteria.**

The Lincoln City EOA-HNA, adopted in April 2017, includes Housing Capacity Analysis. On the other hand, Lincoln City is not required to complete an HPS on any particular schedule and this would be a voluntary item for the City (OAR 660-008-0045). If funded, this work to produce the Lincoln City Housing Production strategy will be completed by mid-June, 2023.

While meeting the project deadline, this work aims and prioritizes to setup strategies outlining the City’s plan to promote the actual production of needed housing identified in the adopted EOA-HNA.

The evaluation criteria will include, but not limited to, the followings:

- If contextualized housing needs have been discussed on the basis of the information in the adopted EOA-HNA to address potential growth scenarios with strategies.
- If consolidated plans for the communities and public engagement process for severely rent burdened households have been prepared.
- If strategies to meet future housing needs have been developed.
- If strategies include ways to achieve fair and equitable housing outcomes.
- If strategies include a SWOT analysis, implementation actions, progress measures, past

practices and improved actions, and the current rent-burdened household information (ORS 456.586).

- If strategies utilize all available tools by:
  - Proactively encouraging needed housing production through zoning and code modifications.
  - Addressing regulatory impediments to provide needed housing. These include, but are not limited to, process, permitting, and infrastructure impediments.
  - Offering financial incentives to developers to encourage them to produce needed housing.
  - Providing a list of resources or programs for housing projects.
  - Encouraging developers to produce housing with a list of tax exemption and abatement programs.
  - Securing land for needed housing, unlock the value of land for housing, and/or create partnerships that will catalyze housing developments.
  - Offering any other housing production strategies identified by this work.

#### **E. Project Partners.**

The following entities, at a minimum, will review, advice, and provide information:

- Bay Area Merchant Association
- Conf. Tribes of Siletz Indians
- Economic Development Alliance of Lincoln County
- Housing Authority of Lincoln City
- Lincoln City Chamber of Commerce
- Samaritan Health Services

#### **F. Advisory Committees.**

Per Lincoln City Municipal Code (LCMC) 2.08.015, the Planning Commission acts as the Committee for Citizen Involvement, and the Commission acts in accordance with the adopted Citizen Involvement Program.

Per ORS 227.090 and LCMC 2.08.080, the Planning Commission recommends and makes suggestions to the City Council and to other public authorities concerning, especially in this case, betterment of housing conditions and future growth.

The City Council will provide advices and eventually determine the final products.

#### **G. Cost-Sharing and Local Contribution.**

Planning staff members will provide in-kind services up to the value of \$5,000.

Will a consultant be retained to assist in completing grant products? Yes  No  Not Determined

Will you be utilizing this funding to dedicate your own staff resources in completing grant products? Yes  No  Not Determined

**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 a grant is awarded.

**Product Request Summary**

Product	Grant Request	Local Contribution	Total Budget
1 (Task 1)	\$ <u>6,279.07</u>	\$ <u>150</u>	\$ <u>6,429.07</u>
2 (Task 2)	\$ <u>12,558.14</u>	\$ <u>500</u>	\$ <u>13,058.14</u>
3 (Task 3)	\$ <u>12,558.14</u>	\$ <u>2,220.18</u>	\$ <u>14,778.32</u>
4 (Task 4)	\$ <u>10,465.12</u>	\$ <u>1,829.82</u>	\$ <u>12,294.94</u>
5 (Task 5)	\$ <u>3,139.53</u>	\$ <u>300</u>	\$ <u>3,439.53</u>
6	\$ _____	\$ _____	\$ _____
7	\$ _____	\$ _____	\$ _____
8	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	\$ <u>45,000</u>	\$ <u>5,000</u>	\$ <u>50,000</u>

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**