

City of Cottage Grove

Request for Proposals

Urbanization Study/UGB Amendment

February 11, 2010

**City of Cottage Grove
400 E. Main Street
Cottage Grove, OR 97424**

PROJECT OVERVIEW

The City of Cottage Grove is requesting proposals from qualified consultants to 1) perform an Urbanization Study that addresses state statutes and regulations (Goal 14, ORS 197.712, and OAR 660-024-0030, 0040 and 0050), and 2) to assist the City through the UGB amendment application process at the City and County levels. The final goal of the project will be an amended urban growth boundary which accommodates needed commercial and industrial land.

This is the second half of a project begun with an Economic Opportunities Analysis (EOA) completed under a 2007-2009 DLCDC Technical Assistance Grant. The intent of this project is to expand the urban growth boundary to meet commercial and industrial land needs identified in the 2009 EOA.

The City will designate a local project manager to coordinate the partners, the process and intergovernmental discussions so that planning and policy stay linked through completion of the project and beyond.

The project is anticipated to start approximately March 23, 2010 and will conclude no later than May 30, 2011.

PROPOSALS AND SELECTION PROCESS

Three hard copies and one electronic copy of proposals clearly marked "Urbanization Study/UGB Amendment project" must be received by 4:00 p.m. on March 4, 2010 at the following mailing address:

Amanda Ferguson
City Planner
400 E. Main Street
Cottage Grove, OR 97424

Proposals will be opened on March 5, 2010 at 8:00 a.m. in the Community Development Department, Cottage Grove City Hall, 400 E. Main Street, Cottage Grove, Oregon.

Proposals will be considered only from firms that can demonstrate having a broad background and extensive experience with Oregon's Land Use Planning System, and which specifically address the following criteria:

1. Ability to demonstrate an understanding of the project's needs and special challenges.
2. Degree of interest and responsiveness shown in undertaking the project.
3. Overall quality of the response.
4. Demonstration of past ability to meet deadlines.

5. Demonstrated performance of ability to complete projects of a similar nature, including references.
6. Statement of approaches and methodologies consultant would use in order to meet the goals and objectives.
7. Current workload of firm and key personnel. List the anticipated percentage of time the project manager will have available for this project.
8. Qualifications and experience of key staff and subconsultants who will participate in the project. Please identify the portions of the project anticipated to be performed (in part) by subconsultants.

Selection Criteria

| | |
|--|------------|
| Qualifications of key personnel and subconsultants | 25 points |
| Experience with similar projects | 25 points |
| Knowledge of local planning issues and policies | 25 points |
| Cost | 25 points |
| Total | 100 points |

Interviews will be held March 8-12, 2010. The successful firm shall be responsible for preparation of the personal services contract to be negotiated and entered into between them and the City for signature by March 23, 2010.

COLLABORATION WITH STAFF/COMMUNITY PROCESS

City staff will collaborate with the consultant to provide available existing mapping and data. The City collaborates with Lane County Transportation Planning, who will provide GIS services for this project.

This project will utilize a Citizens Advisory Committee (CAC). The CAC will review work products and make recommendations to the City of Cottage Grove Planning Commission and City Council and Lane County Planning Commission and County Commission at the adoption stage. Consultant shall hold an initial meeting with the CAC to kick off and present an overview of the project, including time lines.

City of Cottage Grove Community Development Department Director and City Planner, in conjunction with the DLCD Grant Manager, shall serve as the Project Management Team (PMT). Consultant shall work in partnership with the PMT. The PMT has the responsibility of guiding the project and review of products through the various stages of the project.

The consultant shall be expected to participate in person in meetings with staff, the CAC, the joint Planning Commissions and the City Council/County Commission, and State staff and officials. Consultant will be responsible for presenting the Urbanization Study and accompanying amendments jointly to the Cottage Grove Planning Commission and

Lane County Planning Commission and to the City Council and Lane County Commission during the adoption phase. City staff shall be responsible for preparation of the required DLCDC Notices for Plan Amendments, local notices, and Planning Commission and City Council staff reports, and shall be responsible for submitting geographic information system (GIS) materials according to DLCDC GIS specifications.

Goals and Objectives:

The City of Cottage Grove requested \$30,000 in Technical Assistance Grant assistance in the 2009-2011 biennium for an Urbanization Study/UGB Amendment. The purpose of this grant will be to cover contractor fees to 1) perform an Urbanization Study that addresses state statutes and regulations (Goal 14, ORS 197.712, and OAR 660-024-0030, 0040 and 0050), and 2) to assist the City through the UGB amendment application process at the City and County levels. The final goal of the project will be an amended urban growth boundary which accommodates needed commercial and industrial land.

This is the second half of a project begun with an Economic Opportunities Analysis (EOA) completed under a 2007-2009 DLCDC Technical Assistance Grant. The intent of this project is to expand the urban growth boundary to meet commercial and industrial land needs identified in the 2009 EOA.

Products and Outcomes:

Background

Cottage Grove is taking a proactive approach to planning the future of our community, by attempting to tackle the recommendations of our 2005 Buildable Lands Analysis and 2009 Economic Opportunities Analysis one step at a time.

We adopted a new Development Code in 2008 that addresses several of the findings of our 2005 Buildable Lands Analysis, including creating mixed-use standards for industrial and commercial areas; establishing parking, setback and floor area exceptions to encourage innovative development; providing clear design standards for multi-family, commercial and industrial architecture and landscaping; and simplifying application processing. We engaged in a City-wide Visioning Project in 2008-2009, which defined the citizen's expectations around growth, economic development, job growth, parks, etc. We also adopted a new Transportation System Plan in 2009, which will provide long-term guidance for our transportation system through 2026.

In 2009, we completed an Economic Opportunities Analysis with the help of DLCDC through a Technical Assistance Grant. This document targeted specific industries and locational factors under Goal 9 to determine needed additional industrial acreage and develop economic development strategies to encourage desired economic development. We adopted the 2009 Cottage Grove Economic Opportunities Analysis as part of our Comprehensive Plan in June 2009. We also made amendments to our Development Code and Comprehensive Plan to implement its recommendations.

The most important of the EOA's recommendations – land need -- has yet to be addressed. The 2009 EOA estimated 111 to 176 suitable and serviceable sites will be required, ranging in size from less than one acre to more than 20 acres, to meet identified employment needs over the next 20 years.

“Cottage Grove’s UGB has slightly over half of the needed acreage (approximately 100 net suitable acres), after accounting for infill and redevelopment potential on existing commercially- and industrially- designated land. However, three-quarters of the available employment acreage is contained in sites under 5 acres in size. The City has only one suitable site of 10 or more acres. The City clearly lacks suitable sites in the larger size categories. Cottage Grove’s most apparent competitive disadvantage is the lack of suitable mixed employment and industrial sites within the existing UGB. ... it appears likely that a UGB amendment will be necessary to meet long-term basic and service employment needs in Cottage Grove.”

As addressing this concern is of primary importance to the City’s economic health, we would like to proceed with an Urban Growth Boundary amendment as soon as possible. We are particularly aware of how unprepared the City is to accommodate our future employment needs, and the importance of looking at a range of industrial lands to meet those needs. This project will utilize a consultant to complete a Goal 14 study of our urban growth area to determine the best location for industrial growth, and to assist the City through the urban growth boundary expansion process.

Grant Request

Cottage Grove has received a DLCDD Technical Assistance Grant to expand our urban growth boundary. The grant allows us to hire a consultant to assist the City of Cottage Grove in amending the urban growth boundary to include additional industrial and commercial land as identified by our economic opportunities analysis. The grant products include an Urbanization Study that meets all requirements of Goal 14, ORS 197.712, OAR 660-024-3000, 0040, and 0050, and corresponding UGB amendment applications to the City of Cottage Grove and Lane County. The City will receive \$30,000 to fund this project, all of which will be used to pay for a consultant to assist the City from the initiation of the project through adoption at the Lane County level. The City is committing to an additional \$5,000 to cover contractual expenses related to co-adoption with Lane County.

This expansion will ensure that the city’s urban growth boundary includes the requisite 20-year supply of needed lands as required by Goal 14 and ensure that Cottage Grove has the land needed to support desired economic development and job growth.

Grant Tasks

We plan to initiate the project by forming a Citizen and Agency Advisory Committee (CAAC), which will include representatives from City departments, Lane County, DLCDD, ODOT, Coast Fork Watershed Council, South Lane School District, City

Council, Economic Business Improvement District, Chamber of Commerce, neighborhood groups and others.

Once the committee has been established and a consultant chosen, we are prepared to undertake this project through the following 12-month work program:

- 1. Identify 2029 Employment Land Needs After Considering Efficiency Measures** (Goal 14 Factors 1 and 2; ORS 197.712; OAR 660-024-0030, 0040 and 0050) based on the adopted 2009 *Cottage Grove Economic Opportunities Analysis* (EOA):
 - Summarizing 2029 commercial and industrial land needs
 - Describing land use efficiency measures how they reduce the need for employment land within the existing UGB
 - Describing the relationship between Lane County’s coordinated population projection and the City adopted employment projection
 - Describing development types and site requirements for targeted industrial and commercial land needs
 - Summarizing unmet commercial and industrial land needs within the existing Cottage Grove UGB and related site requirements

- 2. Prepare Goal 14 Alternatives Analysis Process Memo (Goal 14 Factors 3-7, ORS 197.298 Priorities for urban growth boundary expansion and OAR 660-024-0060) as it applies to Cottage Grove and prepare accompanying facts, analysis and base maps.**
 - Identifying and mapping alternative UGB expansion study areas, including nearby exception areas and soil classifications for nearby resource lands
 - Describing the relationship between ORS 197.298 Priorities for urban growth boundary expansion and Goal 14 locational factors as applied in the Cottage Grove context (Goal 14 factors applied sequentially to each land priority)
 - Identifying applicable policies in the Cottage Grove and Lane County Comprehensive Plans
 - Documenting the City’s long-term capacity to serve land within the existing UGB *and* needed employment land outside the UGB (with the City Public Works Department)
 - Showing key public facilities (transportation, sewer and water) within the UGB and UGB expansion study areas (with the City Public Works Department)
 - Showing employment site suitability characteristics related to site size, access, topography, public facilities.

- 3. Joint City – County Planning Commission Work Session on UGB Amendment Process and Local Conditions to set the stage for future Joint Planning Commission Public Hearing to review the proposed UGB expansion** to set the stage for future Planning Commission public hearings to review the proposed UGB expansion.

- 4. Conduct UGB Expansion Analysis based on the Cottage Grove EOA, Goal 14, ORS 197.298 and .712; and OAR 660 Division 024, using draft memos as basis for preparation of draft findings and maps showing proposed UGB expansion area to the CAAC.**
- 5. Submit UGB Application to City and Lane County.**
- 6. Joint City – County Planning Commission Public Hearings (2).**
- 7. City Council Public Hearing (1).**
- 8. Lane Board of County Commissioners Public Hearings (2).**

Grant Products

Grant Products include:

- preparation and revision of *Cottage Grove Employment Land Needs and UGB Alternatives Analysis* memos;
- three CAAC meetings;
- three city-wide mailings;
- one joint city-county planning commission work session;
- two joint city-county planning commission hearings;
- three UGB amendment staff reports and PowerPoint presentations;
- one City Council hearing;
- two Lane County Board of Commissioners hearings;
- draft and revised adopting ordinances;
- draft and revised Goal 14 findings and supporting maps.

The end result of the project will be an amended Urban Growth Boundary for the City of Cottage Grove, which includes the land we need to accommodate desired commercial and industrial growth over the next 20 years. The project will take approximately 14 months (March 2010-May 2011).

SPECIAL AWARD CONDITIONS TABLE

| Item # | Products, Activities and/or Payments | Target / Due Date | Reimbursement Amount |
|--------|---|-------------------|----------------------|
| 1 | <p>Activity: Project Initiation Obtain the Consultant and appoint advisory committee. See Attachment A for additional detail.</p> <p>Products: (1) Report on selection process including the consultant's name, organization, address, telephone number, email address, and copy of the signed contract.</p> <p>(2) Report on formation of Advisory Committee list names, addresses, telephone numbers and email addresses.</p> | March 2010 | |
| 2 | <p>Activity: Identify 2030 Employment Land Needs as identified in the adopted EOA After Considering Efficiency Measures (Goal 14 Factors 1 and 2; ORS 197.712; OAR 660-024-0030, 0040 and 0050). See Attachment A for additional detail.</p> <p>Products: (1) Final draft Report on Employment Land Needs based on the adopted 2009 <i>Cottage Grove Economic Opportunities Analysis</i> (EOA)¹: (2) CAAC Meeting #1 Agenda, meeting materials, and meeting minutes.</p> | May 2010 | |
| R1 | <p><u>"Submittal of reports without payment request"</u> Submittal of Product listed in Grant Item 1-2.</p> <p>Send one (1) copy of the deliverables in a hard copy and one (1) digital CD to the grant administrative specialist and one (1) copy of the deliverables in a hard copy and one (1) digital CD to the grant manager at the addresses listed in Attachment B – DLCD Contact Information.</p> | May 7, 2010 | |

¹ In June of 2009, Cottage Grove amended the comprehensive plan and implementing employment zones to ensure consistency with the 2009 Cottage Grove EOA.

| Item # | Products, Activities and/or Payments | Target / Due Date | Reimbursement Amount |
|--------|--|--------------------|----------------------|
| 3 | <p>Activity: Prepare Goal 14 Alternatives Analysis Report (Goal 14 Factors 3-7, ORS 197.298 <u>Priorities for urban growth boundary expansion</u> and OAR 660-024-0060) and prepare accompanying facts, analysis and base maps. Attachment A for additional detail.</p> <p>Products:</p> <p>(1) Final draft of <i>UGB Alternatives Analysis Report</i> and annotated GIS maps</p> <p>(2) CAAC Meeting #2 agenda, meeting materials and minutes.</p> <p>(3) Project Flyer on findings and upcoming hearings for city-wide distribution.</p> | June 2010 | |
| P1 | <p>Interim Payment: Reimbursement up to \$11,500 upon submittal of products listed in Grant Items 1-3 and; and a signed Attachment C: DLCD Interim Reimbursement Form request acceptable to DLCD.</p> <p>Submit: one (1) copy each of the deliverables in a hard copy and one (1) CD to the grant manager, and one (1) copy each deliverables in a hard copy and One (1) CD to the grant administrative specialist to addresses listed in Attachment B – DLCD Contact Information.</p> <p>Send Attachment C – Interim Reimbursement Form, and accompanying products to the grant administrative specialist. Payment will not be made until all copies are received in the Salem Office and approved by DLCD.</p> | June 2010 | \$11,500 |
| 4 | <p>Activity: Joint City – County Planning Commission Work Session on UGB Amendment Process and Local Conditions. Attachment A for additional detail.</p> <p>Products:</p> <p>(1) Staff report and PowerPoint presentation for joint City-County Planning Commission Work Session.</p> <p>(2) Joint City-County Planning Commission Meeting agenda, meeting materials, and meeting minutes.</p> | August 2010 | |

| Item # | Products, Activities and/or Payments | Target / Due Date | Reimbursement Amount |
|--------|--|----------------------------|----------------------|
| 5 | <p>Activity: UGB Expansion Analysis based on the Cottage Grove EOA, Goal 14, ORS 197.298 and .712; and OAR 660 Division 024. Attachment A for additional detail.</p> <p>Products: (1) Final draft findings and maps showing proposed UGB expansion area.</p> <p>(2) CAAC Meeting #3 agenda, meeting materials, and meeting minutes.</p> | <p>October 2010</p> | |
| R2 | <p><u><i>“Submittal of reports without payment request”</i></u> Submittal of Product listed in Grant Items 3-5.</p> <p>Send one (1) copy of the deliverables in a hard copy and one (1) digital CD to the grant administrative specialist and one (1) copy of the deliverables in a hard copy and one (1) digital CD to the grant manager at the addresses listed in Attachment B – DLCD Contact Information.</p> | <p>October 2010</p> | |
| 6a | <p>Activity: UGB Application to City and Lane County and Prepare 45-day notice Attachment D – Form 1 DLCD Notice of Proposed Amendment and products from Item 2-6 for December 15, 2010 Joint City of Cottage Grove Planning Commission and Lane County Planning Commission Public Hearing. (45 days before first hearing).</p> <p>Products: (1) UGB Applications for Lane County and City of Cottage Grove, including draft adoption ordinance and draft findings.</p> <p>(2) Attachment D – Form 1 DLCD Notice of Proposed Amendment and the draft ordinances to the Development Code.</p> <p>Send Attachment D and Item 2-6 products in one (1) hard copy and one (1) digital CD to the Grant Administrative Specialist at the address listed in Attachment B – DLCD Contact Information.</p> | <p>October 2010</p> | |

| Item # | Products, Activities and/or Payments | Target / Due Date | Reimbursement Amount |
|--------|---|----------------------------|----------------------|
| 6b | <p>Activity: Joint City-County Planning Commission Public Hearings (2)</p> <p>Products: (1) Staff report with draft ordinance and findings for Joint City-County Planning Commission Public Hearing. (2) Joint City-County Planning Commission agenda, public hearing presentation materials, and hearing minutes.</p> | <p>January 2011</p> | |
| 6c | <p>Activity: City Council Public Hearing Attachment A for additional detail.</p> <p>Products: (1) Staff report, draft ordinances and findings for City Council Public Hearing. (2) City Council agenda, meeting materials, meeting minutes, Final UGB amendment proposal and Signed adopted ordinance.</p> | <p>March 2011</p> | |
| 6d | <p>Activity: Lane Board of County Commissioners Public Hearings (2) Attachment A for additional detail.</p> <p>Products: (1) Staff report, with draft ordinance and findings. (2) County commission agenda, meeting materials, meeting minutes and adopted ordinances.</p> | <p>May 2011</p> | |

| Item # | Products, Activities and/or Payments | Target / Due Date | Reimbursement Amount |
|--------|--|-----------------------------|--|
| 6d | <p>Activity: Prepare Attachment E – Form 2 DLCD Notice of Adoption</p> <p>Product: Attachment E – Form 2 DLCD Notice of Adoption and signed ordinances to the Development Code, any findings, and participation list.</p> <p>Send Attachment E and Item 4 Product in a hard copy and digital CD to the Grant Administrative Specialist at the address listed in Attachment B – DLCD Contact Information.</p> | <p>May 2011</p> | |
| P2 | <p>Final Payment: Reimbursement for work completed through May 30, 2011, of up to \$18,500.00 or the balance of the not spent grant funds for this grant award upon submittal of: Products listed in Grant Items 1-16; and a signed Attachment C - DLCD Final Reimbursement Form request acceptable to DLCD.</p> <p>Submit, no later than July 31, 2011 (30 days after the closeout): one (1) copy each of the deliverables in a hard copy and one (1) CD to the grant manager, and one (1) copy each deliverables in a hard copy and One (1) CD to the grant administrative specialist to addresses listed in Attachment B – DLCD Contact Information.</p> <p>Send Attachment C – Final Reimbursement Form, and the accompanying products to the grant administrative specialist. Payment will not be made until all copies are received in the Salem office and approved by DLCD.</p> | <p>June 30, 2011</p> | <p>\$18,500.00 (DLCD) \$5,000 (Cottage Grove)</p> |
| | | <p>TOTALS</p> | <p>\$35,000</p> |