

**WALDPOR CITY COUNCIL
APRIL 2, 2015
MEETING NOTICE AND AGENDA**

The Waldport City Council will meet in a workshop session at 1:00 p.m. on Thursday, April 2, 2015 in the City Council Meeting Room, 125 Alsea Highway to take up the following agenda:

1. CALL TO ORDER AND ROLL CALL
2. REVIEW OF CITY OF WALDPOR 2015 GOALS (as discussed at the March 12, 2015 Council Meeting)
3. ADJOURNMENT

The City Council Meeting Room is accessible to all individuals. If you will need special accommodations to attend this meeting, please call City Hall, (541)264-7417, during normal office hours.

* Denotes no material in packet

Notice given this 26th day of March, 2015 - Reda Q. Eckerman, City Recorder

CITY OF WALDPORT 2015 GOALS

DESCRIPTION	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe	Advocates/ Support
I) PARKS AND RECREATION						
<p>A) Prepare South Lincoln County Parks and Recreation Master Plan, including but not limited to the following:</p> <ol style="list-style-type: none"> 1) Inventory existing assets, including trail systems, within and outside the city limits 2) Prepare needs assessment, including identification of new park or open space land, and improvements to existing assets 3) Identify goals, policies and standards 4) Prepare implementation strategy, including concept plans and construction cost estimates 5) Identify funding sources and financing mechanisms <p>(see map, Attachment 1)</p>	<p>Port, County, Yachats, LCSD, State, Cascades West Council of Governments</p>	<p>Pull disparate parts into an integrated whole</p> <p>OPRD Local Government Grant</p> <p>Resource Assistance for Rural Environments (RARE)</p>	<p>\$30,000 – \$40,000</p> <p>(\$22,000 for RARE Student)</p>	<p>High</p>	<p>1 year</p>	<p>Administration, Planning, Public Works</p>
<p>B) Complete MOU for former HS Open Space Project</p> <ol style="list-style-type: none"> 1) Wetlands/Estuary Report 2) Develop site plans 3) Prepare cost estimates and feasibility study 4) Prepare financing plan 5) Form Parks & Rec District (see below) 	<p>LCSD</p>	<p>\$60,000 in LCSD funding; City in-lieu</p> <p>Further goals of parks/recreation & estuary plans</p> <p>City doesn't own land; FEMA agreement</p>	<p>\$60,000; City in-lieu</p>	<p>High</p>	<p>1 year</p>	<p>City Manager, Planning</p>

Goals – April 2015
City Council Meeting

DESCRIPTION	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe	Advocates/ Support
C) Form Parks and Recreation District and/or implement other financing mechanisms	Port, Yachats, County, LCSD, OPRD	Organize South County assets Need master plan (see above), including economics analysis 2 year election cycle (11/2016) RARE	TBD	Medium	2 years	Administration, Planning
II) COMMUNITY DEVELOPMENT						
A) Prepare Downtown Refinement Plan for Highways 101 and 34, including public improvements, vehicle and pedestrian circulation, parking, and property management	ODOT, Chamber of Commerce	TGM Grant funding Coordination w/ ODOT and business community Prepare plans utilizing existing curbs cuts	TBD	High	1 year (dependent on receiving grant monies)	Planning
B) Identify impediments to development, and evaluate strategies and mechanisms for removing or ameliorating them 1) SDCs 2) Flood insurance 3) Tax incentives 4) Urban Renewal	County	Could impact local revenues in short term Lead to more development and revenues in long term RARE	TBD	High	6 months	Administration, Planning

Goals – April 2015
City Council Meeting

DESCRIPTION	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe	Advocates/ Support
C) Evaluate options and implement hotel attraction and development program	Port, Property Owners	Port has potential land assets Could impact local revenues in short term Lead to more development and revenues in long term	TBD	Medium	1 – 2 years	Administration
D) Coordinate business support and marketing efforts with other agencies, Chamber of Commerce and other business associations 1) Partnering with Port, Chamber, Downtown or other business groups, Yachats, Seal Rock, Travel Oregon 2) Events support 3) Marketing & promotions plan 4) Video 5) Branding	Port, Chamber, Shop Waldport, Yachats, Seal Rock, Travel Oregon	Integrate currently fragmented marketing efforts Branding effort can be esoteric and demanding RARE	TBD RARE	High	6 months	Administration, Planning
E) Evaluate opportunities for housing development or assistance 1) Development Code 2) Development Fees/Charges 3) Resource Development (see LC Workforce Housing Toolkit, Attachment 2)	Comm. Dev. Commission of Lincoln County, LC Land Trust, HUD, Habitat for Humanity, Community Services Consortium	Discussions in County are Newport-centric	TBD	High	1 – 2 years	Administration, Planning

Goals – April 2015
City Council Meeting

DESCRIPTION	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe	Advocates/ Support
F) Incorporate public art in projects and the community	LCSD, OCCC, local artists	Need plan, contributions No strong advocate Artists Associations In conjunction with new development	TBD	Lesser	3 – 4 years	
G) Prepare master site plan for the industrial area, including new roadway for ingress and egress to the area	County & Economic Development Alliance, State DLCD and ODOT, property owners and businesses	Multiple property owners and businesses Much of potential route not in city Funding for acquisition & construction Regulations	\$5000	High	1 year	Planning, Public Works
H) Prepare maps and engineering plans for sewer to industrial area	Port, Urban Renewal	Port as financing conduit	\$15,000 (to schematics)	High	6 months	Public Works
I) Secure shovel-ready certification for industrial area (see <i>Industrial Site Readiness & Certification, Attachment 3</i>)	County, & EDA, Business Oregon, Property Owners and Businesses	Sewer/ Transportation	TBD	Medium	2 – 4 years	Administration

Goals – April 2015
City Council Meeting

DESCRIPTION	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe	Advocates/ Support
J) Identify and pursue viable industry or business clusters	Economic Development Alliance, Business Oregon	Locational considerations	TBD	Lesser	2 – 4 years	Administration
K) Continue forming core Alsea Highway Scenic Byway Committee, and soliciting funds or in-lieu services for preparation of the Corridor Management Plan	Lincoln & Benton Counties, Port, City of Philomath, Philomath Downtown Association	Multiple commitments needed	Minimal	Medium	6 months	Administration
L) Prepare Corridor Management Plan for the Alsea Highway Scenic Byway	Lincoln & Benton Counties, Port, City of Philomath, Town of Alsea, State (ODOT), US Forest Service, BLM	Funding; multi-jurisdictional effort	\$25,000 plus in-lieu	Medium	1 – 2 years	Administration, Planning
III) INFRASTRUCTURE AND FACILITIES						
A) Update Water System Master Plan, Wastewater System Master Plan, and Storm Water Master Plan			\$15,000 each	High	1 – 2 years	Public Works

Goals – April 2015
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DESCRIPTION	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe	Advocates/ Support
B) Prepare maps and engineering plans for street improvements along Crestline and Range Drives, including relocation or undergrounding of utilities	County, Urban Renewal, LCSD	ROW width, utilities in ROW where walkway is located Safe Routes to School	\$15,000 (to schematics)	High	6 months	Public Works
C) Evaluate Community Center operation, uses and budget, including user fees		Historical use as Senior Center, Meals on Wheels Becomes part of facilities master plan	Minimal	Medium	3 – 6 months	Administration
D) Evaluate library building		Becomes part of facilities master plan	TBD	Medium	6 – 12 months	Public Works, Library
E) Prepare facilities master plan, in conjunction with other local agencies as needed, including all community assets and needs 1) Library 2) Community Center 3) City Hall 4) Fire Station 5) Museum	Fire District, Museum	Cohesive look at all facilities Include State facilities, such as Visitor Center?	TBD	Medium	2 years	Administration

Goals – April 2015
City Council Meeting

DESCRIPTION	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe	Advocates/ Support
F) Evaluate opportunities and constraints for Community Development Block Grant and Infrastructure Finance Authority funding of public facilities and improvements	State	Lengthy and bureaucratic process	TBD	Medium	2 years	Administration, Planning, Public Works
G) Prepare digital maps for water distribution, wastewater collection, and land use	County GIS		\$3,700 annually each module	High	6 months	Public Works, Planning
H) Prepare and implement street maintenance program	County, State	Funding	\$50,000 annually	High	1 year	Public Works
IV) URBAN RENEWAL						
A) Amend Urban Renewal #2 B) Create Urban Renewal #3	County, other taxing agencies	May add 20% to current plan, 25% to overall land in city	\$50,000 (if both amendment and new)	High	6 months	Planning
V) COMMUNITY RESILIENCY						
A) Designate and stock Emergency Operations Center	Fire Districts, LCSD, County, FEMA, Lincoln County Amateur Radio Club	Location, funding Joint opportunity with Fire District or Schools Could be part of relocated PW facility	TBD	High	1 – 2 years	Public Works
B) Relocate Public Works facility	FEMA	Funding	\$350,000	High	1 – 2 years	Public Works

Goals – April 2015
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DESCRIPTION	Partners	Constraints & Opportunities	Cost Estimate	Priority	Timeframe	Advocates/ Support
C) Continue purchasing and storing supplies and equipment	County, Fire District, LCSD, South Lincoln Resources	Annual funding – long list; storage	\$2,000 – \$4,000 annually (City share)	High	Ongoing	Public Works
D) Train staff and conduct response exercises	County, Fire District, LCSD	Use LCSD and FEMA resources	Minimal	High	Ongoing	Administration
E) Enter into Cooperative Agreements	County, Fire Districts, Yachats, Dahl, other businesses	FEMA Guidelines	\$0	High	6 months	Administration
F) Prepare communications plan and standard operating procedures	Other agencies, local businesses and non-profits, LCARC		Minimal	High	6 months	Administration
G) Educate citizens on preparedness	County, Fire District, LCSD, Citizens Patrol, CERC	Communication platforms	Minimal	High	Ongoing	Administration

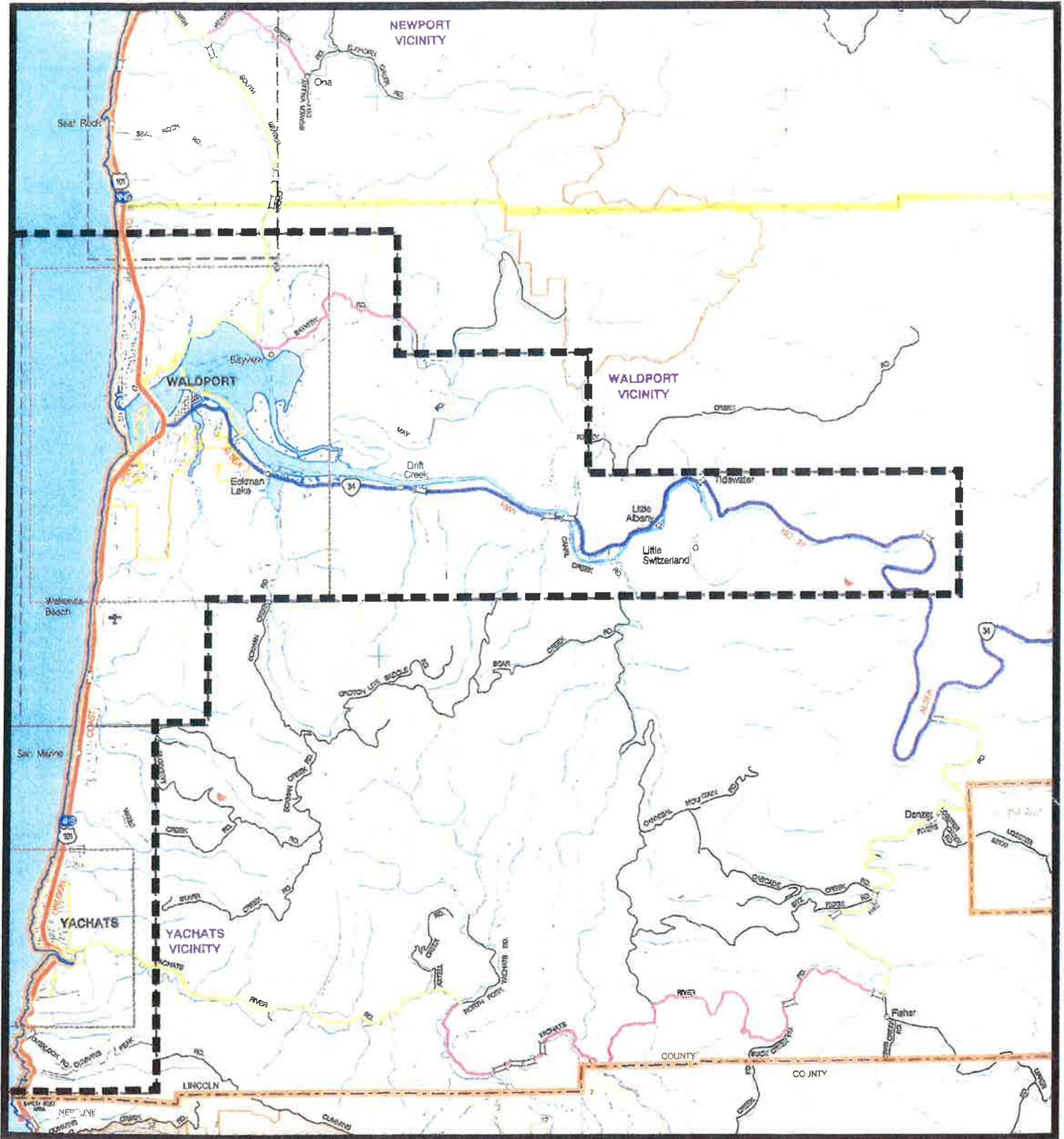


Fig. 1: Project Area

LOCAL GOVERNMENT TOOLS

County and City government are in a unique position to shape workforce housing activities in their respective jurisdictions.

It all starts with Board or Council priorities expressed in established documents such as strategic business plans, budgets, general plans, and zoning ordinances or by separate actions. These priorities set the stage for any incentive that could potentially be offered to encourage the development of workforce housing. Government understandably has trouble making exceptions, even for a good cause, but not when the “exception” is consistent with established policies and priorities.

Often these priorities are driven by data derived by extensive research and analysis. Local government is skilled and experienced in problem-solving analysis, planning, and implementation. Conducting or supporting a workforce housing needs assessment is another leadership role for local government. It provides two primary benefits: it informs policy and it provides a benchmark to measure future success.

Local Development Code

The local development code establishes priorities through the General Plan and framework through the Zoning Ordinance for development within their jurisdictional boundaries. Workforce housing development can benefit from local government partnership to the extent that priorities recognize the importance and urgency of the workforce housing crisis and that the framework is flexible enough to place the lightest necessary cost burden. Some of the key development code issues are listed below.

Site and Housing Design: There are a number of ideas that can be clearly identified for affordable housing and implemented to reduce the cost per unit of workforce housing projects. Smaller-sized units (e.g. multifamily units, cottage-style homes), greater site density, and proximity to jobs (e.g. infill and mixed-use development) are the keys to making workforce housing affordable.

Cluster Housing: Allowing small affordable housing developments outside the Urban Growth Boundary that meet the overall density for a larger parcel while being clustered in one location is another tool to increase affordability.

Accessory Dwelling Units: Allowing accessory dwelling units is a way to gently introduce greater density in established neighborhoods. Often ADU's serve other valuable purposes besides workforce housing, but allowing them may relieve other housing units for workforce housing.



Inclusionary Zoning: Inclusionary zoning requires developers to set aside a certain percentage of units in a housing development for housing that is affordable to persons with low and moderate income. Oregon does not currently allow mandatory inclusionary zoning. However, this method has proven successful throughout many communities across the United States. Developers can be encouraged to do inclusionary zoning on their own. This can help create diverse, mixed-income communities that provide additional societal benefits.

Development Fees and Charges

Fees and charges are imposed by local government on development projects to recover housing-development-related service costs such as plan review and inspection and housing-development-related infrastructure costs (system development charges). These unavoidable costs will be borne by someone, and most local government organizations expect new development to pay for itself rather than shifting the burden to the general taxpayer. The housing developer often passes the cost along to new renters or homebuyers. The result is a decrease in affordability for the housing units created.

Expedited Processing for Plan Review, Inspection, and Permits: One option available is to expedite processing for affordable housing projects that meet established criteria. Saving projects time can often lower the cost of development. Another option is to implement pre-approved site and housing designs.

System Development Charges: SDC's can be waived (full or partial) if the local government organization establishes clear and consistent goals and policies associated with the waiver and the workforce housing developer demonstrates a significant public benefit from the project. SDC's can also be deferred (full or partial) according to terms that fit a particular project and circumstances. Some considerations or potential terms include periodic payments or lump sum deferred to an appropriate point in time with or without interest on the amount.

Local Government Resource Development

Local government can expand the resources available to help create workforce housing by providing grant and loan programs for development of workforce housing or grants and resources to support capacity-building for organizations committed to providing workforce housing. Some of the best tools to develop resources for workforce housing are listed below.

Surplus and Tax-Foreclosed Land: Local government has, or from time to time acquires, vacant or improved land that cannot serve a governmental purpose. Agencies can establish policies and procedures to review and assess surplus land for its suitability for workforce housing. A nonprofit housing partner can receive that land as a donation or on terms favorable to develop housing.



Urban Renewal: The acquisition of property to be used for affordable workforce housing development and the rehabilitation of affordable workforce housing are potentially eligible uses for tax-increment financing proceeds in an urban renewal district. Locating affordable housing near jobs is a critical component of successful workforce housing. Urban renewal that focuses on economic development without neglecting workforce housing recognizes the comprehensive nature of urban renewal.

Tax Abatement: Tax abatement reduces the overall cost of development and can be used to provide incentives for projects that support affordable workforce housing. Criteria can be established for project eligibility by local taxing authorities to promote the development of workforce housing.

Local government does have a limited ability to establish grant programs that support workforce housing. In addition, local government can support nonprofit housing developers by contributing to their operations funding which indirectly supports the development of workforce housing.

Local Government Advocacy

Local government agencies have mechanisms and resources for public outreach and advocacy that other workforce housing stakeholders do not have. Mailings, radio and television, public meetings, and events all have the potential to carry messages promoting workforce housing policies and priorities. The following items represent just a sampling of ideas and initiatives that local government can advocate.

- Countywide coalitions to address a countywide problem (e.g. Workforce Housing Committee)
- Increased workforce housing development by for-profit and nonprofit developers.
- Introduction of employer coalitions to offer Employee-Assisted Housing programs.

At Home in Lincoln County

The Lincoln County Ten-Year Plan represents a significant local government effort to shape future housing and homelessness efforts. Supported and informed by a broad array of housing stakeholders, including local government, it has already been a catalyst for the creation of 18 units of permanent supportive housing, the formation of the Lincoln Community Land Trust, several efforts to assist persons experiencing homelessness, and this Workforce Housing Toolkit. Local government can continue to participate in the Ten-Year Plan and the action steps and tasks supporting workforce housing.

Industrial Site Readiness & Certification

Industrial land is one of the state's most valuable resources in terms of net contributions to the state's economy and tax base. The traded sector firms that locate on industrial land are an engine of expansion, spurring growth in the service sector and paying family wages to a broad spectrum of workers.

Industrial Site Certification: Oregon's industrial site certification program is recognized as one of the most comprehensive shovel-ready programs in the country. It is a rigorous program that is trusted by the market and has been a factor in many of the state's largest employment successes (see next page).

Decision Ready Sites: Most sites move through a new 'Decision Ready' designation before they become certified. The Decision Ready designation is a fast

track tool that allows site owners and communities to quickly assess the readiness of their industrial sites and sticks to the primary tenants of certification. While the decision ready designation does not offer the 180-day employment ready guarantee, it does reduce risk for potential employers and developers while also helping communities and the state make policy and investment decisions. All sites that are granted the Decision Ready designation by Business Oregon will be eligible to be entered into the Industrial Site Certification program.



Business Oregon's mission is to create, retain, expand and attract businesses that provide sustainable, family-wage jobs for Oregonians through public-private partnerships, to leverage funding and support of economic opportunities for Oregon companies and entrepreneurs.

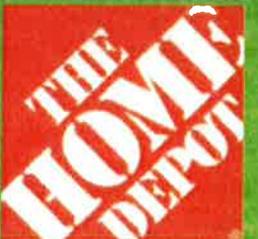
Business Oregon, a.k.a. the Oregon Business Development Department, houses the Infrastructure Finance Authority, the Office of Minority, Women, and Emerging Small Business, the Oregon Arts Commission, the Oregon Cultural Trust, and is the fiscal agent for the Oregon Film and Video Office.

Business Oregon's business development officers are in the field helping existing businesses grow. To locate your representative visit, www.oregon4biz.com. For Land Readiness assistance contact, Sierra Gardiner, 503.689.0119.



Certification Successes

- Certified 68 sites in the last seven years.
- Companies are adding jobs on certified sites, even in the downturn.
- Communities in the process of applying for certification:
 - Albany
 - Burns
 - Donald
 - Estacada
 - Forest Grove
 - Gresham
 - Independence
 - McMinnville
 - Newport
 - Pendleton
 - Portland
 - Prineville
 - Redmond
 - Roseburg
 - Salem



"The State of Oregon's shovel ready site program helped assure us that we would be able to move quickly into construction of the Prineville Data Center. In short, shovel ready meant just that: Once we had purchased the property we moved quickly into construction." -Facebook

For more information contact:

Sierra Gardiner, Industrial Land Specialist
Ph: 503-689-0119, email: sierra.gardiner@state.or.us

Decision Ready Checklist

OWNER

- Signed Owner Letter
- Preliminary Title Report and/or Description of Liens/Easements/Encumbrances
- Description/Photographs of Improvements

MAPS

- Site/Aerial Map
- Topographic Map
- Floodplain Map / Letter
- Transportation Access Map

LOCAL SUPPORT

- Letter from Highest Ranking Elected Official

LAND USE

- Confirmation of UGB, Annexation, Zoning
- Applicable Zoning Code
- Outline of Planned/Pending Land Use Actions

ENVIRONMENTAL & WETLANDS

- Phase I Environmental Report
- Determination Letter/Ruling from Dept. of State Lands
- Soils Description
- Threatened & Endangered Species Letter
- Confirmation of ambient air quality non-attainment of maintenance area

TRANSPORTATION

- Local Transportation Letter and Documentation
- State Transportation Letter and Documentation

UTILITY LETTERS

- Water & Sewer Provider Info and Letter
- Electricity Provider Letter
- Natural Gas Provider Letter
- Telecom Provider Letter
- Stormwater Requirements Letter

CULTURAL

- Letter from State Archaeologist

Decision Ready Document Requirements

Owner

- I. Signed Letter of the Owner or Owner Representative (template available)
 - Proposed Pricing with any qualifications (i.e. onsite improvements, current level of investment, includes parcelization, etc...)
 - Acreage
 - Full legal property description
 - Marketing Flyer- Report
- II. Preliminary Title Report & Description of Liens & Encumbrances
 - Preliminary Title Report
 - Documentation of any easement, lien, rental contract or similar encumbrance (legal of physical) on or with respect to the property
 - Illustrative map and description of all encumbrances suggested. Alta survey optional.
- III. On Site Improvements
 - Descriptions and Photographs of on-site improvements
 - Print-out of tax lot information

Maps

- I. Site Map
 - Aerial Preferred
 - Site clearly labeled and Outlined
 - Tax Lots clearly identified and labeled
 - Gross Acreage
 - North Arrow
 - Title & Sourcing
- II. Topographic Map
 - Smallest Contours available
 - Site Outlined
 - North Arrow
 - Title & Sourcing
- III. Area Floodplain Map

- IV. Transportation access map with likely access points marked and roads labeled.

V. Zoning Map

- Zoning of site & surrounding parcels clearly labled.

Local Support (template available)

I. Signed Letter by Local Elected Official

- Support of development for the purposes of local investment and job creation that is consistent with current or planned zoning

Land Use Letter

I. Letter from local planning official

- Confirmation that the site is in UGB or other acceptable unincorporated community boundary
- Confirmation of Annexation within city limits
- Confirmation of zoning

II. Provide essential zoning and development codes

III. Documentation of any known process that could impact UGB, annexation, zoning

IV. Identification of other district overlays (historic districts, enterprise zones, urban renewal areas, etc...) and relevant maps

Environmental & Wetlands

I. Phase I Environmental Review from licensed company.

II. Wetland Determination by the Department of State Lands.

III. Department of Fish and Wildlife response regarding the presence of threatened or endangered animal species.

IV. Department of Agriculture response regarding the presence of any threatened or endangered plant species (public sites only).

V. Designation as an air quality non-attainment or maintenance area.



Transportation

- I. Letter and Documentation from both local and state transportation authority regarding the following:
 - Indication that site has an approved access point(s)
 - Type of road facility site has access to (state, local, U.S.)
 - Identify permitting agency for access
 - Identification of any known off-site capacity constraints that will need mitigation
 - Are frontage improvements needed to develop the site
 - Would a traffic study be required for development
 - Are there any trip restrictions on the site under the local comp plan, zoning ordinances, or development standards.
 - Are there vested trips available on site
- II. Other Documentation
 - Copies of any TIS/TIA (applicable to site/vicinity), specific regulations
 - Relevant parts of "Transportation System Plan" (TSP)
 - Plans & account of site/traffic mitigation & system improvement, and so forth

Utility Letters

- I. Water Provider Letter
 - Statement whether community water system that is in regulatory compliance or is not in moratorium can serve site.
 - GPD of the system provided above.
 - Gallons Per Minute that could be provided to site
 - Description of planned/pending changes to capacity
- II. Sewer Provider Letter
 - Statement from provider concerning total system capacity.
 - Statement on the existing line size and distance to the site of the wastewater line.
 - Peak flow available from site in Gallons Per Minute
 - Description of planned/pending changes to capacity that could impact site.
- III. Power Provider Letter
 - Distance to nearest substation
 - Megawatts Peak Load Available at site
 - Explanation of planned and pending investments that impact sites capacity
- IV. Storm Water
 - Letter from service provider confirming availability of

storm water discharge point and distance from site, any requirements to treat storm water generate by new on-site development, confirming that on-site detention is required, identifying jurisdictional standards applicable for quality treatment and detention.

- V. Natural Gas Provider Letter
 - Gas Line Size (inches)
 - PSI at site
 - Explanation of contingencies possible service enhancements to the site.
- VI. Telecommunications Provider Letter
 - Formal letter from telecommunication service provider representative(s) about current service at/ for site and/or plans

Cultural Resources Review

- I. Letter from state archaeologist reviewing known archeological conditions on the site.

After fulfilling the Decision Ready (DR) requirements, Business Oregon will help you get your site into Oregon's shovel ready Industrial Site Certification (ISC) program, a national gold standard in industrial site readiness.

All Decision Ready sites will be reviewed by Business Oregon to see if they qualify as shovel ready in 180 days or less. DR sites that meet Oregon's Industrial Site Certification standards will be encouraged to enter into the ISC program and be reviewed by an independent site certifier. DR sites that do not meet all of the shovel ready certification requirements will be given a clear blueprint to what needs to be done to get into the ISC program.

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