

SCOPE OF WORK

CITY OF YAMHILL YAMHILL CODE UPDATES

MAY 6, 2024

This project, funded through two grants from the Oregon Department of Land Conservation and Development (DLCD) will address two elements of the Yamhill Comprehensive Plan and Development Code:

1. **Commercial Uses.** The boundaries of the City's Central Business District (CBD), types of uses allowed and encouraged, design requirements, and parking requirements, with the primary goals of eliminating conflicting language and creating clear and objective guidelines for the development within the CBD, thereby reducing subjectivity and streamlining the review process. The project will also ensure any proposed amendments to acknowledged City Planning documents provide potential for new housing opportunities, through expanding opportunities for mixed use development and incentivizing symbiotic commercial and residential developments that enhance the livability and walkability of the Community's downtown core.

Specifically, an audit of the City's existing CBD land use regulations will determine what changes are necessary to meet the current and future needs of the community. Given the current lack of an industrial base within the City, ensuring a successful downtown is key to the City's economy and compliance with Goal 9 provisions. The City notes that the last look at the CBD, and associated C3 zone, was in 2004 when the City first adopted the District overlay (DLCD File 002-04). The economic world has changed in the last 19 years, especially retail sales and the role of the downtown. The City saw little progress downtown since then, and believes it is time to re-examine the effectiveness of the current regulations. The purpose of this project will be to ensure that the City's land use regulations align with the City's current economic vision for the CBD, as well as applicable State laws and Statewide Planning Goals.

2. **Residential Uses.** The Comprehensive Plan and Zoning Code Audit will: (1) Identify new housing types to the code (2) examine standards permitting the development of housing in compliance with applicable statutes and Administrative Rules (OAR Chapter 660) and specifically for HB 3395, (2) incorporate clear and objective standards for review and approval of housing projects into amendments, and (3) streamline the process of development review for housing projects. The project will examine the policies of the Comprehensive Plan, especially those related to Housing, and Land Use and Urbanization, as well as any existing impediments to development in policies implementing other statewide planning goals.

A concurrent buildable lands inventory will identify developable and re-developable property.

The project fulfills a housing-related statutory obligation as Yamhill approaches a population size of 2,500 and new thresholds for middle-housing are identified via HB3395. Introducing new housing types, the project facilitates housing production, affordability, and choice. Introducing new clear and objective standards, the project facilitates fair and equitable housing outcomes.

Task 1: Project Kickoff and Project Management

The purpose of the project kickoff for both awarded grants is for Consultant to become familiar with local conditions and with the City of Yamhill's planning documents (Comprehensive Plan, zoning ordinance, and any other documents provided by the City), 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 schedule a virtual meeting to establish project expectations and familiarizing themselves with city-specific concerns. Consultant will verify the action items identified through this initial virtual meeting with the 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 by mutual agreement by the City and the Consultant.

Consultant will have biweekly check-ins with the City to discuss major project milestones and work products, address questions, and identify follow-up actions. Consultant will continue biweekly check-ins/ongoing coordination with the City until the end of the project in May 2025.

Task 1 Consultant Deliverables:

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

Task 1 City Deliverables:

- Stakeholder list for noticing and public involvement
- Copy of relevant Comprehensive Plan and Development Code sections
- Copy of relevant Comprehensive Plan and Development Code sections, or other relevant City data or documents
- Organization of the Advisory Committee (AC)

Task 1 Timeline: May 13, 2024 to May 1, 2025

Task 2: Community Outreach

The Consultant, with guidance from the Project Management Team (PMT), will develop an inclusive outreach and engagement plan that supports participation of priority populations in the Project Advisory Committee (PAC). The PAC will meet two (2) times throughout the course of the project to review project materials and guide the project.

PAC members will include, but are not limited to representatives from the City of Yamhill, MWVCOG, Yamhill County, DLCD, Business Oregon, the Economic Development Committee, owners/managers of Central Business District (CBD) property, property owners, developers, and interested citizens. The City will also reach out to Unidos Bridging Community or a similar group to ask for their participation on the PAC.



Task 2 Consultant Deliverables:

- Outreach and engagement plan for priority populations and evaluation framework for inclusive participation
- Presentation and meeting summary for PAC Meeting #1
- Presentation and meeting summary for Public Meeting #1
- Presentation and meeting summary for PAC Meeting #2

Task 2 City Deliverables:

- PAC Meeting #1 logistics, notice, and agenda
- Public Meeting #1 logistics and notice
- PAC Meeting #2 logistics, notice, and agenda

Task 2 Timeline: May 13, 2024 to January 31, 2025

Task 3: Buildable Lands Inventory (BLI)

The Consultant will prepare a draft inventory of buildable land consistent with OAR chapter 660, Division 7 or 8, as applicable. The BLI will be used to determine the City's residential land need in Tasks 4 and 5. The City will schedule and provide notice and an agenda for AC Meeting #1 to review the draft BLI product. The Consultant will coordinate with the City on meeting arrangements and facilitate the AC meeting. The City will schedule public meeting #1 to present draft buildable lands data and findings.

Following the AC and public meetings, the Consultant, in consultation with the City, will consider public input received and make any necessary revisions to the BLI.

Task 3 Consultant Deliverables:

- Draft buildable lands inventory
- Presentation materials to explain analysis and findings
- Advisory Committee #1 notes
- Public Meeting #1 summary
- Revised buildable lands inventory

Task 3 City Deliverables:

- Review and comment on draft buildable lands inventory
- Advisory Committee #1 notes and agenda
- Public Meeting #1 notice

Task 3 Timeline: June 1 to October 31, 2024

Task 4: Comprehensive Plan Audit and Policy Matrix

4A: Commercial Uses

Consultant will review the City's acknowledged Comprehensive Plan (specifically the Plan Map, land use planning section, housing, and economy of the city section) and background documents/Planning Atlas (specifically the land use and urbanization section) to identify legal or policy issues related to commercial development. This will include, but is not limited to, the Consultant determining whether the comprehensive plan contains:



- Sufficient commercially designated land to accommodate the City's anticipated needs and local commercial interests.
- Criteria or procedures related to commercial development that may stymie production.
- Deficiencies in background studies or inventories that are necessary to update plan policies for streamlined commercial development.
- Incorporation the City's economic/community vision for the CBD

Following the audit, the consultant, in consultation with the City, will develop a policy matrix that tracks the proposed wording/policies to be added to or deleted from the acknowledged plan. For proposed map changes to existing Comprehensive Plan land use designations, the policy matrix will be accompanied by a graphic depiction of the change. The consultant will coordinate this work effort with the DLCDC Housing Planning Assistance Grant Comprehensive Plan as necessary.

4B: Residential Uses

Consultant will review the City's acknowledged comprehensive plan to identify legal or policy issues related to residential development. This will include, but is not limited to, the Consultant determining whether the comprehensive plan contains:

- Standards permitting the development of housing in compliance with applicable statutes and Administrative Rules (OAR Chapter 660) and specifically for HB 3395 the following:
 - Allowances in commercial zones for affordable housing types
 - Allowances for duplexes on lots/land zoned for residential use that allow for the development of detached single family dwellings
 - Allowances for single room occupancies
- A clear and objective path for approval of residential development
- Standards, conditions, or procedures that have the effect, either in themselves or cumulatively, of discouraging housing through unreasonable cost or delay
- Criteria or procedures related to housing that may stymie production.
- Deficiencies in background studies or inventories that are necessary to update plan policies for streamlined residential development

Following the audit, in consultation with the City, the Consultant will develop a policy matrix that tracks the proposed wording/policies to be added to or deleted from the acknowledged Comprehensive Plan, as well as any background information gaps suggested for update. For map changes to existing Comprehensive Plan land use designations, the policy matrix will be accompanied by a graphic depiction of the change.

Task 4 Consultant Deliverables:

- Commercial uses Comprehensive Plan audit findings and recommendations report and policy matrix to track suggested changes, with accompanying map changes
- Residential uses Comprehensive Plan audit findings and recommendations report and policy matrix to track suggested text/policy changes, with accompanying map changes
- One update based on City feedback

Task 4 City Deliverables.

- Review and feedback on the Commercial uses Comprehensive Plan audit and policy matrix
- Review and feedback on the Residential uses Comprehensive Plan audit and policy matrix



Task 4 Timeline: June 1 to August 31, 2024

Task 5: Development Code Audit and Concepts

5A. Commercial Uses

After completion of the Comprehensive Plan policy matrix, the consultant will perform an audit of the development code and will prepare a code concepts document summarizing proposed changes to the Development Code. This will include, but is not limited to, the Consultant demonstrating that the Comprehensive Plan and proposed Development Code amendments collectively and consistently ensure:

- A streamlined and, where feasible, clear, and objective path for approval of commercial
- and mixed-use developments
- Standards, conditions, or procedures that have the effect, either in themselves or cumulatively, of discouraging commercial developments through unreasonable cost or delay
- Internal consistency between the Comprehensive Plan and the Zoning Code policies, land use designations, and zoning districts, that could apply to Commercial development projects

The development code audit and recommended amendments will specifically consider the following:

- a. Architectural design standards, including design elements, and signage.
- b. Building setbacks and conflicts with clear vision requirements
- c. Maple Street design standards including regulation of formula-based business.
- d. The current boundary of the CBD overlay
- e. Parking standards
- f. Lighting standards
- g. Allowable uses in the underlying C3 zone vs. allowable uses in the CBD overlay
- h. Potential for housing
- i. Land use permitting application procedures.

The City will schedule and provide notice and an agenda for PAC Meeting #1 to present from Tasks 4 and 5. Consultant will coordinate with the City on meeting arrangements and facilitate the PAC meeting.

5B. Residential Uses

Consultant will review the City's zoning ordinance and other land development documents and regulations that are part of the acknowledged legal standard of review for development projects to identify legal or policy issues related to residential development. This will include, but is not limited to, the Consultant determining whether the zoning code contains:

- Standards permitting the development of housing in compliance with applicable statutes and Administrative Rules (OAR Chapter 660) and specifically for HB 3395 the following:
 - Allowances in commercial zones for affordable housing types
 - Allowances for duplexes on lots/land zoned for residential use that allow for the development of detached single family dwellings
 - Allowances for single room occupancies
- Internal consistency between the Comprehensive Plan and the Zoning Code policies, land use designations, and zoning districts, that could apply to housing development projects



- Standards, conditions, or procedures that have the effect, either in themselves or cumulatively, of discouraging housing through unreasonable cost or delay
- Criteria or procedures related to housing that may stymie production.

The City will schedule and provide notice and an agenda for PAC Meeting #1 to present from Tasks 3 and 4. Consultant will coordinate with the City on meeting arrangements and facilitate the PAC meeting.

Following the PAC meeting, the Consultant, in consultation with the City, will consider public input received and will develop a policy matrix that tracks the proposed wording/policies to be added to or deleted from the acknowledged Zoning Code.

The City will schedule public meeting #1 to present the work products from Task 3 and 4. The City will solicit input from the public on proposed code concepts. The Consultant will coordinate with the City on meeting arrangements and facilitate the public meeting.

Task 5 Consultant Deliverables:

- Commercial uses Development Code audit findings and concepts summary
- Residential Development Code audit findings and concepts summary
- One update based on City feedback
- Advisory Committee meeting #1 notes
- Public Meeting #1 summary

Task 5 City Deliverables:

- Review and feedback on the Commercial uses Comprehensive Plan audit and policy matrix
- Review and feedback on the Residential uses Comprehensive Plan audit and policy matrix
- Advisory Committee #1 notice and agenda
- Public Meeting #1 notice

Task 5 Timeline: June 1 to October 31, 2024

Task 6: Draft Comprehensive Plan and Development Code Amendments

6A. Commercial Uses

After review of the findings and recommendations of the code review at the PAC and public meetings, the Consultant will prepare draft updates to the City's zoning ordinance, other development codes (if any), and comprehensive plan (if required), addressing issues identified in Tasks 4 and 5.

The City will schedule and provide notice and an agenda for PAC Meeting #2 to review the draft code/Comprehensive Plan update deliverables. Consultant will coordinate with the City on meeting arrangements and facilitate the PAC meeting.

Following the PAC meeting, the Consultant, in consultation with the City, will consider public input received and make any necessary revisions to the proposed amendments, if needed.



6B. Residential Uses

After review of the findings and recommendations of the review with the PAC and public meetings, the Consultant will prepare draft updates to the City's zoning ordinance, other development codes (if any), and comprehensive plan (if required), addressing issues identified in Tasks 4 and 5.

The City will schedule and provide notice and an agenda for PAC Meeting #2 to review the draft code/Comprehensive Plan update deliverables. Consultant will coordinate with the City on meeting arrangements and facilitate the PAC meeting.

Following the PAC meeting, the Consultant, in consultation with the City, will consider public input received and make any necessary revisions to the proposed amendments, if needed.

Task 6 Consultant Deliverables:

- Draft updates to the Development Code and Comprehensive Plan for Commercial uses
- Draft updates to the Development Code and Comprehensive Plan for Residential uses
- Revised updates to the Development Code and Comprehensive Plan for Commercial uses
- Revised updates to the Development Code and Comprehensive Plan for Residential uses
- Advisory Committee #2 notes

Task 6 City Deliverables:

- Review and comment on draft Comprehensive Plan and Development Code amendments
- PAC Meeting #2 notice and agenda

Task 6 Timeline: October 31, 2024 to January 31, 2025

Task 7: Final Comprehensive Plan and Development Code Updates and Adoption

The City will schedule Advisory Committee #3 to present the proposed amendments package(s) and BLI. The Consultant will coordinate with the City on meeting arrangements and facilitate the meeting.

The City will schedule one joint Planning Commission and City Council work session to present the proposed amendments package(s) and BLI. The Consultant will coordinate with the City on meeting arrangements and facilitate the meeting.

After review of the Comprehensive Plan and Development Code updates and BLI with the Planning Commission and City Council, the Consultant will prepare final draft updates to the City's Comprehensive Plan and Development Code. The final draft documents will be delivered in two formats: double underline/strikeout (showing new and deleted text, respectively) to indicate changes from existing policy and code language; and clean text, in a format suitable for adoption. The Comprehensive Plan policy matrix will be an acceptable substitute for a strikeout/underline version of the proposed comprehensive plan amendments for purposes of this task, if preferred by the City.

The City will schedule and provide notice and an agenda for one Planning Commission hearing and one City Council hearing to adopt updates to the City's Comprehensive Plan and Development Code. The Consultant will coordinate with the City on hearing arrangements and present updates to the hearings body or bodies.

Task 7 Consultant Deliverables:

- Final amendment package(s) to the Comprehensive Plan and Development Code



- Presentation materials to explain final amendments package(s) at one joint Planning Commission and City Council work session
- Presentation materials to explain final amendments package(s) at one Planning Commission hearing and one City Council hearing

Task 7 City Deliverables

- Logistics, notice, and agendas for one joint Planning Commission and City Council work session
- Scheduling, advertising, and logistics for one Planning Commission hearing and one City Council hearing
- Post acknowledgement Plan Amendment Adoption notice

Task 7 Timeline: February 1 to May 31, 2025

