

## **Carla McLane Consulting, LLC**

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### **Stanfield Grant Agreement**

**Department of Land Conservation and Development Grant# TA-23-203**

**Grant Tasks, Products, Timeline and Budget**

**Kick Off Meeting – Discussion Item**

**May 4, 2022**

The Grant Tasks, required products, timeline, and budget are shared here for your information as we work through this project and for discussion at the Kick Off Meeting on Wednesday, May 4, 2022.

### **Schedule, Products, and Budget**

#### **Task 1: Inclusive Outreach Plan**

The consultant, with guidance from the TAC, will develop an inclusive outreach and engagement plan that supports participation in steering or citizen advisory committees.

##### **Task 1 Products:**

Identification of impacted priority populations in project plan area, outreach and engagement plan for priority populations, an evaluation framework for inclusive participation.

**Task 1 Timeline:** May 31, 2022

**Task 1 budget:** \$2,000

#### **Task 2: Project Kick-Off**

The consultant will thoroughly review and identify areas in need of update in the City's Comprehensive Plan and Development Code. The consultant will interview City officials and staff regarding specific concerns and verify action items in order to ensure mutual understanding of the project and the tasks which need to be completed. At this time, the consultant shall provide a projected timeline for creating and reviewing the draft updated ordinance, public notification, TAC, Planning Commission/City Council work sessions and public hearings.

##### **Task 2 Products:**

Summary of interviews and projected timeline for work.

**Task 2 Timeline:** September 30, 2022

**Task 2 budget:** \$6,000

#### **Task 3: Draft Comprehensive Plan and Development Code Update**

The consultant will identify current conflicts, shortcomings, and outdated review processes in the existing comprehensive plan and development code. The consultant will create draft proposals to update the plan and code. The consultant will work with city staff to schedule a TAC meeting to review proposed changes. The consultant will work with city staff to seek out public input on the proposed update. Consultant will provide a draft of the amendments to the city for review. The draft update will clearly identify language to be removed and language added.

##### **Task 3 Products:**

Draft plan and code update language. Minutes from meetings.

**Submit 35-day notice.** Prepare and submit hearings-ready Products from Task 3 online at [https://db.lcd.state.or.us/PAPA\\_Online/Account/Login?ReturnUrl=%2fPAPA\\_Online](https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online), or via e-mail with Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation, and at least 35 days before first evidentiary hearing. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send Task 3 Product(s) in a digital media format to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation.

**Task 3 Timeline:** February 28, 2023

**Task 3 budget:** \$25,000

#### **Task 4: Final Comprehensive Plan and Development Code Update**

The consultant will work with city staff to arrange and complete the public hearing process for adoption of the proposed code amendments. Consultant will be prepared to clearly present reasons for amendments and provide the city with guidance on the potential outcomes from making the proposed amendments. Consultant will, with guidance from the city, consider TAC, public, and Planning Commission input and make any revisions necessary to the code amendment and present a hearings ready amendment document.

##### **Task 4 Products:**

Final adoption documents.

**Submit Notice of Adoption.** Prepare and submit signed ordinance(s) adopting the Products from Task 3 online at [https://db.lcd.state.or.us/PAPA\\_Online/Account/Login?ReturnUrl=%2fPAPA\\_Online](https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online), or via e-mail with Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation, according to the instructions on the form. If the notice is submitted online, send an email to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send the notice on digital media to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation.

**Task 4 Timeline:** May 31, 2023

**Task 4 budget:** \$15,000

#### **Task 5: Equity and Inclusion Self-Assessment**

Grantee to complete equity and inclusion self-assessment using evaluation framework developed in Task 1. Report describing grantee's performance against its goals for inclusive outreach and engagement for the project to be provided to DLCD.

##### **Task 5 Products:**

Self-Assessment materials

**Task 5 Timeline:** May 31, 2023

**Task 5 budget:** \$2,000