

**ADDENDUM TO EXHIBIT A – STATEMENT OF WORK
TGM C1D5-15
Code Update for the City of Donald**

A. CONTACTS

Project Management Team

Consultant – DOWL	
Serah R. Breakstone, Senior Planner 720 SW Washington Street, Suite 750 Portland, Oregon 97205	sbreakstone@dowl.com (971) 280-8661
City – City of Donald	
Heidi Bell, City Manager City of Donald P.O. Box 388 Donald, OR 97020	manager@donaldoregon.gov (503) 678-5543
Transportation and Growth Management Code Assistance Program	
Ali Turiel, Agency Project Manager (“APM”) Oregon Department of Land Conservation & Development 635 Capitol Street NE, Suite 150 Salem, OR 97301	ali.turiel@state.or.us (503) 934-0064

State Contacts

Oregon Department of Transportation Regional Planner	
Vacant Oregon Department of Transportation 455 Airport Rd SE, Building B Salem, OR 97301	Vacant 503-986-2836
Department of Land Conservation and Development Regional Representative	
Angela Carnahan Oregon Department of Land Conservation & Development 635 Capitol Street NE, Suite 150 Salem, OR 97301	angela.carnahan@state.or.us (503) 934-0056

Abbreviations

Action Plan – Phase I Final Report and Code Update Action Plan for City of Donald
Agency/ODOT – Oregon Department of Transportation
APM – Agency TGM Code Assistance Project Manager
City – City of Donald municipal government
Comprehensive Plan – City of Donald Comprehensive Plan
DLCD – Oregon Department of Land Conservation and Development
Development Ordinance – City of Donald Development Ordinance
Draft Amendments – Draft City Development Ordinance Amendments
PMT – Project Management Team
Project – Code Update for the City of Donald
SOW – Statement of Work
TGM – Oregon Transportation and Growth Management Program

This statement of work describes the responsibilities of all entities involved in this cooperative project.

B. PROJECT BACKGROUND AND OBJECTIVES

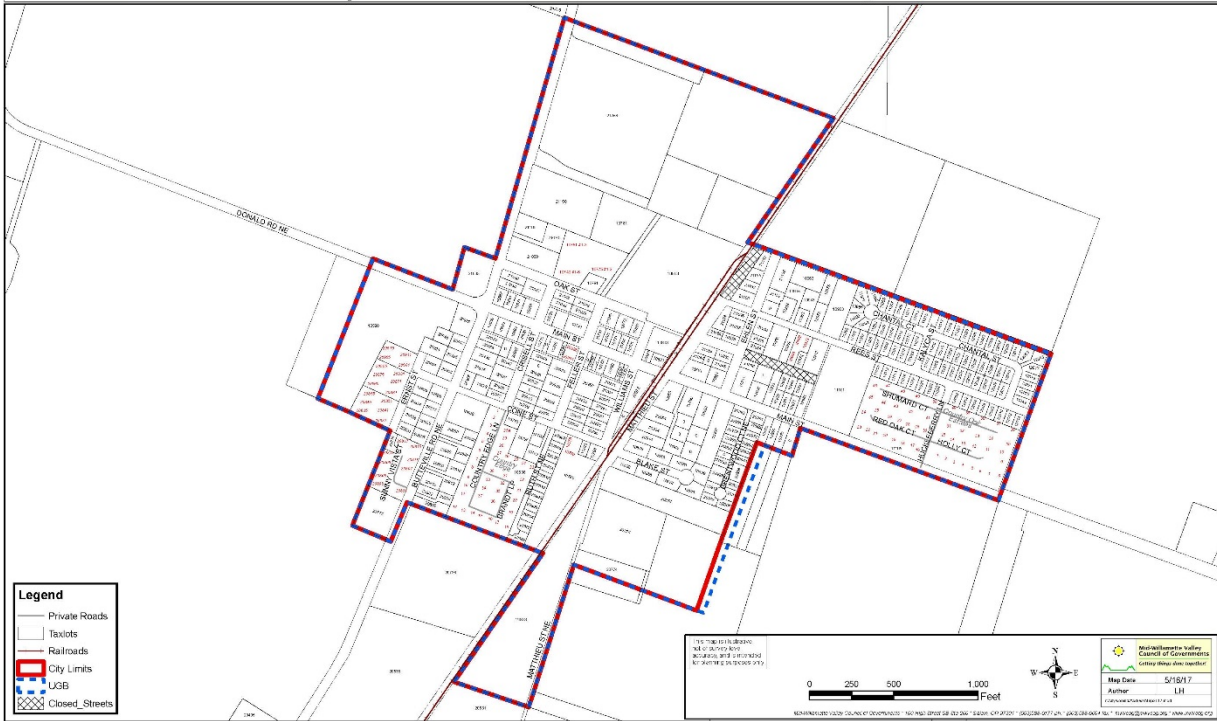
Project Purpose and Transportation Relationships and Benefits

The purpose of City of Donald Code Update Project (“Project”) is to evaluate and revise Donald Development Ordinance (“Development Ordinance”), last updated in 2016, in a manner that supports Transportation and Growth Management Program (“TGM”) objectives (see “TGM Program Objectives” below), while addressing Donald’s stated need for Planned Development, mixed-use zoning and downtown design standards. The Project will be conducted in two phases. Phase I is an evaluation of the Development Ordinance and pertinent Comprehensive Plan (updated in 2015) policies. Phase II will result in Development Ordinance revisions recommended in Phase I as requested by City of Donald (“City”). Because of recommendations made in Phase I Action Plan, City is considering a separate self-funded companion Development Ordinance update project to simultaneously address issues unrelated to TGM Objectives.

Project Area

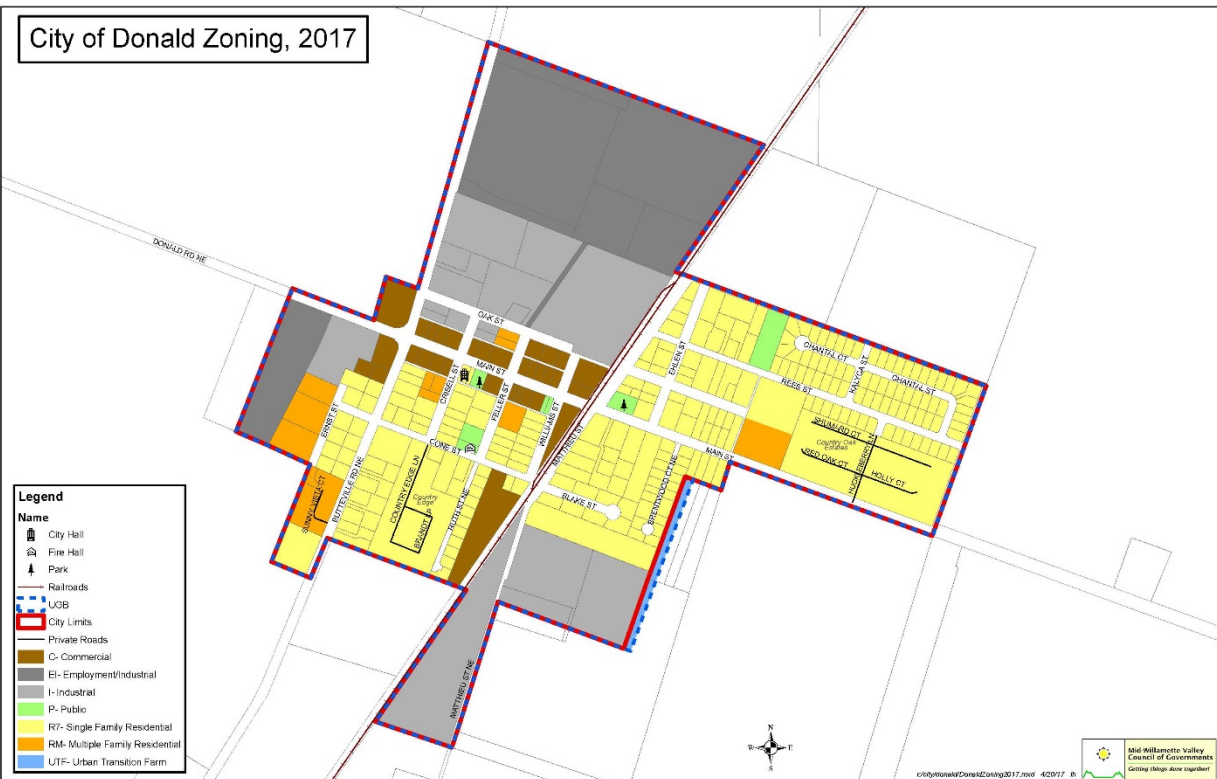
The Project Area is all land within city limits as shown on the maps below. Project Area includes City Downtown Core, which encompasses a six-block area west of the Burlington Northern railroad tracks; south of Oak Street; east of Butteville Road NE; and including the parcels fronting Donald Road NE/Main Street on the south.

City of Donald Address Map



Map 1 – City of Donald

City of Donald Zoning, 2017



Map 2 – City of Donald Zoning

Background

Donald is a small, compact community of about one thousand people situated west of I-5 between Wilsonville to the north, and Woodburn to the south. It is bisected by the Burlington Northern Railway. While small, Donald is a dynamic community that benefits from its location close to the interstate highway and to other mid-Willamette Valley cities. Donald has a strong employment base and is home to two major manufacturers and one large distribution center that expects continued job growth. There are also three vacant industrial lots that are expected to have tenants within the next five years. Employment growth is driving a need for additional land within City to accommodate growing housing demand. A 2013 buildable lands inventory anticipated a need for up to 70 acres of residential land by 2034 to meet the community's expanding need for workforce housing. As a result, City is pursuing an urban growth boundary expansion and wants to update its Development Ordinance in advance to reflect adopted 2015 Comprehensive Plan policies for commercial development and provision of a balanced housing mix, recent legislation, and smart growth principles. City is committed to using the TGM Model Development Code for Small Cities as a basis for evaluation and subsequent Development Ordinance amendments.

TGM Program Objectives

The TGM Program is a joint effort of Oregon Department of Transportation (“ODOT”) and Department of Land Conservation and Development (“DLCD”). The goals of TGM are to:
Integrate transportation and land use planning;

Strengthen the capability of local governments to effectively manage growth and comply with Transportation Planning Rule (Oregon Administrative Rule 660-012-0000); and

Encourage transportation-efficient land uses that support modal choice and efficient performance of transportation facilities and services.

Specifically, TGM supports efficient use of land and resources; human-scaled, walkable communities; good connections between local destinations; and pedestrian, bicycle, and transit-oriented development.

The TGM Program's *Smart Development Code Handbook*, identifies Five Principles of Smart Development:

- Efficient use of land resources
- Full use of urban services
- Transportation options
- Mixed use
- Detailed, human-scaled design

Project Objectives

Phase I (*Code Evaluation and Action Plan*)

The Development Ordinance evaluation and recommendations shall be done in a manner that supports TGM Mission, Goals, and Objectives. Specifically, the Project Objective is to evaluate the entire Development Ordinance and create an action plan for future Development Ordinance and supporting Comprehensive Plan policy changes (if needed) that support TGM Mission and City's commercial and housing development objectives. The action plan will identify both text

amendments and supporting graphic illustrations to consider for an updated City Development Ordinance. Particular attention must be paid to the following items:

- Walkability
- Street design standards, including sidewalks and connectivity
- Multi-modal development design
- Mixed-use zoning
- Planned Development standards
- Downtown core design standards, including maintaining an appropriate “western” theme if identified by City

Phase II (*Development Ordinance Amendments*)

The Development Ordinance Evaluation and Action Plan prepared in Phase I recommends five objectives to accomplish as part of Phase II Development Ordinance amendments. The Action Plan identifies both text amendments and supporting graphic illustrations to consider for the updated Donald Development Ordinance. Near the end of Phase I in December 2017, the City identified four Action Plan Objectives to focus on in Phase II:

Objective 1: Improve walkability in the downtown core

- a) Implement pedestrian and bicycle connectivity standards
- b) Implement bicycle parking for new multifamily and commercial/office development
- c) Allow “street furnishing zone” along Main Street that includes street tree standards
- d) Require or encourage civic spaces with new development
- e) Implement standards for parking lot landscaping and screening

Objective 3: Allow for mixed-use development

- a) Develop a new mixed use downtown commercial zone
- b) Consider a height bonus or other incentives for upper story residential development
- c) Consider allowing a limited amount of retail and personal service uses in the Industrial zones

Objective 4: Provide Planned Development standards and procedures

- a) Develop a new code chapter for planned development provisions. Planned development provisions should be applied through a quasi-judicial process and not as a zone change.

Objective 5: Implement downtown commercial design standards

- a) Focus on elements that will maintain and enhance the “rural small town” character of Donald
- b) Implement clear and objective design standards for new detached and attached single-family residential development. Ensure that attached housing and accessory dwelling units (ADU) are permitted as appropriate and consistent

with Senate Bill 1051 requirements. Include clear and objective standards for ADUs.

City further determined Objective 1 (Improve walkability in the downtown core) should be integrated into Development Ordinance amendments addressing Objectives 3 and 5. City also wishes to include the first four minor amendments listed in the Action Plan “Code Clean-Up Items” in the final Development Ordinance Amendments deliverable to be completed as part of Phase II. The minor amendments are recommended to correct typos and inconsistencies in language in sections 2.308.08 Clear Vision Area; 2.308.09 Fences, Walls and Hedges; 2.107.03 Special Permitted Uses; and 2.105.05 Development Standards. These code amendments are not substantial in terms of content or concepts, but are important to maintaining a readable and user-friendly Development Ordinance.

C. GENERAL PROVISIONS

Unless otherwise specified:

Project Management

Project management is integrated into Statement of Work (“SOW”) tasks, but are described here to establish a framework for managing the Project.

A Project Management Team (“PMT”), comprised of City Project Manager, Agency Project Manager (“APM”), and Consultant, shall provide overall guidance for the Project. PMT shall meet to coordinate logistics of the Project and to give feedback to Consultant. PMT shall meet by telephone conference or in person; the duration of each meeting is not anticipated to exceed two hours. Meetings of PMT may be scheduled to coincide with other City meetings (e.g., work sessions).

Agency Contacts, consisting of the Region 2 TGM Planner from ODOT and the Willamette Valley Regional Representative from DLCD, shall provide additional assistance, guidance, and review to PMT. Attendance at PMT meetings for Agency Contacts is optional.

Consultant shall maintain regular communication with City’s Project Manager and APM to ensure satisfactory completion of deliverables in accordance with Project Schedule.

Meeting Requirements

Public meeting arrangements include: scheduling meeting dates and times with meeting participants, distribution of agendas and meeting materials in advance of the meeting, reserving a suitable meeting location, placing advertisements in local media, and posting notices in public locations (such as City buildings and libraries).

Conducting meetings includes: preparing agendas and meeting materials, making presentations, and facilitating discussion of relevant issues.

City shall prepare and distribute all staff reports, necessary public notices, and notifications, and public outreach for community involvement.

At all public meetings, Consultant shall advocate for smart development principles and the removal of obstacles to them, and make persuasive arguments for Ordinance amendments that encourage smart development as identified in the *Smart Development Code Handbook* and in accordance with current smart development best practices.

Written and Graphic Deliverable Requirements

All written and graphic deliverables must be submitted in a format suitable for distribution by e-mail unless physical copy is specified in a subtask. Written deliverables must include project name and date of preparation. Text (except for photo or illustration captions) must be in at least a 12-point font size to ensure readability.

Graphic deliverables may be developed in ArcMap, Adobe Illustrator, Auto CAD, PCMaps, or other applications appropriate to the deliverable. Graphic deliverables submitted for review must be converted to pdf format for readability. Electronic files of final graphics submitted to City and Agency may be in the native application but must also be converted to pdf. All graphic deliverables must be well documented, with project name, a legend, and the date of preparation. Maps, aerial photos, and other graphic material prepared for Project must be suitable for enlargement to create wall displays for Project meetings and presentations.

Software Requirements

Consultant's software must produce deliverables that are fully compatible, readable and useable by Agency and City software, requiring no modification or translation of Consultant's deliverables. No loss of data integrity or accuracy may result from any transfer of data. Compressed data must be in a "self-expanding executable" format. Agency reserves right to reject deliverables that do not meet these requirements. If a deliverable is rejected, Consultant shall resubmit deliverables to Agency that meet these requirements, and shall not bill Agency for the rejected deliverables or for time associated with correcting the rejected deliverables.

Due Dates, PMT Review and Consultant Edits

- Consultant shall submit materials for all meetings to PMT and Agency Contacts at least one week prior to the meeting, unless another timeframe is approved by APM.
- In order to facilitate required public notice of City work sessions and public hearings, Consultant shall submit materials for all public work sessions and hearings to PMT and Agency Contacts at least two weeks prior to the work session or hearing, unless another timeframe is approved by APM.
- Consultant shall submit meeting summaries to PMT and Agency Contacts within one week subsequent to meeting, unless another timeframe is approved by APM.
- PMT must provide written comments on draft materials to Consultant within one week of receipt of draft materials for PMT review, unless another timeframe is approved by APM.
- City shall provide one set of written comments on draft materials. If multiple staff members are commenting, the comments shall be reconciled by City Project Manager. If City cannot reconcile conflicting comments, APM shall determine which comments will be kept.

- APM shall provide one set of written comments on draft materials.
- Based on comments received, Consultant shall submit minor revisions and corrections to materials prior to release. Consultant is not required to make major or extensive revisions without an approved contract amendment. This provision does not limit the right of the State to require correction of deliverables that do not meet the requirements of this Contract. APM will determine what constitutes a “minor” or “major” edit.

Consultant shall ensure that the final deliverable produced pursuant to this Contract includes the following statement:

This project is partially funded through assistance from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Fixing America’s Surface Transportation Act (FAST Act), local government, and State of Oregon funds.

The contents of this document do not necessarily reflect views or policies of the State of Oregon.

Consultant name or logos may not appear on final deliverables, with the exception of the acknowledgement page.

Public Involvement Approach

Public involvement must allow residents and business owners an opportunity to provide input into the planning process. Consultant and City shall consider environmental justice issues, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

Fair treatment means that no group of people, including a racial, ethnic, or a socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies. Meaningful involvement means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision making process; and (4) the decision makers seek out and facilitate the involvement of those potentially affected.

The public involvement program must include specific steps to provide opportunities for participation in accordance with the 1964 Civil Rights Act, Title VI. City shall use ODOT Title VI guidance to formulate public involvement strategies and report public outreach efforts.

D. PHASE I DEVELOPMENT ORDINANCE EVALUATION PROJECT TASKS

Task 1: Project Kick-Off

- 1.1 **Community Site Visit and Walking Tour** – City shall arrange and conduct Community Site Visit and Walking Tour. Consultant shall attend to become familiar with existing conditions. City shall plan route and guide Consultant and APM. Walking tour will include key areas of Donald that relate to the code update objectives.

Consultant shall prepare summary notes.

- 1.2 **PMT Meeting #1** – Consultant shall arrange and conduct PMT Meeting#1 in City to discuss the Community Site Visit and Walking Tour, review Project Objectives and Project Schedule, confirm City's expectations, and discuss issues and approach. PMT Meeting #1 is expected to occur on the same day as the Community Site Visit and Walking Tour. City Project Manager shall invite other relevant City staff to attend the meeting.

Consultant shall prepare PMT Meeting #1 summary notes, including a refined project schedule identifying tentative dates for meetings and deliverables.

- 1.3 **Planning Commission Meeting #1** – City shall arrange and conduct Planning Commission Meeting #1. The main focus of the meeting is to gather information about local conditions and Development Ordinance issues. Consultant shall briefly outline the purpose of Project and TGM mission. Consultant shall solicit comments from commissioners about issues of concern or areas of potential improvement for Comprehensive Plan and Development Ordinance, including mixed-use zoning, planned developments, multi-modal site design, walkability and downtown design standards. City Project Manager shall invite Agency Contacts to attend and participate in Planning Commission Meeting #1. Planning Commission Meeting #1 is expected to occur on the same day as the Community Site Visit and Walking Tour and PMT Meeting #1.

Consultant shall prepare Planning Commission Meeting #1 summary notes. City shall prepare legally required minutes.

City Deliverables

- 1.1a Community Site Visit and Walking Tour
- 1.2a PMT Meeting #1
- 1.3a Planning Commission Meeting #1

Consultant Deliverables

- 1.1b Community Site Visit and Walking Tour
- 1.2b PMT Meeting #1, Summary Notes and Refined Schedule
- 1.3b Planning Commission Meeting #1

Task 2: Evaluation of Existing Regulations

- 2.1 **Draft Evaluation Memorandum** – Consultant shall evaluate the existing Development Ordinance – http://media.wix.com/ugd/cdd7a4_8dff2d79633e47c79688e53d94250a69.pdf – and Donald Comprehensive Plan (http://media.wix.com/ugd/cdd7a4_71a788524dac4ffaa4fd7bc47d5f61c0.pdf), using as the basis for the evaluation:
- a. Project Objectives listed in this Statement of Work;
 - b. TGM Mission, Goals, and Objectives
<http://www.oregon.gov/LCD/TGM/docs/Mission-goals-objectives.pdf>;
 - c. *Smart Development Code Handbook*
<http://www.oregon.gov/LCD/TGM/Documents/SmartDevelopmentCodeHandbook%20OCR.pdf>;
 - d. *Model Development Code and User's Guide for Small Cities* (Version 3.1)
<http://www.oregon.gov/LCD/TGM/pages/modelcode.aspx>;
 - e. *Commercial and Mixed-Use Development Code Handbook*
<http://www.oregon.gov/LCD/docs/publications/commmixedusecode.pdf>;
 - f. *Infill and Redevelopment Code Handbook*
<http://www.oregon.gov/LCD/docs/publications/infilldevcode.pdf>;
 - g. *Transportation Demand Management Plans for Development*
<http://www.oregon.gov/LCD/TGM/docs/TDM%20guide%20and%20model%20code%20final.pdf>; and
 - h. Transportation Planning Rule
http://arcweb.sos.state.or.us/pages/rules/oars_600/oar_660/660_012.html

Consultant shall prepare a Draft Evaluation Memorandum summarizing the findings and recommendations of the evaluation. The findings and recommendations must support TGM Mission, Goals, and Objectives.

- 2.2 **PMT Meeting #2** – Consultant shall arrange and conduct PMT Meeting #2 to review the Draft Evaluation Memorandum and discuss PMT comments. PMT Meeting #2 may be conducted by teleconference or in City. Consultant shall prepare PMT Meeting #2 summary notes.
- 2.3 **Stakeholder Interviews** – City shall arrange and Consultant shall conduct up to four in-person Stakeholder Interviews of approximately one hour each. Stakeholder interviews must be either with individuals or small groups of up to three individuals at a time with similar interests in land development policies and regulations. If some stakeholders are unavailable for an in-person interview, APM may approve telephone interviews.

At each Stakeholder Interview, Consultant shall review smart development objectives of Project, highlight findings and recommendations from the Draft Evaluation Memorandum about Comprehensive Plan and Development Ordinance, and solicit comments from stakeholders about issues of concern or areas of potential improvement for Comprehensive Plan and Development Ordinance. Discussion with stakeholders must solicit feedback on mixed-use zoning, planned developments, multi-modal site design, street connectivity and walkability, and downtown design standards.

City shall identify up to 10 community stakeholders, which may include: realtors, builders, City staff responsible for development review (e.g., planning, public works), citizen smart growth advocates, bicycle and pedestrian advocates, local business leaders, etc. None of interviewed stakeholders shall be members of the Planning Commission or City Council. City shall schedule the interviews for a single trip by Consultant to Donald. City shall distribute the Draft Evaluation Memorandum to the stakeholders at least one week before the interviews.

Consultant shall prepare one set of summary notes (approximately one page per interview) recapping the discussion with the stakeholders and listing suggestions from meeting participants about topics or areas of Comprehensive Plan or Development Ordinance that should be further reviewed.

- 2.4 **Final Evaluation Memorandum** – Consultant shall prepare Final Evaluation Memorandum, making necessary adjustments and edits to the Draft Evaluation Memorandum, based on the Stakeholder Interviews, PMT written comments, and discussion at PMT Meeting #2.

City Deliverables

- 2.2a PMT Meeting #2
- 2.3a Stakeholder Interviews

Consultant Deliverables

- 2.1 Draft Evaluation Memorandum
- 2.2b PMT Meeting #2
- 2.3b Stakeholder Interviews
- 2.4 Final Evaluation Memorandum

Task 3: Draft Action Plan

- 3.1 **Draft Action Plan** – Consultant shall prepare a Draft Action Plan describing the next steps to update Comprehensive Plan policies and Development Ordinance, based on the Final Evaluation Memorandum, PMT written comments and meeting discussions, Stakeholder Interviews, and Project Objectives. The Draft Action Plan must identify both text amendments and supporting graphic illustrations to consider for an updated City Development Ordinance. The Draft Action Plan must include a concise description of where the amendments, deletions, and additions are proposed for the Comprehensive Plan and Development Ordinance; and the reason for each change.
- 3.2 **PMT Meeting #3** – Consultant shall arrange and conduct PMT Meeting #3 via teleconference to review the Draft Action Plan and discuss PMT comments. Consultant shall prepare PMT Meeting #3 summary notes.
- 3.3 **Community Meeting/Open House** – Consultant shall arrange and conduct a Community Meeting and Open House to discuss the code update project with interested members of

the Donald community. At the meeting, Consultant shall review smart development objectives of Project, highlight findings from the Final Evaluation Memorandum and Draft Action Plan, and solicit comments from citizens about issues of concern or areas of potential improvement. Consultant shall prepare Community Meeting and Open House summary notes.

City shall arrange a venue for the meeting and be responsible for advertising the meeting in accordance with Project Public Involvement Approach to encourage attendance.

If possible, the Community Meeting and Open House will be held on the same day as the Joint City Council and Planning Commission Work Session #1.

- 3.4 **Joint City Council and Planning Commission Work Session #1** – City shall arrange and conduct Joint City Council and Planning Commission Work Session #1. Consultant shall attend the work session and present smart development objectives of the Project, review Draft Action Plan, and solicit feedback from councilors and commissioners.

City shall schedule Joint City Council and Planning Commission Work Session #1 either for a regular or special meeting of the City Council and ensure that the members receive the Final Evaluation Memorandum and Draft Action Plan for review at least one week before Joint City Council and Planning Commission Work Session #1. City shall prepare legally required minutes.

Consultant shall prepare Joint City Council and Planning Commission Work Session #1 summary notes.

City Deliverables

- 3.2a PMT Meeting #3
- 3.3a Community Meeting and Open House
- 3.4a Joint City Council and Planning Commission Work Session #1

Consultant Deliverables

- 3.1 Draft Action Plan
- 3.2b PMT Meeting #3
- 3.3b Community Meeting and Open House
- 3.4b Joint City Council and Planning Commission Work Session #1

Task 4: Final Action Plan

- 4.1 **Revised Draft Action Plan** – Consultant shall prepare Revised Draft Action Plan, incorporating, as directed by APM, PMT written comments and the input from Community Meeting and Open House, and Joint City Council and Planning Commission Work Session #1.

4.2 **PMT Meeting #4** – Consultant shall arrange and conduct PMT Meeting #4 via teleconference to review the Revised Draft Action Plan and discuss PMT comments. Consultant shall prepare PMT Meeting #4 summary notes.

4.3 **Final Action Plan** – Consultant shall prepare Final Action Plan, incorporating PMT written comments and discussion at PMT Meeting #4. The Final Action Plan must include appendices that include earlier written deliverables and presentation materials.

Consultant shall submit one bound copy of the Final Action Plan to APM and an electronic copy of all deliverables to the City and APM in pdf and a modifiable format.

4.4 **City Council Meeting #1** – City shall arrange and conduct City Council Meeting #1 to review Project findings. Consultant shall attend meeting and present Final Action Plan, summarize work accomplished, review next steps presented in Final Action Plan, and answer questions from City Council.

City shall schedule either a regular or special meeting of City Council and ensure that members receive Final Action Plan for review at least one week before City Council Meeting #1. City shall prepare legally required minutes.

Consultant shall prepare summary notes of City Council Meeting #1, including any suggestions and direction for future action.

The intention is to move the Title VI report to the end of the project once BOTH Phase I and Phase II are completed. See subtask 7.3. Is there any reason we can't do this?

City Deliverables

- 4.2a PMT Meeting #4
- 4.4a City Council Meeting #1

Consultant Deliverables

- 4.1 Revised Draft Action Plan
- 4.2b PMT Meeting #4
- 4.3 Final Action Plan
- 4.4b City Council Meeting #1

Task 5: Phase I Contingent Tasks

Work under Task 5 is contingent. **Work may not proceed on this task or any subtask under this task without written authorization from APM.**

5.1 **Contingent Public Meeting #A1** – City shall arrange and conduct an additional public meeting, work session, or hearing of the Planning Commission, City Council, or joint meeting of the Planning Commission and City Council. City shall prepare legally required minutes.

Consultant shall attend to present information as required using material from previous meetings and products developed over the course of the Project. Consultant shall prepare summary notes of the Contingent Meeting #A1.

5.2 **Contingent PMT Meeting #A** – Consultant shall arrange and conduct an additional PMT Meeting via teleconference. Consultant shall prepare summary notes of the Contingent PMT Meeting #A.

5.3 **Contingent PMT Meeting #B** – Consultant shall arrange and conduct an additional PMT Meeting in Donald. Consultant shall prepare summary notes of the Contingent PMT Meeting #B.

City Deliverables

5.1a Contingent Meeting #A1

5.2a Contingent PMT Meeting #A

5.3a Contingent PMT Meeting #B

Consultant Deliverables

5.1b Contingent Meeting #A1

5.2b Contingent PMT Meeting #1; Summary notes of the Contingent PMT Meeting #A

5.3b Contingent PMT Meeting #2; Summary notes of the Contingent PMT Meeting #B

E. PHASE II DEVELOPMENT ORDINANCE AMENDMENT PROJECT TASKS

Task 6: Draft Development Ordinance Amendments

- 6.1 **Draft Amendments** – Consultant shall prepare selected Draft City Development Ordinance Amendments (“Draft Amendments”) as recommended in Final Action Plan. Proposed amendments shall be limited to amendments proposed under Action Plan Objectives 1, 3, 4, 5 and Code Clean-Up Items 1-4. Action Plan Objectives to be addressed include:

Objective 1: Improve walkability in the downtown core

- a) Implement pedestrian and bicycle connectivity standards
- b) Implement bicycle parking for new multifamily and commercial/office development
- c) Allow “street furnishing zone” along Main Street that includes street tree standards
- d) Require or encourage civic spaces with new development
- e) Implement standards for parking lot landscaping and screening

Objective 3: Allow for mixed-use development

- a) Develop a new mixed use downtown commercial zone
- b) Consider a height bonus or other incentives for upper story residential development
- c) Consider allowing a limited amount of retail and personal service uses in the Industrial zones

Objective 4: Provide Planned Development standards and procedures

- b) Develop a new code chapter for planned development provisions. Planned development provisions should be applied through a quasi-judicial process and not as a zone change.

Objective 5: Implement downtown commercial design standards

- c) Focus on elements that will maintain and enhance the “rural small town” character of Donald
- d) Implement clear and objective design standards for new detached and attached single-family residential development. Ensure that attached housing and accessory dwelling units (ADU) are permitted as appropriate and consistent with Senate Bill 1051 requirements. Include clear and objective standards for ADUs.

Draft Amendments must be prepared in a format that clearly shows existing language, existing language to be deleted or replaced, and new language. Illustrative graphics are an important component of text amendments and shall be included as necessary to illustrate design and public works standards. Up to 10 illustrative graphics shall be included. Of those 10 graphics, up to four may be customized for Donald’s use by Consultant. Remaining graphics may be taken directly from the TGM Model Code.

Consultant shall prepare Draft Amendments in a format that highlights and annotates significant issues for consideration by City decision-makers. Annotations must explain the issue being addressed, the rationale for the recommended text amendments, and other options that may accomplish the same result.

Consultant shall provide initial Draft Amendments Version 1.0 to the Project Management Team (PMT) according to the schedule established in Section C. General Provisions (Due Date, PMT Review and Consultant Edits), except that the initial PMT review period shall be not less than two weeks.

- 6.2 **PMT Meeting #5** – Consultant shall convene and facilitate PMT Meeting #5 by teleconference to review Draft Amendments Version 1.0. Consultant shall prepare Meeting Summary of meeting discussion.
- 6.3 **Draft Amendments Public Review** – City shall create a Project Webpage on its website to provide opportunities for community comment and participation in Project. Project Webpage must include, at minimum, a description of Project, Project FAQ, City staff contact person (including name, email address, and telephone number), opportunity to join a Project email list, and Project timeline based on project schedule. City shall regularly update Project Webpage to include information about how to submit comments orally and in writing; dates and times of public meetings or hearings; Development Ordinance amendment drafts, and any other information City or PMT deems important to publish.

Based on feedback from PMT Meeting #5, Consultant shall prepare and provide Draft Amendments Version 2.0 according to a schedule established in Section C. General Provisions (Due Date, PMT Review and Consultant Edits). Consultant shall prepare Draft Amendments Version 2.0 for electronic publication by City via City webpage and for presentation to Joint City Council and Planning Commission Work Session. Consultant shall provide an electronic copy of Draft Amendments Version 2.0 to City for webpage posting, and a physical copy for distribution to City Council and Planning Commission prior to Joint Work Session according to a schedule agreed to by PMT.

- 6.4 **Joint City Council and Planning Commission Work Sessions #2 and #3** – Consultant shall attend up to two Joint City Council and Planning Commission Work Sessions in City to answer questions, provide explanation, co-present with City, and lead discussion as needed of Draft Amendments Version 2.0. Consultant shall prepare Meeting Summary of discussion at Joint City Council and Planning Commission Work Sessions that highlights direction from the City Council and Planning Commission for any revisions to Draft Amendments Version 2.0. City shall prepare legally required minutes.
- 6.5 **PMT Meeting #6** – Consultant shall convene PMT Meeting #6 by teleconference prior to Planning Commission Public Hearing. Consultant shall facilitate discussion of any additional refinements to Draft Amendments Version 2.0 based on comments received at Joint City Council and Planning Commission Work Sessions #2 and #3, if held. Consultant shall prepare Meeting Summary.

- 6.6 **Draft Amendments Version 3.0** - Consultant shall prepare Draft Amendments Version 3.0 for PMT review according to schedule established in Section C. General Provisions (Due Date, PMT Review and Consultant Edits). PMT will provide written comments on Draft Amendments Version 3.0 to Consultant within one week of receipt. Consultant shall prepare Draft Amendments Version 3.0 for presentation to Planning Commission Public Hearing based on comments from PMT, community feedback received by date of PMT Meeting #6 and comments received at PC/CC Work Session(s).

Consultant shall provide electronic and physical copy of Draft Amendments Version 3.0 to City for distribution to Planning Commission according to schedule established in Section C. General Provisions (Due Date, PMT Review and Consultant Edits).

- 6.7 **Planning Commission Public Hearing #1** – City shall send applicable public notice of Planning Commission public hearing to affected parties in City, and Notice to DLCD 35-days prior to the public hearing in accordance with ORS 197.610.

Consultant shall attend Planning Commission public hearing in City to answer questions, provide explanation, co-present with City, and lead discussion as needed of Draft Amendments Version 3.0. Consultant shall prepare Meeting Summary. City shall send applicable public notice of City Council public hearing to affected parties in accordance with statutory land use regulation public notice requirements. City shall prepare legally required minutes.

- 6.8 **Final Draft Amendments** – Consultant shall use input and recommendations from Planning Commission public hearing on Draft Amendments Version 3.0 to produce Final Draft Amendments. Consultant shall provide Final Draft Amendments to PMT according to schedule established in Section C. General Provisions (Due Date, PMT Review and Consultant Edits). PMT will provide written comments on Final Draft Amendments to Consultant within one week after receipt.

Based on feedback from PMT, Consultant shall make any minor revisions necessary to produce Final Draft Amendments for presentation to City Council. Consultant shall provide electronic and physical copy of Final Draft Amendments to City for distribution to City Council according to schedule established in Section C. General Provisions (Due Date, PMT Review and Consultant Edits).

- 6.9 **City Council Public Hearing #1** – Consultant shall attend City Council Public Hearing #1 in City to answer questions, provide explanation, co-present with City, and lead discussion as needed of Final Draft Amendments. If City Council Public Hearing is continued to a date and time certain, Consultant shall attend no more than one continued City Council Public Hearing. City shall send applicable public notice of City Council public hearing to affected parties in accordance with statutory land use regulation public notice requirements. City shall prepare legally required minutes.

City Deliverables

- 6.2a PMT Meeting #5
- 6.3a Public Review Project Webpage
- 6.4a Joint City Council and Planning Commission Work Sessions #2 and #3
- 6.5a PMT Meeting #6
- 6.6a Draft Amendments Version 3.0 review and comment
- 6.7a Planning Commission Public Hearing #1
- 6.8a Final Draft Amendments review and comment
- 6.9a City Council Public Hearing #1

Consultant Deliverables:

- 6.1 Draft Amendments
- 6.2b PMT Meeting #5
- 6.3b Draft Amendments Version 2.0
- 6.4b Joint City Council and Planning Commission Work Sessions #2 and #3
- 6.5b PMT Meeting #6
- 6.6b Draft Amendments Version 3.0
- 6.7b Planning Commission Public Hearing #1
- 6.8b Final Draft Amendments
- 6.9b City Council Public Hearing #1

Task 7: Development Ordinance Amendments Adoption Draft

- 7.1 **PMT Meeting #7** – Consultant shall convene PMT Meeting #7 by teleconference to discuss any remaining amendments needed because of City Council direction at Public Hearing #1.
- 7.2 **Development Ordinance Amendments Adoption Draft** – Consultant shall prepare Development Ordinance Amendments Adoption Draft as directed by City Council for incorporation into subsequent City ordinance adopting proposed Development Ordinance Amendments. Consultant shall provide electronic copies of all written Consultant deliverables in MS Word and .pdf formats and graphic materials in .jpg format to APM and City Project Manager according to a schedule agreed to by PMT.
- 7.3 **Title VI Report** – City shall prepare and submit to APM a Title VI Report in Agency approved format, documenting Project processes and outreach for all low income, race, gender, and age groups.

City Deliverables

- 7.1a PMT Meeting #7
- 7.2a Development Ordinance Amendments Adoption Draft review and comment
- 7.3 Title VI Report

Consultant Deliverables

- 7.1b PMT Meeting #7
- 7.2b Development Ordinance Amendments Adoption Draft

Task 8: Phase II Contingent Tasks

Work under Task 8 is contingent. **Work may not proceed on any subtask under this task without written authorization (e-mail acceptable) from APM.** APM shall give separate written authorization for each PMT Meeting, Public Forum, Work Session, or Public Hearing.

- 8.1 **Contingent PMT Meeting #C** – Consultant shall arrange and conduct an additional PMT Meeting via teleconference. Consultant shall prepare summary notes of Contingent PMT Meeting #C.
- 8.2 **Contingent PMT Meeting #D** – Consultant shall arrange and conduct an additional PMT Meeting in Donald. Consultant shall prepare summary notes of Contingent PMT Meeting #D.
- 8.3 **Contingent PMT Meeting #E** – Consultant shall arrange and conduct Contingent PMT Meeting #E by teleconference to plan a Public Forum to be held in City to obtain community feedback on proposed amendments to Development Ordinance. PMT discussion must cover recommended meeting materials that will effectively inform attendees about changes to and solicit feedback on proposed changes.
- 8.4 **Contingent Public Forum** – Based on comments received from PMT, Consultant shall prepare Public Forum Meeting Materials. Consultant shall transmit to City in electronic and physical format any Meeting Materials needed prior to Public Forum for photocopying and for distribution according to schedule established in Section C. General Provisions (Due Date, PMT Review and Consultant Edits).

Consultant shall attend and facilitate Public Forum in City. Consultant shall begin Public Forum with a visual presentation highlighting proposed changes to City Development Ordinance. Consultant shall lead a discussion about Draft Amendments with the objective of soliciting feedback from Public Forum participants on proposed amendments to City's Development Ordinance.

City shall provide logistics for Public Forum, including public advertisement of Public Forum, and securing appropriate meeting facilities.

Following Public Forum, Consultant shall prepare Summary Memorandum summarizing comments from participants at Public Forum and recommendations for any revisions to

Draft Amendments to be presented at subsequent City Council and Planning Commission meetings.

- 8.5 **Contingent Public Meeting #B2** – City shall arrange and conduct an additional public meeting, work session, or hearing of the Planning Commission, City Council, or joint meeting of the Planning Commission and City Council. City shall prepare legally required minutes.

Consultant shall attend to present information as required using material from previous meetings and products developed over the course of the Project. Consultant shall prepare summary notes of the Contingent Meeting #B2.

- 8.6 **Contingent Adoption Ordinance** – Consultant shall convene PMT Meeting #F by teleconference at the conclusion of Project to discuss preparation of Adoption Ordinance for Development Ordinance amendments. Consultant shall prepare Draft City Adoption Ordinance that includes Final Amendments and Findings of Fact and Conclusions of Law as Exhibits to Adoption Ordinance. Consultant shall provide electronic and physical copies to APM and City Project Manager according to a schedule agreed to by PMT. City shall send applicable public notice of Ordinance adoption to affected parties and a full Adoption Ordinance packet to APM.

Contingent City Deliverables

- 8.1a Contingent PMT Meeting #C
- 8.2a Contingent PMT Meeting #D
- 8.3a Contingent PMT Meeting #E
- 8.4a Public Forum
- 8.5a Contingent Public Meeting #B2
- 8.6a Contingent Adoption Ordinance notice and transmittal to APM

Contingent Consultant Deliverables

- 8.1b Contingent PMT Meeting #C
- 8.2b Contingent PMT Meeting #D
- 8.3b Contingent PMT Meeting #E
- 8.4b Public Forum
- 8.5b Contingent Public Meeting #B2
- 8.6b Contingent Adoption Ordinance notice and transmittal to APM

F. PHASE I PROJECT SCHEDULE and BUDGET

Task	Description	Schedule by Month from Notice to Proceed
1	Project Kick Off	July – Aug 2017
1.1	Community Site Visit and Walking Tour*	
1.2	PMT Meeting #1*	
1.2b	Summary Notes and Refined Schedule	
1.3	Planning Commission Meeting #1*	
2	Evaluation of Existing Regulations	Aug – Oct 2017
2.1	Draft Evaluation Memorandum	
2.2	PMT Meeting #2*	
2.3	Stakeholder Interviews*	
2.4	Final Evaluation Memorandum	
3	Draft Action Plan	Sept – Dec 2017
3.1	Draft Action Plan	
3.2	PMT Meeting #3*	
3.3	Community Meeting and Open House	
3.4	Joint City Council and Planning Commission Work Session #1*	
4	Final Action Plan and Report	Dec 2017 – March 2018
4.1	Revised Draft Action Plan	
4.2	PMT Meeting #4*	
4.3	Final Action Plan	
4.4	City Council Meeting #1*	
5	Phase I Contingent Tasks	
5.1	Contingent Meeting #A1*	TBD
5.2	Contingent PMT Meeting A*	TBD
5.3	Contingent PMT Meeting #B*	TBD

*Combined Consultant and City Task Responsibilities per Section D

PHASE I CONSULTANT DELIVERABLE TABLE and BUDGET

Task	Description	Fixed Amount per Deliverable
1	Project Kick Off	
1.1	Community Site Visit and Walking Tour	\$514
1.2	PMT Meeting #1	\$732
1.2b	Summary Notes and Refined Schedule	-
1.3	Planning Commission Meeting #1	\$732
	Task Total	\$1,978
2	Evaluation of Existing Regulations	
2.1	Draft Evaluation Memorandum	\$4,997
2.2	PMT Meeting #2	\$488
2.3	Stakeholder Interviews	\$1,734
2.4	Final Evaluation Memorandum	\$1,448
	Task Total	\$8,667
3	Draft Action Plan	
3.1	Draft Action Plan	\$3,846
3.2	PMT Meeting #3	\$488
3.3	Community Meeting and Open House	\$1,935
3.4	Joint City Council and Planning Commission Work Session #1	\$758
	Task Total	\$7,027
4	Final Action Plan and Report	
4.1	Revised Draft Action Plan	\$3,088
4.2	PMT Meeting #4	\$488
4.3	Final Action Plan	\$1,640
4.4	City Council Meeting #1	\$1,490
	Task Total	\$6,706
	NON-CONTINGENT SUBTOTAL	\$24,379
5	Phase I Contingent Tasks	
5.1	Contingent Meeting #A1	\$1,490
5.2	Contingent PMT Meeting #A	\$488
5.3	Contingent PMT Meeting #B	\$488
	CONTINGENT SUBTOTAL	\$2,466
	Phase I PROJECT TOTAL	\$26,845

G. PHASE II PROJECT SCHEDULE and BUDGET

Task	Deliverable	Schedule by Month from Notice to Proceed
6	Draft Development Ordinance	March–June 2018
6.1	Draft Amendments	
6.2	PMT Meeting #5*	
6.3	Draft Amendments Version 2.0 - Public Review	
6.4	Joint City Council and Planning Commission Work Sessions #2 and #3*	
6.5	PMT Meeting #6*	
6.6	Draft Amendments Version 3.0	
6.7	Planning Commission Public Hearing #1*	
6.8	Final Draft Amendments*	
6.9	City Council Public Hearing #1*	
7	Development Ordinance Amendments Adoption Draft	June- July 2018
7.1	PMT Meeting #7*	
7.2	Development Ordinance Amendments Adoption Draft*	
7.3	Title VI Report	
8	Phase II Contingent Tasks	
8.1	Contingent PMT Meeting #C*	TBD
8.2	Contingent PMT Meeting #D*	TBD
8.3	Contingent PMT Meeting #E*	TBD
8.4	Contingent Public Forum*	TBD
8.5	Contingent Public Meeting #B2*	TBD
8.6	Contingent Adoption Ordinance*	July 2018

*Combined Consultant and City Task Responsibilities per Section D

PHASE II CONSULTANT DELIVERABLE TABLE and BUDGET

Task	Deliverable	Fixed Amount Per Deliverable
6	Draft Development Ordinance	
6.1	Draft Amendments	\$16,830
6.2	PMT Meeting #5	\$510
6.3	Draft Amendments Version 2.0 - Public Review	\$7,750
6.4	Joint City Council and Planning Commission Work Sessions #2 and #3	\$5,310
6.5	PMT Meeting #6	\$510
6.6	Draft Amendments Version 3.0	\$5,060
6.7	Planning Commission Public Hearing #1	\$2,660
6.8	Final Draft Amendments	\$4,320
6.9	City Council Public Hearing #1	\$2,660
7	Development Ordinance Amendments Adoption Draft	
7.1	PMT Meeting #7	\$510
7.2	Development Ordinance Amendments Adoption Draft	\$1,770
7.3	Title VI Report	\$0
	<i>NON-CONTINGENT SUBTOTAL</i>	<i>\$47,890</i>
8	Phase II Contingent Tasks	\$
8.1	Contingent PMT Meeting #C	\$510
8.2	Contingent PMT Meeting #D	\$760
8.3	Contingent PMT Meeting #E	\$530
8.4	Contingent Public Forum	\$4,240
8.5	Contingent Public Meeting #B2	\$780
8.6	Contingent Adoption Ordinance	\$1,820
	<i>CONTINGENT SUBTOTAL</i>	<i>\$8,640</i>
	Phase II PROJECT TOTAL	\$56,530