



Community and Economic Development Department

City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-8969
Fax 541-367-5007
www.sweethomeor.gov

A. Goals and Objectives.

The purpose of this project is to complete a Housing Needs Analysis (HNA) and update the housing element of the comprehensive plan.

In addition, in the 2019 Oregon Legislative Session House Bill 2001 passed, which applies to cities 10,000 and greater in size. Sweet Home's population is currently 9,612 as of 2017 and is projected to surpass 10,000 in the near future. The HB 2001 funding is primarily for cities larger than 10,000 in population but allows funding for a HNA for cities smaller than 10,000. The City of Sweet Home is projected to surpass 10,000 in the near future and wants to provide adequate needed housing.

In 2001, the City of Sweet Home contracted with ECONorthwest to prepare a Housing and Economic Analysis. Since then, housing trends, State policies, buildable lands, and other factors have changed. The proposed project is in response to circumstances that have changed significantly since the last major revision. A full evaluation of the housing element of the comprehensive plan has not been completed since 2001. Since 2001 housing affordability has become a prominent national issue and the housing needs of the community have changed significantly. A HNA should be updated regularly to ensure opportunity for the provision of adequate numbers of needed housing units, the efficient use of buildable land within urban growth boundaries, and to provide greater certainty in the development process so as to reduce housing costs.

Furthermore, the City of Sweet Home completed an Economic Opportunities Analysis (EOA) in April 2017. The EOA identifies that land in the Recreational Commercial Zone provides the city with an opportunity for economic development, but the current zoning is a barrier to most types of employment uses. The report recommended zone changes or the expansion of commercial or industrial uses allowed in the implementing zone. If the city expands the commercial or industrial uses in the implementing zones this could attract economic development to the city. The increase in economic development could lead to additional workforce housing demand. Therefore, the next logical step for the city is a HNA and to complete a development code update to ensure adequate housing supply.

The process will allow the city to take a holistic look at the existing and projected conditions in the city and refine the housing comprehensive plan element based on new information, changing housing needs, population growth, and other factors. The result will be a comprehensive plan housing element that positions the City of Sweet Home to encourage housing development in the city based on the identified housing needs and community vision and meet the community's housing needs.

The updated housing element and HNA will serve as the foundation for future development in the City of Sweet Home. Once the review period for the final housing element is finished the plan is anticipated to be adopted and will amend the comprehensive plan housing element (chapter four). By adopting this plan and the amendments, the city will ensure it is in compliance with applicable laws, rules,



regulations, plans, and programs. Importantly, the update will also ensure that the comprehensive plan reflects current community conditions and values.

B. Products and Outcomes.

The City of Sweet Home expects that this project will result in an updated Comprehensive Plan Housing Element and Housing Needs Analysis for the City.

We believe these products will result in clear, adopted City policies that clearly direct the Council, Planning Commission, and City Staff regarding the needed mix of housing types, location of housing and housing types, and any changes necessary to remain compliant with State and Federal housing policies and laws.

The City expects that the adoption of an updated Housing Needs Analysis will be a clear signal to developers, realtors, and employers that an increase in the housing supply is a major City priority. In addition, The City expects that theses updated documents will dictate this priority internally, and will result in the streamlining of regulatory processes that may currently hinder residential development within the City.

As a low-income community, the City expects that the improvements in housing development that will come from these updated policies will result in socioeconomic gains among all residents of the City.

C. Work Program, Timeline & Payment.

Sweet Home Housing Needs Analysis

Task 1: Project Kick-Off

Timeline: September, 2021

The purpose of the project kick-off is for Consultant to become familiar with local conditions and with the City of Sweet Home's planning documents, 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 contact City via conference call, or in person to inquire about establishing project expectations and familiarize themselves with city-specific concerns. Consultant will verify the action items identified through this initial conference call with the participating 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 and with mutual agreement by the City and the Consultant.

Task 1 Consultant Deliverables:

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



Task 1 City Deliverables:

- Copy of relevant comprehensive plan and code sections
- Building permit and housing data to support the Housing Needs Analysis.

Task 2: Housing Needs Projection

Timeline: October 1, 2021 – January 31, 2022.

Consultant will prepare a draft housing needs projection consistent with OAR chapter 660, division 8, as applicable. The housing needs projection will be used to determine the City's residential land need in Task 4. The housing needs projection will be developed based on discussion with a project advisory committee at one or more committee meetings.

City will schedule, and provide notice and an agenda, for one advisory committee (AC) meeting to review the draft housing needs projection product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

Task 2 Consultant Deliverables:

- Draft housing needs projection
- Presentation materials to explain preliminary analyses and findings to the advisory committee, the public, and interest groups (AC #1)
- Advisory committee meeting notes

Task 2 City Deliverables:

- Advisory committee appointments
- Advisory committee meeting notices and agendas

Task 3: Buildable Lands Inventory (BLI)

Timeline: February 1, 2022 – May 30, 2022

Consultant will prepare a draft inventory of buildable land consistent with OAR chapter 660, division 8, as applicable. The BLI will be used to determine the City's residential land need in Task 4. The BLI will be developed based on discussion with a project advisory committee at one or more committee meetings.

City will schedule and provide notice and an agenda for one advisory committee meeting to review the draft BLI product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

City will schedule one public workshop or open house to present draft housing needs and buildable lands data and findings. City will solicit input from the public on the draft deliverables. Consultant will coordinate with City on meeting arrangements and facilitate the public meeting(s).

Task 3 Consultant Deliverables:



- Draft BLI
- Presentation materials to explain preliminary analyses and findings to the advisory committee, the public, and interest groups (AC #2)
- Advisory committee meeting notes
- Public meeting summary

Task 3 City Deliverable:

- Advisory committee meeting notices and agendas
- Public meeting notice(s)

Task 4: Residential Land Needs Analysis (RLNA)

Timeline: June 1, 2022 – September 30, 2022

Based on the outcomes of Tasks 2 and 3, Consultant will prepare a draft RLNA that addresses how much land and what zoning the City needs to accommodate its Housing Need, comparing the demand and supply provided in the deliverables produced in Tasks 2 and 3. The RLNA will be developed based on discussions with a project advisory committee at one or more committee meetings.

If the analysis shows that the Housing Need cannot be accommodated by the City's existing comprehensive plan, the RLNA will be developed concurrently with Task 5 in order to consider accommodating Housing Needs through changes to the comprehensive plan and land use regulations as required by OAR chapter 660, divisions 8 and 24.

City will schedule and provide notice and an agenda for one advisory committee meeting to review the draft RLNA product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

Task 4 Consultant Deliverables:

- Draft RLNA
- Presentation materials to introduce preliminary residential land need analyses and findings to the advisory committee, the public, and interest groups (AC #3)
- Advisory committee meeting notes

Task 4 City Deliverable:

- Advisory committee meeting notices and agendas

Task 5: Measures to Accommodate Needed Housing

Timeline: June 1, 2022 – September 30, 2022

Consultant will identify options for changes to the City's comprehensive plan and land use regulations to address housing and residential land needs determined in previous tasks. This task may be completed concurrently with Task 4.



City will schedule and provide notice and an agenda for one or two advisory committee meeting to review the housing-accommodation product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

City will schedule one public workshop or open house to present draft residential land need and housing accommodation data, findings, and recommendations. City will solicit input from the public on the draft deliverables. Consultant will coordinate with City on meeting arrangements and facilitate the public meeting(s).

Task 5 Consultant Deliverables:

- Options for changes to City's comprehensive plan and land use regulations to address housing and residential land needs
- Presentation materials to introduce housing accommodation recommendations to the advisory committee, the public, and interest groups (AC #4, AC #5 if needed)
- Advisory committee meeting notes
- Public meeting summary
- Final draft hearings-ready HNA

Task 5 City Deliverables:

- Advisory committee meeting notices and agendas
- Public meeting notice(s)

Task 5: Adoption

Timeline: October 1, 2022 – November 30, 2022

The City of Sweet Home will schedule and provide notice and an agenda for hearings to adopt the Housing Needs Analysis and associated updates to the Local Government's comprehensive plan and development code. Consultant will coordinate with the City on hearing arrangements and present updates to the Planning Commission and City Council.

Task 5 Consultant Deliverable:

- Presentation materials to explain final draft updates to the hearings body or bodies

Task 5 Local Government Deliverables:

- Hearings notices, agendas, and minutes

D. Evaluation Criteria.

As the City of Sweet Home is a low-income community in east Linn County with limited financial means that is facing a significant shortage of housing in the face of increasing demand, we feel that the City fits very well with the goals and priorities of this program.

Our top priority is to create a housing needs analysis (HNA) in accordance with ORS 197.296 and OAR chapter 660, division 8. Our current HNA was adopted over 20 years



ago and is woefully out-of-date. While our current population (estimated at 9,415 for 2020, US Census data is pending) is under 10,000, due to our housing demand and an uptick in development, we expect to exceed 10,000 within the next three years.

This project will be conducted in a manner that is entirely consistent with statewide planning goals. Since the majority of the work will be performed by hired consultants, City believes the objectives of this project are very reasonably achievable.

In the past the City has performed well with state grants, and has adequate capacity and capability to manage this project. We have completed or are on track to complete all of our state grant-funded projects on time and within budget. This project will be managed by our Community & Economic Development Director, who has managed several such projects in the past.

E. Project Partners.

The City expects that a consultant will do the bulk of the work, as directed and managed by City Staff. In addition, the Oregon Cascades West Council of Governments will play an advisory role, through its planning contract with the City.

F. Advisory Committees.

The City Council will appoint an ad hoc housing advisory committee specifically for this project. This committee will consist of one member of the Planning Commission, one member of the City Council, and three (3) Sweet Home citizens.