Link to view meeting virtually youtube.com/@cityofcreswell1909

CRESWELL CITY COUNCIL
WORK SESSION AGENDA

JUNE 22, 2026
Creswell City Hall - McCluskey Chambers
13 South 1st Street
6:00 P.M.

Mayor Nicholas Smith Presiding
City Councilors:
Alonzo Costilla, Alan Dukes, Staci Holt, Clark Kent
Mark Kremer, Joan Morris

Please silence your cell phones as a courtesy to everyone

Open Meeting

Pledge of Allegiance

1. **Committee Reports – 5 minutes**

   A. **Parks and Tree Advisory Board (5 minutes)**

2. **Discussion Items – 10 minutes**

   A. **2026 UGB Expansion Area Planning Application – Planning Technician Fabian Gomez Hernandez (10 minutes)**

3. **Adjournment**

The meeting location is wheelchair accessible. Anyone needing special accommodations (hearing impaired, language translation, large print, etc.) please make your request to Caitlin Born at least 2 Business Days prior to the meeting at 541- 895-2531. Creswell is an Equal Opportunity provider and employer and complies with Section 504 of the Rehabilitation Act of 1973. Questions about this agenda from the hearing impaired can use TTY and call at 1-800-735-2900; Spanish TTY at 1-800-735-3896.

Committee Reports
Agenda Item No. 1

Discussion Items
Agenda Item No. 2

MEMO

To: Vincent Martorello, City Manager

From: Fabian Gomez Hernandez, Planning Technician

Re: 2026 UGB Expansion Area Planning Application

Date: June 11th, 2026

The City of Creswell has applied for the 2026 UGB Expansion Area Planning Grant. This grant from the Department of Land Conservation and Development (DLCD) provides technical assistance and grants to local governments. The planning process will find ways to mitigate a potential development challenge on site. This development challenge being wetlands found in the area. The grant will aid in the creation of a wetland plan; this plan is intended to prepare the site for future development.

Grant Background

The Department of Land Conservation and Development (DLCD) received funding from SB 1537 and SB 5528 to provide technical assistance and grants to local governments. This program was approved by the 2024 and 2025 Legislature. The grant covers payment for planning projects to help comply with housing laws, assistance that reduces permitting and land use barriers to housing production, and to support reliable and effective use of local procedures and standards. This grant is meant to activate land that is either;

A) In the UGB but has not been annexed in part because of constraints.
B) Has been annexed but has not been developed in 20+ years in part because of constraints.

The grant does not require a match. The entire project is $20,000 for Wetlands Planning.

Site Properties

The site selected abuts a State Highway, H-99. The grant would be used to contract a consultant to delineate wetlands that have constrained past projects and have led to the property in question being mainly undeveloped for over two decades. The planning process would lead to an actionable wetlands plan that would lead to a major development hurdle to be mitigated. This would lead to a more streamlined approach for development of the properties.

Required Items

The grant requires a local official letter of support from the governing body that demonstrates support for the project.

Department of Land Conservation and Development

Application for Urban Growth Boundary (UGB) Expansion Area Planning Grants & Consultant Support

2026

Contents

Program Description	1
Who Can Apply	1
Grant Program Contacts	1
Award Types	2
Eligible Projects and Evaluation Criteria	2
Review Process	4
Eligible Costs	5
Application Instructions	5
Reservation of Rights	6
Important Dates	7
Application	Attached

URBAN GROWTH BOUNDARY EXPANSION AREA PLANNING PROGRAM OVERVIEW

PROGRAM DESCRIPTION

The Housing Accountability and Production Office (HAPO) within the Department of Land Conservation and Development (DLCD) provides technical assistance to help Oregon communities prepare and update local land use plans and implement ordinances to support consistency with the Oregon land use system.

Senate Bill 1537 (2024 Session) appropriated HAPO $4 million for the purpose of providing technical assistance and grants to local governments. SB 5528 (2025 Session) appropriated HAPO an additional $3.5 million for the 2025-27 biennium.

This funding assistance is directed under Section 1(2)(a) of Oregon Laws 2024 Chapter 110, and requires the Office to provide technical assistance, including assistance through grants, to local governments to:

A. Comply with housing laws,

B. Reduce permitting and land use barriers to housing production, and

C. Support reliable and effective implementation of local procedures and standards relating to the approval of residential development projects.

Under Oregon Laws 2024 Chapter 110, Section 1(2)(a), DLCD is authorized to support comprehensive planning for land within a city's urban growth boundary that is not yet annexed and requires annexation to facilitate development.

The deadline for all applications is June 5th, 2026.

WHO CAN APPLY

Applications will be accepted from cities.

GRANT PROGRAM CONTACTS

DLCD and HAPO staff are available to answer your questions regarding application requirements and status. The first point of contact is the regional representative for your jurisdiction. You can find the regional representative assigned to your jurisdiction or region at https://www.oregon.gov/lcd/CPU/Pages/Regional-Representatives.aspx.

If you cannot contact your regional representative, please contact Kieran Turnbull, at 971-458-3270 (cell), or via email at: kieran.turnbull@dlcd.oregon.gov

AWARD TYPES

DLCD offers two types of grant funding awards to provide flexibility for jurisdictions 1) Government-to-government "direct" grants between DLCD and the applicant and 2) DLCD "consultant-provided" contracts on behalf of the applicant. When applying for funding under this application, jurisdictions must select which award type they are seeking. The award types are described in more detail below.

"Direct" Grants

A "Direct" grant is an award that DLCD provides directly to a jurisdiction to implement the project. In this case, the local government may use grant funds to fund their own staff or contractors to complete the project. Direct grants between DLCD and the local government are typically completed more quickly than DLCD "consultant-provided" contracts because any procurement or external party contracting responsibility is that of the local government.

"Consultant-Provided" Contracts

DLCD will contract with experienced consulting teams to support local governments to complete projects funded under the UGB Expansion Area Planning Program. If a jurisdiction does not wish to take on the responsibility of their own procurement process to find a qualified contractor, DLCD will contract with a consultant on behalf of the local jurisdiction. DLCD would manage the administration of the contract including but not limited to invoicing, amendments, and contract close-out on behalf of the local jurisdiction.

ELIGIBLE PROJECTS: AND EVALUATION CRITERIA

The UGB Expansion Area Planning Program will support local governments in completing the comprehensive planning for land within a city's urban growth boundary that is not yet annexed and requires annexation to facilitate development.

Eligible projects may include:

1) Analysis to address all applicable Statewide Land Use Planning Goals within the unannexed area, including natural and cultural resources, hazards, parks, transportation, and public facilities.

2) Identification of specific land use designations in the unannexed area

3) Community engagement

4) Adoption of comprehensive plan amendments, zone designations, and provisions for annexation within the unannexed area

DLCD will use the Planning Assistance evaluation review criteria, described in Sections 1 through 5 below, to evaluate applications. Please address these, as applicable, in your application attachment.

Projects are not expected to satisfy non-mandatory criteria, but those that rate well under one or more of them will have an improved likelihood of receiving funds.

1. Project Objectives

The *project objectives* are clearly stated; address the problem, need, opportunity, and issues; are defined in a manner consistent with the statewide planning goals; and directly relate to a clear statement of expected outcomes. The project objectives need to be reasonably achievable within the project budget and timeline.

2. Program Priorities

The project addresses the *program priorities* as follows:

a. Overall significance of the unannexed area in meeting the city's and region's housing need – what portion of the city's and region's total housing need would be fulfilled in the project area?

b. Total production – How many housing units may be developed?

c. Affordable production – How many affordable housing units[1] may be developed and at what level of affordability?

d. Activating stagnant land – How long has the project area been within the UGB but unannexed?

e. Affirmatively furthering fair housing – How will annexing and zoning this land contribute to fair housing choice in your city? Fair housing choice means individuals and households having the information, opportunity, and options to live where they choose, including in areas with access to opportunity and in

[1] An "Affordable housing unit" is a unit that is obligated to serve households at 80% or below of Median Area Income for no less than 30 years

integrated areas, as further defined in OAR 660-008-0005(19). How will diversity of housing types, diversity of housing characteristics like accessibility or multi-generational living, and other considerations, be addressed in the project area?

f. Other state investment – Are there existing or prospective investments by other state agencies that can be leveraged or unlocked to support production?

g. Local capacity or resource gap – Does the local government face substantial resource or capacity constraints that inhibit the ability to perform the work?

h. Severity and complexity – Are the barriers to housing production significantly severe or complex to warrant commensurate assistance to address?

3. Project Description

The *approach, budget (if requesting a direct grant), products, and timing* are defined for every task and are reasonable considering the benefits of the project and the work proposed is reasonably likely to achieve the project objectives.

Priority will be given to applications that provide detailed project descriptions with well-defined tasks, products, and timelines.

4. Grantee Capacity

The application and past performance on grant-funded projects (where applicable) demonstrate that there is *adequate local capability* to successfully manage the project. DLCD may consider past performance on grant-funded projects as a prioritization factor of submitted applications.

5. Leverage

Local matching contributions demonstrating commitment to the project. Matching contributions are *not mandatory* for an application to be successful, but a demonstration of local commitment can tip the balance in favor of some applications. Matching funds do not need to be from the applicant's budget – they could come from another state agency, a federal agency, or a foundation. In-kind and other non-cash match are also considered, such as staff time dedicated to a project.

REVIEW PROCESS

Applications will be reviewed considering the evaluation criteria explained above. DLCD will award those applications that best satisfy these criteria.

DLCD will notify applicants of award decisions at the earliest time possible. To start projects as soon as possible, DLCD is aiming to

notify applicants of award decisions within 30 days of the application period close, but this is subject to change. Unsuccessful applications may be reconsidered if additional assistance becomes available.
Once awards are determined, the assigned HAPO grant manager will work closely with the awardee to complete the statement of work or project description and execute agreements. This will be completed at the earliest time possible; past experience indicates this phase can take 60 to 90 days after notice of award to complete a grant agreement and up to several months to execute a contract with a DLCD-provided consultant. DLCD staff aims to **execute grant agreements and consultant contracts by approximately September 30th, 2026.** This process can take longer depending on the complexity of the statement of work.

ELIGIBLE COSTS

Funds may be expended only for direct project-related costs associated with the funded project. Eligible costs include salary of staff assigned to the project, consultant fees, postage, supplies, and printing. Equipment purchases and indirect costs, including general administrative overhead and software costs, are not eligible.
Costs incurred prior to the execution date of an executed agreement are <u>not eligible</u> project costs and cannot be reimbursed. This includes costs of preparing the application, preparing a statement of work or project description, and any other work completed before agreement execution.

APPLICATION INSTRUCTIONS

1**. Complete the application.** Be specific and thorough in describing all anticipated work products as described in the application form. Submit application materials **by midnight June 5th, 2026,** to:

By e-mail to: DLCD.HAPO@DLCD.oregon.gov

Please note that we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to HAPO by emailing kieran.turnbull@dlcd.oregon.gov. Contact as soon as possible.

2. **Include a resolution or letter from the governing body of the city demonstrating support for the project.** The application must include a resolution or letter from the governing body of the city demonstrating support for the project. The letter of support may be received by HAPO after the application submittal deadline, but it must be received before planning assistance is awarded.

3. HAPO will confirm receipt of applications by e-mail, review applications promptly, contact applicants if additional information is needed to complete review, and notify applicants of our decision.

RESERVATION OF RIGHTS

DLCD reserves all rights regarding this funding opportunity, including, but not limited to, the right to:

- Amend or cancel this funding opportunity without liability if DLCD decides to do so.
- When appropriate, DLCD will issue revisions, substitutions, or clarifications as addenda to this funding opportunity. Changes and modifications to the funding opportunity shall be recognized only if in the form of written addenda issued by DLCD and posted on the website: https://www.oregon.gov/lcd/About/Pages/Grants.aspx
- Set a maximum award amount per recipient organization and set a maximum amount per client.
- Waive any minor informality or non-conformance with the provisions or procedures of this funding opportunity.
- Seek clarification of any application.
- Negotiate the requirements described in this funding opportunity.
- Reject any application upon a finding by DLCD that accepting the application may impair the integrity of the solicitation process or that rejecting the application is in the best interest of DLCD as determined by DLCD, in its sole discretion.
- Verify any information or endorsements included in the application or letters of support to ensure accuracy.
- Approve funding awards for less than the amount requested by an applicant.
- Adjust the amount of funding and negotiate modifications to the applicant's project and budget prior to the execution of a grant agreement and related legal documents for the award.

Approval of an application will be conditional and subject to further review and execution of an agreement. Agreements may also be subject to review and approval by the Oregon Department of Justice.

Applicants will not receive awarded funds until documents required in the Notice of Intent to Award and any follow-up documents have been submitted and are deemed satisfactory by HAPO and an agreement is executed.

Pre-award costs are not eligible for funding unless expressly authorized by DLCD, in its sole discretion.

DLCD also reserves the right to amend any agreement that is issued as a result of this funding opportunity.

Important UGB Expansion Area Planning Program Dates

Date	Milestone
March 30th, 2026	Application period opens; materials distributed
April 9th, 2026 | 11 AM – 12 PM	Webinar – Overview and Q & A Register Here
June 5th, 2026	Application period closes; materials submittal deadline
Early July 2026	Anticipated funding decision; award notices sent
July – September 2026	Direct grant agreements anticipated execution
July – September 2026	Consultant contract anticipated execution
End of 2029	Project completion deadline