

SCHEDULE, PRODUCTS, AND BUDGET

Pre-Task Submittals

The consultant contract required by Project Requirement 7, the report on task responsibilities required by Project Requirement 8a, and the Steering Committee contact list required by Project Requirement 8b in this Project Description and Budget will be submitted.

Timeline: Effective date through June 30, 2018

Pre-task report budget: \$0

Task 1: Project Background/ Plan Reviews

The consultant, with assistance from the Grantee, will conduct background research, including a review of existing land uses, zoning, plan policies, and development codes that apply in the downtown/project study area. The research will also include previous plans and studies for the downtown/study area, economic and demographic data for the community, and historic and current photos of the study area.

Products:

- a. Technical Memo (or comparable) that compiles the project background documents, maps, photos, etc.
- b. Steering Committee Meeting #1 – Project Kick-off

Timeline: July 1, 2018 through July 31, 2018

Task 1 budget: \$1,500

Task 2: Physical Analysis of Downtown/Study Area

The consultant, with guidance from the Grantee, will conduct fieldwork to document and evaluate the study area's general physical characteristics through mapping, measurements, field notes, and photography. Based upon the field research, the consultant will evaluate existing conditions with an emphasis on the following: Existing land uses; vacant sites; buildings/sites with redevelopment potential; streetscapes; streets and parking; existing/potential stormwater facilities; existing/potential public spaces and locations for affordable housing; pedestrian safety and circulation; and, physical appearances of gateways leading into the downtown.

Products:

- a. Technical Memorandum (or comparable) that documents the study area physical characteristics and existing conditions
- b. Steering Committee Meeting #2 – Review memo on physical characteristics and existing conditions of downtown/study area; identify stakeholders for individual and group interviews

Timeline: August 1, 2018 through September 30, 2018

Task 2 budget: \$3,750

Task 3: Stakeholder Interviews and Community Engagement

The consultant, with guidance from the Grantee, will interview key business owners, community organizations, and other stakeholders. The consultant will present to the Steering Committee key findings from the stakeholder interviews. The consultant and Grantee will convene and facilitate an interactive public meeting that includes the following components: Introductions; Project Process and Objectives; Downtown/Study Area Challenges and Opportunities; Identification of other Model Downtowns; Visual Preference Survey; and, Solicitation of Public Comments.

Products:

- a. Technical Memorandum (or comparable) that reports on key findings from stakeholder interviews
- b. Steering Committee Meeting #3 – Presentation on key findings from stakeholder interviews
- c. Public Meeting #1

Timeline: September 1, 2018 through October 30, 2018

Task 3 budget: \$2,250

Task 4: Downtown Concept Plan Development

Consultant, with assistance from the Grantee, will facilitate a public design charrette with PAC members and key stakeholders. The consultant will develop an illustrative map of the study area with project locations. Based on input from the steering committee, stakeholders, and public, the consultant will develop concept plans for the downtown gateway areas and each streetscape with integrated stormwater facilities (including street sections for Pioneer Street, Main Street, North Shore Drive, and Moss Street). The consultant, with assistance from the Grantee, will gain feedback from the steering committee and public on the concept plans.

Products:

- a. Downtown Design Charrette
- b. Technical Memorandum (or comparable) that highlights Design Charrette Outcomes
- c. Study Area Map including Project locations
- d. Concept Plans for the Downtown Gateway Areas
- e. Concept Streetscape Plans with Integrated Stormwater Facilities (including Street Sections for Pioneer Street, Main Street, North Shore Drive, and Moss Street)
- f. Steering Committee Meeting #4 – Review and Refine Concept Plans
- g. Public Meeting #2 – Feedback on Concept Plans

Timeline: November 1, 2018 through December 31, 2018

Task 4 budget: \$11, 250

Interim Payment

Reimbursement **up to \$18,750** upon submittal of pre-task reports and the Products listed in Tasks 1-4. Submit Products and a signed Attachment C, Request for Reimbursement Form on digital media to the Grant Manager and the Grant Administrative Specialist to the addresses listed in Attachment B, DLCD Contact Information.

Task 5: Policy and Code Amendments Development

Based on background information collected in Task 1 and public comments received, the consultant will develop a set of recommended comprehensive plan policy amendments and a set of recommended development code amendments to advance implementation of the downtown vision.

Products:

- a. Recommended Comprehensive Plan Policy Amendments
- b. Recommended Development Code Amendments
- c. Steering Committee Meeting #5 – Review proposed Plan and Code Amendments

Timeline: January 1, 2019 through February 15, 2019

Task 5 budget: \$4,500

Task 6: Prioritized Capital Improvement Plan and Implementation Strategy

Consultant to develop descriptions, details, and cost estimates for individual capital improvement project concepts and create an implementation strategy to complete the identified projects and programs.

Products:

- a. Technical Memorandum (or comparable) that provides descriptions, details, and cost estimates for individual capital improvement concepts
- b. Technical Memorandum (or comparable) that provides an implementation strategy to complete the individual capital improvement projects and programs
- c. Steering Committee Meeting #6 – Capital Project Prioritization

Timeline: January 1, 2019 through February 15, 2019

Task 6 budget: \$3,750

Task 7: Review of Draft Lowell Downtown Master Plan

Consultant to produce draft Lowell Downtown Master Plan, solicit feedback on the draft document from the Steering Committee and public, and make amendments, as appropriate. Consultant, with support and direction from Grantee, will submit the draft plan and sets of

associated plan policies and development code amendments to the Lowell Planning Commission and City Council for review.

Products:

- a. Draft Lowell Downtown Master Plan
- b. Steering Committee Meeting #7 – Review Draft Lowell Downtown Master Plan

Timeline: February 1, 2019 through March 16, 2019

Task 7 budget: \$2,500

Task 8: Public Hearings and Adoption

Grantee, with assistance from consultant, will present the hearings-ready draft Lowell Downtown Master Plan and associated comprehensive plan policies and zoning code amendments at public hearings before the Lowell Planning Commission and City Council. The City Council will adopt the Downtown Master Plan and associated plan policies and code amendments.

The public hearing schedule is generally as follows:

- April 4, 2019 – Initial Public Hearing before the Lowell Planning Commission
- April 17, 2019 – Continuation of Planning Commission Public Hearing (if necessary); Recommendation to City Council
- May 7, 2019 – Final Public Hearing before the Lowell City Council
- May 21, 2019 – Continuation of City Council Public Hearing (if necessary); Adoption

Submit 35-day notice. Prepare and submit hearings-ready Products from Task 1 and 2 online at 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 1 and 2 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 E, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation.

Submit Notice of Adoption. Prepare and submit signed ordinance(s) adopting the Products from Tasks 1 and 2 online at 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 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 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.

Products:

- a. Notice of Proposed Change
- b. Hearings-ready Draft Lowell Downtown Master Plan
- c. Hearings-ready recommended Comprehensive Plan Policy Amendments and Development Code Amendments
- d. Minutes of meetings and hearings with the planning commission and city council
- e. Signed ordinance(s) adopting the plan amendments
- f. Notice of Adoption

Timeline: March 19, 2019 through May 31, 2019

Task 8 budget: \$500

Final Payment

Reimbursement of **up to \$11,250** and the balance of previously unused grant funds from Interim Payment upon submittal of Products listed in Tasks 5-8. Submit the Products and a signed Attachment C, Final Closeout Form acceptable to DLCD on digital media to the Grant Manager and the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information **no later than May 31, 2019.**

Budget Summary

Task 1 – Project Background / Plan Reviews	\$1,500
Task 2 – Physical Analysis of Downtown / Study Area	\$3,750
Task 3 – Stakeholder Interviews and Community Engagement	\$2,250
Task 4 – Downtown Concept Plan Development	\$11,250
Task 5 – Policy and Code Amendments Development	\$4,500
Task 6 – Prioritized Capital Improvement Plan and Implementation Strategy	\$3,750
Task 7 – Review of Draft Lowell Downtown Master Plan	\$2,500
Task 8 – Public Hearings and Adoption	\$500
TOTAL	\$ 30,000