

1. 2:00 P.M. Agenda

Documents:

[2023-06-13 Public Works And Streets Agenda.pdf](#)

2. Meeting Material

[2023-04-Financial-Report-Public-Works](#)

Documents:

[May Status On Public Works Items.pdf](#)

[2023-05-09 Meeting Summary Public Works.pdf](#)

[2021 Transportation Growth Management Grant Application - 34.Pdf](#)

[The 2023 Transportation And Growth Management.pdf](#)

[TGM 2023 Application FINAL.pdf](#)

[Independence 2018-TGM-App-Final.pdf](#)

[TSP Communication.pdf](#)



CITY OF YACHATS  
**PUBLIC WORKS & STREETS COMMISSION MEETING**  
**Tuesday June 13, 2023, at 2:00pm**  
To Be Held Via Zoom & In Person Located at:  
Commons Bldg., Civic Meeting Room 1  
441 Hwy 101 N., Yachats OR 97498

City of Yachats is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/86437265216>

Meeting ID: 864 3726 5216

One tap mobile

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**AGENDA**

- I. Meeting Called to Order
- II. Announcements and Correspondence
- III. Citizens' Concerns (limited to items not on the agenda, 5-minute limitation per person)
- IV. Reports
  - a. Public Works Report (Rick & Dave)
  - b. Finance Report (Groth)
  - c. Emergency Preparedness Report (Cox)
  - d. Meeting Summary (Informational)
- V. Current Business
  - a. PW & SC May/June Status (West)
  - b. Safety Concerns (Phipps)
- VI. New Business
- VII. Other Business
  - a. From Commission
  - b. From Staff

This meeting is open to the public, and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review on the City website at [www.yachatsoregon.org](http://www.yachatsoregon.org). In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance.  
Posted 05/31/2023 By: Kimmie Jackson, Deputy City Recorder

1. HWY 101 Delineators:
  - a. The agreement with ODOT needs a signature by the city to proceed.
    - i. Mayor is being approached to help have this moved forward.
  - b. Next step will be hiring an Engineer for design, with ODOT approval.
    - i. Research and selection of delineators
    - ii. Survey of the area & design layout of the delineators
    - iii. Approval of design by ODOT
    - iv. Project put out to Bid, Bids approved by City & ODOT
    - v. Project begins.
2. East 2<sup>nd</sup> Street Work:
  - a. Pre-Construction Meeting has occurred with Contractor.
  - b. Estimating a July start
    - i. Once date pinned down neighborhood will be notified
    - ii. 45day construction period
3. South Lincoln Water Dist:
  - a. Rick continues creating a relationship with them.
  - b. Need to establish and verify their water rights and measure the actual amount of water they have access to at critical times.
  - c. Determine actual requirement for upgrade of Dick Forks Water Plant
4. Stormwater Master Plan:
  - a. Westech Engineering is very busy and identified that it would be some time before they could start.
  - b. Rick with a little arm twisting has them on site reviewing City conditions as of this writing and they have indicated we will have the Study prior to end of this year.
5. SDC Study:
  - a. Determined that because the Water & Wastewater Master Plans are completed, we can get the SDC Study underway and the portion regarding the Stormwater will catch up once it is completed.
  - b. SDC Study is to determine where our charges are according to State Guidelines and to obtain very specific and clear definitions of how the SDC funds can or cannot be used.
  - c. **Needed: Motion** to request Council allow PW to solicit Firms that specialize in SDC Studies and make a recommendation for approval.
6. Emergency Preparedness Committee:
  - a. Due to CM not signing the Grant with Lincoln County we lost out on receiving \$2500 towards preparing for Disasters.
  - b. Need for City to sign MOU with South Lincoln Fire District so the Conex can be purchased, placed and filled. (It has been requested of the Mayor to sign) **(Mayor is looking for MOU and will approach Council for signature)**
  - c. Need to determine with Mayor process to spend the authorized monies to complete contents of the two existing conex's asap so this can be done.

7. Utility Rates:
  - a. Time of the year to determine amount of utility rate increase to keep up with inflation costs and recommend to Council.
  - b. PW is recommending 5.7%
  - c. **Need Motion** from Commission to pass onto City Council & Mayor a recommendation.
  - d. Recommend review of rate tiers after CC approves an increase of the rate.
8. Gimlet Gates:
  - a. Complicated issue. Excessively steep streets with potential hazardous results in driving in bad weather conditions.
  - b. PW recommends that this becomes a City Council issue in the future, after a new CM is hired.
9. La De Da Lane:
  - a. Existing water line with shallow protections over it and City preferring to not improve it.
  - b. PW suggest waiting until Green Space Plan is developed, and Skateboard Park Design approved then coordinate needs regarding use of the Lane and condition it should be: improved or remain as is.
10. Transportation Plan:
  - a. Rick is in process of applying for a grant to assist the city in obtaining a Transportation Study that is currently very much out of date.
    - i. Rick would like Commission assistance in writeup / research etc regarding:
      1. Safety issues and concerns on Hwy and streets ie speeding, crossings etc
      2. Testimonials or letters of concern from citizens of specific issues within various areas of the city and on Hwy 101.
      3. Copy of Waldport Plan has been sent to all Commissioner as an example.
11. Land Acquisition (Adjacent to Water Plant):
  - a. Approach the issue to hire a Real estate Agent to make a contingent offer on the Property that a Geotechnical Study will show the property will physically support up to a total of 3) 250,000-gallon Water storage tanks and a structure.
  - b. **Need a Motion** to pass onto Council.
12. Parking Study:
  - a. PW&SC will be represented at a City Council Meeting in June to support the acceptance of the Parking Study and accepting responsibility of implementing the directions recommended by Planning and given by Council.
  - b. Once approved PW&SC will:
    - i. Review the recommended areas by Council, on site conditions.
    - ii. Create an approach and approximate cost to implement.
    - iii. Submit to Council to approve budget and approach.
    - iv. Put out to Bid those portions required.
    - v. Establish an approach to those items Commissioners can do.

Submitted by: Linn West, Don Growth, Rick McClung (Dave Buckwald unavailable)

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**City of Yachats**  
**Public Works and Streets Commission**  
**Meeting Summary**  
**May 9, 2023**

1. Co-Chair Groth called the meeting to order at 2:00 pm. Present: Kevin Erdahl, Alex Cox, Linn West, Bob Bennett, Don Groth and Don Phipps. Staff: Kimmie Jackson, Deputy City Recorder, David Buckwald, Wastewater Lead, Rick McClung, Water Lead, Holly Hamilton, CIP Coordinator and Councilor Scott.

The item added to the agenda is Hwy 101, reducing the speed limit and crosswalks under Ongoing Business.

2. (0:01:46) Received a \$2,500 grant from Lincoln County Emergency Management and forwarded the documents to the City Manager for signature.
3. (0:02:39) Citizens' Concerns - Received correspondence regarding the unfair utility billing by adding extra weeks on to the water bill which in turns increases the bill and is unfair to the residents that don't use more than 2 units of water a 30-day billing cycle. The correspondence is attached to the online packet.
4. (0:08:33) Public Works Report is attached to the online packet.
5. (0:15:13) Finance Report – Finance report is attached to the online packet. Will add the LID Report to the packet semi-annual moving forward.
6. (0:41:32) Fire Department – meeting was May 8<sup>th</sup>, reviewed the MOU for the Conex; have received the Cascadia report regarding potential sites for the Conex's. There is a \$6,500 contribution from Overleaf/Fireside, \$2,500 grant from Lincoln County, along with the previous \$2,500 grant from last year that has not been spent yet. Have requested the Chair to take the proposal to authorize the spending for the Conex and supplies to the Council. This Committee needs to know what the process is moving forward. In order to access the grant, the City Manager needs to sign the document that was emailed already and it's due May 10. The Planner was aware due to being the previous interim City Manager.
7. (0:54:57) Hwy 101 Delineators contract has been signed and E 2nd Street Bid has been accepted, but unaware of when the work will start, once it starts it will need to be completed within 45 days. The CIP application is for the sidewalks and 804 Trail, Phase II is going South and Phase III is going North, but the grants are not available until a year from January.

- 1 8. (1:00:20) Public Works & Streets/Council Goals regarding Ordinance 209 and the  
2 major changes that it needs. After discussion, will put it off until the next City  
3 Manager. Specifically, to the Parks & Commons, Public Works Commission  
4 should take on revising the ordinance and revisit the goals as well. As far as the  
5 goals that were given to Emergency Preparedness are concerned, they were  
6 unclear of the direction. Would like the Council to be more aware of the  
7 emergency plan from 2019. Commissioner Bennett will forward the cliff-notes to  
8 emergency preparedness and the CIP Coordinator. The document has been  
9 used once already.  
10
- 11 9. (1:20:00) Review of the CIP List – Wastewater and Water CIP list was distributed  
12 and will attach to the online packet.  
13
- 14 10.(1:34:01) Crosswalks, rapid light and speed limits – After the commission  
15 discussed the possible changes to add crosswalks, lower the speed limit , and to  
16 install additional rapid lights all on Hwy 101. The City can conduct their own  
17 investigation or have ODOT. Will continue discussion and add to the meeting in  
18 June.

19  
20 No further business to discuss, meeting adjourned by West at 3:58pm.

21 Prepared by Kimmie Jackson Deputy Recorder on May 11, 2023.

# 2021 Transportation Growth Management Grant Application

## Instructions

Be sure to download and review the [2021 Application Packet](#) and [2021 Application Instructions](#) before filling out this grant application.

You can save your progress and revisit this form at any time by clicking the "Save" button at the bottom of the page.

***Applications must be received by July 30, 2021 at 11:59 p.m. (PDT)***

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## Applicant information

**Instructions:** Complete this information for the applicant. Provide both a designated contact and an authorized representative (if different than the designated contact) for your entity.

### Primary applicant jurisdiction

City of Independence

### Mailing address

555 Main Street, PO Box 7, Independence, Oregon 97351

### Website

<http://www.ci.independence.or.us>

### Contact person name

Fred Evander

### Contact person title

Community Planner

### Contact phone

(503) 837-1168

### Contact email

[fevander@ci.independence.or.us](mailto:fevander@ci.independence.or.us)

Would you like to receive TGM news and updates?

Yes

Authorized representative name, if different from the applicant contact

Authorized representative title

Phone

Email

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## List other participating local jurisdictions (if any)

Participating local jurisdiction

Providing match?

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## Project name and location

### Project title

Central Talmadge Plan

*Project area: Using either of the two fields below, attach a map of the project area or describe the area your project is located in.*

### Option 1: Project area map

tgm\_exhibit\_final\_reduced.pdf

### Option 2: Project area description

### ODOT region (1-5)

Region 2

[ODOT Region Map](#)

### Type of grant

Category 2: Integrated Land Use & Transportation Planning

### Summary description of project

This project would complete a subarea plan transform an auto-oriented, strip commercial portion of the City of Independence, centered around Central High School and Central Plaza Shopping Center, into a mixed-use center. As envisioned, the plan would build on the alternative transportation routes and amenities identified in the 2021 Independence Transportation System Plan and identify zoning changes necessary to promote a more vital, walkable/bikeable, mixed-use development pattern in the area.

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## Project cost table

**TGM funds requested**

**Consultant**  
\$88,000.00

**Local reimbursement**  
\$12,000.00

**Total TGM funds requested**  
\$100,000.00

**Local match**

**Minimum Match (Calculated)**  
\$13,636.36



**Match to be provided**

**Labor, supplies and services during project**  
\$12,000.00

**Payment when Intergovernmental Agreement is signed**

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## Certifications

### Certifications

This application was prepared by staff of the primary applicant or staff of one of the involved jurisdictions

### Certifications checkbox

By checking this box, I certify that my organization listed above supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Transportation and Growth Management funds. I further certify that matching funds are available or will be available for the proposed project.

---

## Eligibility requirements

Applications are reviewed on a pass/fail basis on each of the following three requirements.

Applications found to not meet each of these requirements will not be scored against the award criteria and will not be awarded a grant.

### 1. Clear transportation relationship

A proposed project must have a clear transportation relationship and produce transportation benefits. A project must entail analysis, evaluation and selection of alternatives, development of implementation actions, and public involvement that results in a long range transportation plan, land use plan, or other product that addresses a transportation problem, need, opportunity, or issue of local or regional importance.

#### **Certification: Clear transportation relationship**

By checking this box, I certify that the project meets this eligibility criterion.

### 2. Adoption of products to meet project objectives

A proposed project must include preparation of an adoption-ready product or products that lead to a local policy decision and that directly address the project objectives, such as a transportation system plan, comprehensive plan amendment, land use plan, code amendment, implementation program, or intergovernmental agreement. Projects are expected to include adoption hearings (or equivalent) by the governing body or to prepare products which will be adopted as part of a larger project.

**Certification: Adoption of products to meet project objectives**

By checking this box, I certify that the project meets this eligibility criterion.

### 3. Support of local officials

A proposed project must clearly demonstrate that local officials, both the primary applicant and any co-applicants, understand the purpose of the grant application and support the project objectives. A resolution of support, meeting minutes, or authorized letter from the governing body of all applicants (e.g. City Council, Board of Commissioners, or Transit Board) must be submitted with the application to meet this requirement.

**Upload your resolution, minutes or authorized letter from governing body of applying jurisdiction(s) here:**

Res.21-1556.AuthorizesTGMgrantappl.pdf

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## Award criteria

### Criterion 1: Proposed project addresses a need and supports TGM objectives (up to 40 points)

The project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity and will achieve one or more of the TGM objectives.

Response instructions are on page 8 of the 2021 Application Instructions.

**Explain how your proposed project addresses a need and supports TGM objectives**

This project would complete a subarea plan transform an auto-oriented, strip commercial portion of the City of Independence, centered around Central High School and Central Plaza Shopping Center, into a mixed-use center. As envisioned, the plan would build on the alternative transportation routes and amenities identified in the 2021 Independence Transportation System Plan (TSP) and identify zoning changes necessary to promote a more vital, walkable/bikeable, mixed-use development pattern in the area.

The compelling nature of the project comes in part from the history of the area. In the late 1800s, residents of Independence and Monmouth created a rail line that traveled between the communities. The line promoted the growth of a small area between the cities – a townsite known as Talmadge – and contributed to the development of a horse racing track, lumber mill, and home sites in the area. While the horse track and railroad are long sense gone, and the town of Talmadge has been swallowed by the growth of Independence, the historic precedent of a transportation investment that facilitated the development of Talmadge has served as the inspiration for this proposal.

Our name for the project - “Central Talmadge Plan” - recognizes the history of the area and in part summarizes our vision for the project - a mixed-use walkable center near the historic settlement of Talmadge.

Vision for Central Talmadge

The Central Talmadge Plan would help transition the existing Central Talmadge from a vehicle-oriented strip used for daily commerce to a mix of uses, including residential, served by high-quality bicycle and pedestrian infrastructure, which would allow people to access daily needs without a personal automobile.

The project would reimagine the area around the Central Plaza Shopping Center as a mixed-use neighborhood at the nexus of new north/south and east/west alternative transportation corridors. One of these corridors would include improvements to E Street, which parallels OR-51 - and is envisioned as an "Alternative Modes Main Street" in the 2021 Independence TSP. Improvements to the right-of-way (which incidentally housed the original railroad in the area) would link several low-income neighborhoods to the downtowns of Independence and Monmouth and open existing vacant properties to new mixed-use development or affordable and senior-oriented housing. The route would also provide a safe and effective way for the City to promote alternative modes to limit greenhouse gas (GHG) emissions.

Strategies to enhance transit service, including improved stops would also be considered. These efforts would build on a recent study conducted by Independence, the City of Monmouth, Western Oregon University and Cherriots to understand the feasibility of a new trolley that could supplement existing transit service. Based on the results of the study, the state legislature allocated funding to implement a pilot effort. Effectively integrating the trolley service into the larger neighborhood will help further the non-motorized, mixed-use character desired for the area.

#### Existing Conditions

Several items make the project a priority for the City:

1. The area is a center for daily activities in Independence. The area contains the high school and middle school for Independence and Monmouth, a strip-style shopping center called Central Plaza, a cluster of professional/commercial services including grocery stores, and existing and planned residential development.

The Central Talmadge Plan would help improve the nonmotorized connections between existing uses (TGM Objective 1) and develop a more vibrant center characterized by a walkable, mixed-use development pattern (TGM Objective 2).

2. Several large vacant parcels are present in the area, including the only large tracts of remaining commercial vacant land in the City of Independence.

The plan would get ahead of the imminent development of the land and support well-designed activities that promote the economic vitality and livability of the Central Talmadge area (TGM Objective 3). The plan would additionally focus the growth to an area that is currently used daily by the community and would utilize existing utilities and transportation infrastructure to help minimize public costs (TGM Objective 4).

3. A highly disconnected transportation network with few alternative or non-motorized options currently serves the neighborhood, and the bulk of trips are taken by personal automobile as a result.

The plan would support alternatives to the personal automobile and promote greenhouse gas reduction through the refinement of the "Alternative Modes Main Street" along the E Street corridor and the identification of improvements to area transit facilities (TGM Objective 5). These amenities would facilitate new transportation options for residents (TGM Objective 1) and establish a pedestrian-oriented public realm around which a walkable, vital mixed-used Central Talmadge could be developed (TGM Objective 2).

## **Criterion 2: Proposed project is timely and urgent (up to 25 points)**

The application demonstrates timeliness and urgency. The project is needed now to:

- address pressing local transportation and land use issues
- make amendments to local plans or regulations necessitated by changes in federal regulations, state requirements or regional plans
- make amendments to local plans or regulations necessitated by changes that were not anticipated in previous plans, including growth or lack of growth, changes in land-use patterns or changes in available funding
- build on, complement or take a necessary step toward completing or implementing other high priority community initiatives, including Governor's Regional Solutions Team priority
- resolve transportation or land use-related issues affecting the project readiness of local, regional or state transportation projects for which funding is expected to be obligated within the near future

Response instructions are on page 10 of the 2021 Application Instructions.

### **Explain how your proposed project is timely and urgent**

This project has grown out of several recent City and regional planning initiatives - including the Independence 2040 Vision Plan, Independence Transportation System Plan (TSP), and the Monmouth Independence Trolley Plan - and the timeline for implementation is urgent. Key factors including the presence of elected and stakeholder support, the continued rapid growth of the community, and pending projects such as the Monmouth Independence Trolley (MIT) Pilot Project prove the importance of the effort.

### **Key Support is Currently in Place**

The City's 2040 Vision plan (completed in 2020) – which engaged over 2,000 people in its development – identified enhancements to the area around Central Plaza and Monmouth Street as key priorities. The plan, which sought to promote a dynamic local economy and vibrant livable places, presented Central Talmadge as a key center of the community, and sought to promote the livability and vitality of the neighborhood.

The Independence TSP (completed in 2021) furthered these concepts and focused much on improving the alternative transportation infrastructure in the area. These infrastructure investments were envisioned to enhance the livability of the area, improve methods for school kids to get to school and encourage more people to use alternative modes in our flat and inherently walkable and bikeable community. The efforts were also seen as key step to reduce travel cost burdens for disadvantaged individuals and limit the greenhouse gas emissions (GHG) associated with personal automobiles.

### **The Window for the Opportunity is Narrow**

Given the scope of our aspirations and the components necessary to make the plans a reality, the best opportunity for the success of the project is now. Reasons for our urgency include:

Vacant Land Along E Street Corridor. Much of the land in the area, especially the commercial portions along the E Street corridor, remains vacant and the City has the potential to guide the manner in which the lots develop. Given this ability, it is critical that we act quickly to identify and codify the zoning and code changes that will enable Central Talmadge to become the mixed-use, pedestrian-oriented neighborhood envisioned. With the development code changes in place, the City will be able to work with property

owners and developers to implement the vision before ongoing development outpaces our ability to act.

**Speed of Growth in Independence.** The City of Independence is growing rapidly, and the rate of development forces the City to act soon (to be in front of the growth). Over the next 20 years, several hundred homes will be built in or near Central Talmadge and urgent action is needed to ensure that a high-quality non-motorized network exists, and future trips are not reliant on the personal automobile.

**The MIT Pilot Project.** The recent funding of the MIT pilot project makes action to identify how best to serve the area with transit and transit amenities essential. Currently the disconnected pedestrian system in Central Talmadge forces transit to take an unnecessary turn onto 13th Street, which adds minutes to all routes that travel through Independence. This turn will not be feasible for the trolley, which is intended to operate quickly along Monmouth Street/OR-51. Given our hope for the success of the trolley, and the state's investment in the effort, it is imperative to better design the transit stops and pedestrian system to ensure the pilot's success.

### **Criterion 3: Proposed project approach supports policy decision (up to 20 points)**

The application demonstrates a clear approach to achieving the expected outcome and includes consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts will need to occur, the mechanisms and responsibilities for the coordination are clear.

Response instructions are on page 11 of the 2021 Application Instructions.

#### **Explain how your proposed project approach supports policy decision**

This project will engage community members to envision the transportation improvements, land uses (such as affordable and senior housing), and community design necessary to promote the equitable, vital, and highly livable future envisioned for the Central Talmadge area. Adoptable materials from the project will include an area plan and any changes to the City's Development Code that are necessary to promote the articulated vision. A local stakeholder/advisory committee will guide the project.

Our project approach is described in detail below:

#### **Task 1 Inventory Existing Conditions and Establish Initial Goals**

1.1 Project Kickoff. Establish a Project Management Team, identify stakeholders, and assemble key background material. Identify a Central Talmadge Advisory Committee (CTAC).

1.2 Hold a Project Management Team Meeting with Consultant. Meeting will clarify goals for the project and establish a schedule for completion.

1.3 Create an Existing Conditions Report. Report will include physical and policy conditions in the area, including topography, wetlands, traffic patterns, and nearby parks and trails; utility considerations; existing development regulations; and opportunities and constraints for development inside and near the project area.

1.4 Hold Kick-Off Meeting with the CTAC. Meeting will summarize the existing conditions report and identify stakeholder goals for the project.

#### **Task 2 Community and Stakeholder Visioning**

2.1 Conduct Community-Wide Public Outreach Event/Activity. Outreach will foster a community discussion

about the potential development of Central Talmadge. Materials will be highly visual and be in both Spanish and English.

2.2 Conduct In-Person/Focus-Group Interviews with Key Property Owners and Stakeholders. Outreach will identify and reach key groups including Central High School students, residents of Colonia Amistad and Richmond Square Apartments, parishioners of St. Patrick's Catholic Church, area business owners, Cherriots, the Independence City Council and City Boards and Commissions. Key property owners to be engaged include Central School District and the owners of the Central Plaza Shopping Center.

2.3 Prepare an Outreach Summary Report. Report will summarize the desires of the public and various stakeholders gathered through Task 2.

### Task 3 Alternative Preparation and Analysis

3.1 Preparation of Alternative Designs and Options for Implementation. Materials will summarize alternative strategies for the development of the area. The presentation of the alternatives will be highly visual to encourage ease of understanding by Spanish and English-speaking populations, and will incorporate a variety of options for roadways, non-motorized transportation infrastructure, arrangement of new structures and green spaces. A transportation analysis for any proposed upzoning will be included.

3.2 Hold Meeting with CTAC to Discuss the Proposed Alternatives. Meeting will gather feedback about the suggested alternatives and any needed changes to be made.

3.3 Joint City Council/Planning Commission Meeting. Meeting will check-in with the Council and Planning Commission to gather perspectives about the proposed alternatives.

3.4 Solicit Community Feedback on the Potential Alternatives. Outreach will revisit key groups and stakeholders contacted in Task 2 to receive feedback.

### Task 4 Draft Plan

4.1 Assemble a Draft Plan and Development Regulation Changes. Drafts will summarize the preferred alternatives identified through the public outreach process.

4.2 Hold CTAC Meeting to Consider Suggested Documents. Meeting will discuss the draft plan and development regulation changes, as well as potential concerns and changes to be made.

4.3 Communicate Details about the Drafts to Community Residents. Outreach materials will explain the draft plan and changes to the development regulations in a simple visual manner designed for both Spanish and English-speaking populations. Comments received will be integrated into the formal Planning Commission and City Council review of the plan.

### Task 5 Adoption

5.1 Provide notice to DLCD. Notice of the draft documents and hearing will be provided to the Oregon DLCD.

5.2 Prepare and Present Materials Necessary to Adopt the Plan and Development Regulation Changes. Public Hearings will be held by the Planning Community and City Council, prior to adoption of the changes.

5.3 Adoption. The City Council will adopt the documents by Ordinance.

## **Criterion 4: Proposed project has community support (up to 5 points)**

The application demonstrates that there is local support for project objectives, a commitment to participate, and a desire to implement the expected outcome.

Response instructions are on page 13 of the 2021 Application Instructions.

### **Upload letters of support from stakeholders here**

support\_letter\_centralplaza.pdf

support\_letter\_csd.pdf

support\_letter\_monmouth.pdf

support\_letter\_cherriots.pdf

support\_letter\_gate.pdf

## **Criterion 5: Proposed project sponsor is ready and capable (up to 10 points)**

The application demonstrates that the local government is ready and able to begin the project within the TGM timetable and that there is local commitment and capability to manage and complete the project. The application demonstrates, if applicable, successful performance on previous TGM projects.

Response instructions are on page 14 of the 2021 Application Instructions.

### **Explain how proposed project sponsor is ready and capable**

The City of Independence has a long history of completing and implementing TGM projects. This history extends through multiple staff transitions and occasionally challenging staffing levels. The City seeks TGM funding for priority projects, and prioritizes staffing accordingly.

Senior Planner Fred Evander will be the City lead for this project. Fred has nearly 15 years of planning experience, including project management of several similar grants such as the recent TGM-funded update of the Independence Transportation System Plan, and the 2020 feasibility study for the Monmouth Independence Trolley Project. His familiarity with those plans, as well as his knowledge of land use and urban design make him ideal to lead the effort.

Shawn Irvine, the City's Economic Development Director will assist in the project. Shawn has managed and collaborated on TGM-funded planning projects at the City since the 2007 TSP update. He has also managed several other state and federal grants that have furthered the livability and vitality of Independence.

The City of Independence considers the Central Talmadge Plan to be a priority project and is prepared to contribute significant staff time to match the TGM grant and ensure the project moves forward expeditiously.

City of Independence prides itself on engagement with its residents and is accustomed to frequent check-ins with the community during a project. We are willing and able to take innovative approaches to achieve our goals if the situation dictates. The City's recent TSP update was completed during the COVID crisis but nonetheless benefitted from strong community input via a variety of virtual open houses, surveys, stakeholder interviews, and informational videos. We plan to take the same approach to the Central Talmadge Plan.

**If applicable, list local jurisdiction's TGM projects within last 10 years and their status**

**If applicable, list local jurisdiction's TGM projects within last 10 years and their status**

| <b>TGM File Code</b> | <b>Project Title</b>  | <b>Status</b>                               |
|----------------------|---|---|
| 2B-18                | TSP Update  | Before City Council for adoption August 10. |
| C2C2-13              | Quick Response, City of Independence Valley Concrete Development Site | Complete. Development of area ongoing.      |
| 2E-10                | Urban Growth Boundary Concept Plan                                    | Complete. Development of area ongoing.      |

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## **Required forms**

**Title VI: Racial & Ethnic Impact Statement form**  
racial\_ethnic\_impact\_statement.pdf

[Download the Racial & Ethnic Impact Statement form here](#)

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**Today's date**  
7/30/2021

**If you encounter any issues with the submittal process, please contact:**

Rachael Levasseur  
Planning Section Web Coordinator  
[Rachael.LEVASSEUR@odot.state.or.us](mailto:Rachael.LEVASSEUR@odot.state.or.us)



The 2023 Transportation and Growth Management (TGM) Program Planning Grant Application materials are attached. The materials can also be found tomorrow morning at <https://www.oregon.gov/LCD/TGM/Pages/Planning-Grants.aspx>, along with additional resources.

**Applications are due by 11:59 pm on July 27, 2023.**

Applicants are encouraged to familiarize themselves with the online form well in advance of the deadline; contact Rachael Levasseur at 503-986-4155 or [Rachael.Levasseur@odot.oregon.gov](mailto:Rachael.Levasseur@odot.oregon.gov) for assistance.

## Need help?

- **General Questions** - If you need help with the application process or would like someone to review a draft of your application completeness or clarity, please let me know and someone from our central office will contact you with assistance.
- **Project Specifics** - If you want to discuss your project objectives, project approach, or the ODOT region's perspective on the project, contact the lead TGM grant manager for your area. Lead grant managers are listed in the Region Contacts list in the Grant Application Packet.
- **Nuts and Bolts of Filling out the Online Form** - Learn more at TGM's Application Webinar on June 13<sup>th</sup> at 10:30 AM Pacific Time (US and Canada). [Register in advance here](#)

Elizabeth Ledet  
TGM @ ODOT



Better Ways To Better Places  
Since 1993

# Transportation & Growth Management Program

## 2023 Application Packet

**Application Deadline: 11:59 p.m. PDT on Thursday, July 27, 2023**

Apply at

<https://www.cognitoforms.com/ODOT2/2023TransportationGrowthManagementGrantApplication>

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## TGM MISSION

Oregon's Transportation and Growth Management Program supports community efforts to expand transportation choices. By linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit, or drive where they want to go.

<https://www.oregon.gov/LCD/TGM>

## Introduction

The Transportation and Growth Management Program (TGM) invites you to apply for funding in the 2023 grant cycle. The TGM Program provides long range planning resources to help Oregon communities address pressing transportation, land use, and growth management issues.

TGM is a joint effort of two state agencies: the Oregon Department of Transportation (ODOT) and the Oregon Department of Land Conservation and Development (DLCD). TGM is primarily funded by federal transportation legislation under an agreement with the Federal Highway Administration. Additional staff support and funding is provided by the State of Oregon.

The mission of TGM is to support community efforts to expand transportation choices. By linking land use and transportation planning, TGM works with local governments to create vibrant, livable places in which people can walk, bike, take transit or drive where they want to go.

## Changes for 2023

### Housing

TGM is emphasizing projects in 2023 that addresses barriers to a broad range of housing types and affordability or works to link the location of future workforce housing to walkable/bikeable areas with good transit.

### Contracting for Certified Local Public Agencies

TGM expects [these locales](#) who have been approved to deliver federal-aid highway projects to enter into a Supplemental Project Agreement for awarded TGM projects and to conduct the consultant selection and contracting themselves. Please contact [Elizabeth Ledet](#) for a sample agreement.

### Transportation System Plans

TSPs and TSP updates are eligible grant projects and any jurisdiction may apply. However, TGM is not the best fit for new or updated TSPs in metropolitan areas needed to meet the requirements of [DLCD's Climate-Friendly and Equitable Communities Rulemaking](#), adopted in July 2022. ODOT is providing funding to update those TSP's through the Statewide Planning Unit. Learn more at ODOT's [Planning for Climate Friendly and Equitable Communities page](#).

TGM is hosting a webinar on June 13<sup>th</sup> at 10:30 am Pacific Time to answer your questions about changes to the application, how to fill out the online form, and what are common mistakes. [Register in advance here](#).

## **TGM Objectives**

The TGM Program works in partnership with local governments and other stakeholders to accomplish the following interrelated goals and objectives:

- 1 **Provide transportation choices** to support communities with the balanced and interconnected transportation networks necessary for mobility, equity, and economic growth.
  - 1.1 A balanced, interconnected, and safe transportation system that provides a variety of transportation options and supports land uses.
  - 1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
  - 1.3 Mobility choices for underserved communities and those with limited options.
  - 1.4 Safe and convenient walking, biking, and public transportation opportunities to support a healthy, active lifestyle.
- 2 **Create communities** composed of vibrant neighborhoods and lively centers linked by accessible transportation.
  - 2.1 Livable towns and cities with a mix of housing types, work places, shops, schools, and parks for people of all ages, incomes and abilities.
  - 2.2 Well-located activity centers, including schools and other government services, which are accessible to pedestrians, bicyclists, and transit users.
  - 2.3 A safe and appealing physical environment supportive of the social, cultural, and health needs of all the community residents.
- 3 **Support economic vitality and growth** by planning for land uses and the movement of people and goods.
  - 3.1 Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents, businesses, and services.
  - 3.2 Well-located and accessible industrial and employment centers.
  - 3.3 Housing with access to education, jobs, and services.
- 4 **Save public and private costs** with compact land uses and well-connected transportation patterns.
  - 4.1 Urban growth accommodated within existing communities, thus minimizing, delaying, or providing an alternative to an urban growth boundary expansion.
  - 4.2 Future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.
- 5 **Promote environmental stewardship** through sustainable land use and transportation planning.
  - 5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

## **Eligible Applicants**

Eligible applicants include cities, counties, councils of government on behalf of a city or county, and tribal governments. Certain special districts are eligible, such as transportation districts, metropolitan planning organizations, ports, mass transit districts, parks and recreation districts, and metropolitan service districts.

School districts, and public colleges and universities, may be eligible as part of a joint application with a local government for an otherwise eligible project. Eligible applicants may partner to propose a project, such as a multi-county TSP or multi-city or city-county corridor plan.

## **Eligible Projects**

TGM grants are for planning work that lead to local policy decisions. Projects should result in the development of a new adoption-ready plan or land use regulation or amendments to an existing plan or land use regulation.

Projects that primarily do research or outreach, study an issue, compile data, or inventory information are generally not eligible for grant funding. TGM grants also cannot fund preliminary engineering, surveying, or construction work. If in doubt, discuss with your [Region TGM planner](#) about whether your proposed work is eligible.

There are two categories of grants: Transportation System Planning (Category 1) and Integrated Land Use and Transportation Planning (Category 2).

## **Category 1- Transportation System Planning**

### **Purpose**

To help local governments develop and update transportation system plans (TSPs) and implementing measures that implement the Transportation Planning Rules (OAR 660-012-0045); implement the Oregon Transportation Plan and other statewide modal and topic plans; increase opportunities for walking, biking, and transit; or reduce reliance on the state highway for local travel needs.

### **Eligible Uses**

Projects in this category will result in a transportation decision. Projects will plan for transportation facilities inside Urban Growth Boundaries (UGB's), in urban unincorporated communities, and along rural highway corridors. Projects proposed for areas being considered in a UGB amendment process may be eligible, but must demonstrate they are timely and reasonably achievable. Category 1 projects typically include preparation and adoption of:

- TSPs, including analysis to determine transportation needs, and planning for such elements as local street networks, bicyclists and pedestrians, safety including safe routes to school, transit, and freight.
- TSP updates, in whole or part, to address new needs, comply with new state or federal regulations, maintain consistency with a regional transportation plan, plan for areas newly brought into the UGB, reduce greenhouse gas emissions, or make the transportation system more resilient to the impacts of natural hazards.

- TSP implementation, such as streetscape plans, cost estimate refinement, capital improvement and other funding plans, and land use regulations required by the Transportation Planning Rule.
- TSP refinement, such as corridor plans, multimodal safety plans, interchange area management plans, or other planning to implement Oregon statewide modal and topic plans.
- Transit Development Plans that provide long term vision and policy for existing and future transit service.
- Other innovative transportation-related planning projects that are consistent with TGM Objectives.

## Category 2- Integrated Land Use and Transportation Planning

### Purpose

To help local governments develop integrated land use and transportation plans and implementing measures that encourage livable, affordable, and accessible communities for all ages and incomes; promote compact, mixed-use, walkable development to increase walking, biking, and transit; or support physical, social, and economic needs.

### Eligible Uses

Projects in this category will result in a land use decision. Projects will combine land use planning with supportive transportation facility planning inside UGBs, urban unincorporated communities, and urban reserve areas. Category 2 projects typically include preparation and adoption of:

- Specific area plans for land uses in a downtown, main street, commercial or employment area, neighborhood, corridor, or interchange.
- Land use and transportation concept plans for areas brought into a UGB.
- Transportation-efficient land use plans for an entire urban area, such as location efficiency of housing and employment or reducing greenhouse gas emissions from transportation.
- Implementing measures, such as code amendments, infill and redevelopment strategies, and intergovernmental agreements.
- Other innovative land use and transportation-related planning projects that are consistent with TGM Objectives.

If you are not sure if your project is eligible for a TGM grant, you can search the lists of [TGM grants](#) and TGM [final grant products](#).

## Housing

TGM is emphasizing projects in 2023 that reduce barriers to a broader range of housing types and prices and increase accessibility.



If your project is not eligible for a TGM grant, one of TGM's Community Assistance programs - Quick Response, Code Assistance, Education and Outreach, or TSP Assessment - may be able to help. See: <https://www.oregon.gov/lcd/TGM>.

## Grant Basics

### Grant Timeline

|                         |   |
|-------------------------|---|
| July 27, 2023           | Grant Applications due by 11:59 p.m.  |
| August - September 2023 | Application scoring and ranking   |
| September 2023          | Project award announcements   |
| February - March 2024   | Grantees must have agreed on a detailed statement of work sufficient to select a Consultant, or to prepare an IGA if no consultant will be used |
| Mid-Late 2024           | IGA and personal services contracts must be signed and projects underway  |
| June 2026               | Expected 2023 TGM project completion  |
| May 31, 2027            | All 2023 TGM Projects <u>must</u> be completed for TGM to meet its obligations  |

### Grant Selection Overview

The TGM Program awards grants on an annual basis. TGM typically awards between \$2 and \$3 million statewide per cycle. Projects are selected on a competitive basis within each of the five ODOT regions. The regional allocation - funds available for projects - is based on a formula that considers the number of cities and the population within a region. Award amounts generally range between \$125,000 and \$250,000.

Projects are selected primarily on the points scored under the grant award criteria; also considered are the grant amounts requested, the estimated amounts TGM believes may be required to complete a project, the amount of grant dollars available for award within a geographic region, and the balance of grant dollars between Category 1 and Category 2 projects.

TGM also consults with other state agencies to gain further insights about proposed projects. A consideration in scoring is ensuring a fair distribution of grant funds to smaller or economically distressed communities.

### Grant Project Overview

In September 2023, successful applicants will receive a grant award letter. The grantee and a TGM grant manager will work together to prepare a project statement of work, select a consultant (as appropriate), and complete an intergovernmental agreement (IGA).

Initial project statement of work negotiations must be completed within [TGM's](#)

[timeline](#) or the grant award may be withdrawn. The grant award is not final until the IGA between ODOT and local grantee is signed by all parties.

Grants generally have three years after award to be negotiated, conducted, and completed; projects that will take longer than four years from award to completion are not suitable for TGM grant funds. Project extensions are subject to available funding and continued project eligibility.

### Use of Consultants

ODOT will contract with consultants for most projects. Using ODOT policies and procedures that meet state and federal requirements, TGM staff will work with jurisdictions to select the project consultant that best fits the specific planning services needed. [Certified Local Public Agencies](#) are expected to prepare the solicitation and contract themselves.

### Grantee Obligations

#### Match

TGM requires a local grant match of approximately 14% of the TGM grant funds. Grantees typically provide match in the form of cash or direct project costs. Communities defined as “distressed” by the Oregon Business Development Department may request a partial match waiver. The list of distressed communities is available online at [Business Oregon](#).

The ways to fulfill match requirements vary:

- Grantees being paid will bill TGM for eligible project costs, such as in-house staff labor or other eligible expenditures. TGM will reimburse the grantee for those costs less the required match amount.
- Grantees not being reimbursed for their own work will submit quarterly match reports that document eligible local project costs to meet the match requirement.
- Grantees have the option to send cash directly to TGM at IGA signing for the full match amount.
- Federal funds may not be used as match.

*Please be aware that the grantee reimbursement percentage can be quite low if both the grantee and a consultant are paid.*

*Applicants are strongly urged to contact [Elizabeth Ledet](#) if considering grantee reimbursement.*

**Note:** As an award condition, grantees with unmet match obligations from previous TGM projects must document that the match was provided or pay the balance of unmet match within three weeks of notice of new grant award, or the award will be withdrawn.

#### Eligible Costs

TGM grants and required match can be spent only on direct project-related costs. Eligible costs include salary of local government employees assigned to the project,



postage, travel, supplies, and printing.

Equipment purchases and indirect costs, including general administrative overhead, are not eligible costs unless you have a federally approved indirect cost plan.

Local expenses for persons or firms who contract with a local government to provide planning or other services are *not* eligible for reimbursement but may be counted as match. Time of volunteers, such as project committee members may also be counted as match.

Costs incurred prior to signing an intergovernmental agreement are not eligible project costs. This includes costs of preparing the grant application, preparing a statement of work, and selecting a consultant.

### ***Project Management***

Local commitment is key to a successful project. As a condition of award, grantees will be asked to provide written commitment that they will meet all grantee obligations in a timely manner. Grantees must provide a project manager who has the time and the capability to oversee project work and will:

- serve as principal contact person for the project;
- help to develop a statement of work;
- monitor and coordinate work, including consultant work, to ensure completion of all work on time and within budget;
- review consultant work products and payment requests;
- make logistical arrangements and provide public notification for local meetings and public events;
- provide legal notice, including post-acknowledgement plan amendments notice;
- prepare progress reports, match reports, reimbursement requests, and the closeout report; and;
- keep local decision-makers informed about the project.

**Note:** As an award condition, grantees with unmet project management obligations from previously completed TGM projects must fulfill their obligations within three weeks of notice of new grant award, or TGM will withdraw the award.

### ***Title VI/Environmental Justice/Americans with Disabilities***

Awarded projects are expected to abide by [Title VI](#) and related authorities including [Executive Order 12898 \(Environmental justice\)](#) which prohibit discrimination on the basis of race, color, national origin, or income, and other demographic characteristics. They are intended to make planning and decision-making more inclusive and to more equitably share the impacts and benefits of projects that receive federal funding. The public involvement program must include specific steps to provide opportunities for participation by federal Title VI communities. In addition, grants that include planning for pedestrians must consider [Americans with Disabilities Act requirements](#).

## More Information

Download the [Application Instructions](#), [Developing a Project Approach and Budget](#), and the required [Racial and Ethnic Impact Statement](#) at <https://www.oregon.gov/LCD/TGM/Pages/Planning-Grants>.

For general questions about the application process, contact [Elizabeth Ledet](#) at 503-986-3205 or [Bill Holmstrom](#) at 971-375-5975.

Contact [Rachael Levasseur](#) for assistance with filling out the [online form](#).

## Grant Eligibility

Applications are reviewed on a pass/fail basis on each of the following three criteria. Applications found to not meet each of these requirements will not be scored against the award criteria and will not be awarded a grant.

### 1) Clear Transportation Relationship

A proposed project must have a clear transportation relationship and produce transportation benefits. A project must entail analysis, evaluation and selection of alternatives, development of implementation actions, and public involvement that results in a long range transportation plan, land use plan, or other product that addresses a transportation problem, need, opportunity, or issue of local or regional importance.

### 2) Adoption of Products to Meet Project Objectives

A proposed project must include preparation of an adoption-ready product or products that lead to a local policy decision and that directly address the project objectives, such as a transportation system plan, comprehensive plan amendment, land use plan, code amendment, implementation program, or intergovernmental agreement. Projects are expected to include adoption hearings (or equivalent) by the governing body or to prepare products which will be adopted as part of a larger project.

### 3) Support of Local Officials

A proposed project must clearly demonstrate that local officials, both the primary applicant and any co-applicants, understand the purpose of the grant application and support the project objectives. A resolution of support, meeting minutes, or authorized letter from the governing body of all applicants (e.g. City Council, Board of Commissioners, or Transit Board) must be submitted with the application to meet this requirement.

*Please schedule your governing body meeting well in advance of the application deadline.*

## Grant Award Criteria

Up to 100 points are based on an applicant's written responses to five award criteria. *Please consult [Application Instructions](#) before beginning.*

### **1) Proposed Project Addresses a Need and Supports TGM Objectives      40 Points**

The project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity and will achieve one or more of the TGM Objectives.

### **2) Proposed Project is Timely and Urgent      25 Points**

The application demonstrates timeliness and urgency. The project is needed now to:

- address pressing local transportation and land use issues;
- make amendments to local plans or regulations necessitated by changes in federal regulations, state requirements, or regional plans;
- make amendments to local plans or regulations necessitated by changes that were not anticipated in previous plans including growth or lack of growth, changes in land use patterns, or changes in available funding;
- build on, complement, or take a necessary step toward completing or implementing other high priority community initiatives, including supporting a Governor's Regional Solutions Team priority; or
- resolve transportation- or land use-related issues affecting the project readiness of local, regional, or state transportation projects for which funding is expected to be obligated within the near future.

### **3) Proposed Project Approach Supports Policy Decisions      20 Points**

The application demonstrates a clear approach to achieving the expected outcome and includes consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts will need to occur, the mechanisms and responsibilities for the coordination are clear.

### **4) Proposed Project has Community Support      5 Points**

The application demonstrates that there is local support for the project objectives, a commitment to participate, and a desire to implement the expected outcome.

### **5) Proposed Project Sponsor is Ready and Capable      10 Points**

The application demonstrates that the local government is ready and able to begin the project within the TGM timetable and that there is local commitment and capability to manage and complete the project. The application demonstrates, if applicable, successful performance on previous TGM projects.

## Bonus Points: Housing

10 Points

Up to 10 bonus points may be awarded if the project addresses barriers to a broad range of housing types and affordability or works to link the location of future workforce housing to walkable/bikeable areas with good transit. Examples of this could include:

- Policies and strategies to repurpose or redevelop remnant lands owned by governmental entities and to increase infill and redevelopment of privately owned lands
- Reassessment of development requirements such as lot size, setbacks, and parking mandates
- Plans to improve transportation choices through identification of site-specific multimodal needs in existing residential areas

Recent TGM projects that addressed these topics include [1C-19 Portland Parkrose](#), [3A-17 Medford](#), and [4B-15 Redmond](#).

## Region Contacts

For advice on preparing an application for your specific project, contact our lead TGM planners, listed below.

|   |                                     |              |
|---|-------------------------------------|--------------|
| <a href="#">Region 1</a><br>Clackamas, Hood River, Multnomah and eastern Washington counties  | <a href="#">Glen Bolen</a>          | 503-539-8454 |
| <a href="#">Region 2</a><br>Clatsop, Columbia, Tillamook, Yamhill, Polk, Marion, Lincoln, Linn, Benton, Lane, and western Washington counties | <a href="#">David Helton</a>        | 541-726-2545 |
| <a href="#">Region 3</a><br>Douglas, Curry, Coos, Josephine and Jackson counties.   | <a href="#">Virginia Elandt</a>     | 541-957-3635 |
| <a href="#">Region 4</a><br>Wasco, Sherman, Gilliam, Jefferson, Wheeler, Crook, Deschutes, Lake and Klamath counties                          | <a href="#">Devin Hearing</a>       | 541-480-7532 |
| <a href="#">Region 5</a><br>Morrow, Umatilla, Union, Wallowa, Baker, Grant, Harney and Malheur counties                                       | <a href="#">Cheryl Jarvis-Smith</a> | 541-963-1574 |

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Hello Rick!

It was great to chat over the phone. I do remember that I owed you a few sample applications (attached). Canon Beach and Florence probably share similar needs as Yachats, and Independence does a great job writing their applications.

As I've mentioned, I'm here to help answer questions and provide an overview of the grant application process. So, I'd be happy to provide insights with that, and as related to the Program's project management and contracting process, too.

Feel free to ask any questions you may have using email, but I can certainly find time to chat over the phone or video. I also have the Florence TSP project I'm working on—I'll aim to reach out when I'm traveling through Yachats.

Thanks again for sharing your interest in applying for a TGM Grant. I look forward to talking with you!

Cheers,  
Michael