

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Al Scalf, Director of Department of Community Development
Stacie Hoskins, Planning Manager *SH*

DATE: May 24, 2010

SUBJECT: Request approval for publication of Notice of Public Hearing on Community Development Block Grant (CDBG) Planning-Only Grant application

STATEMENT OF ISSUE:

The Department of Community Development Long-Range Planning Division requests the Board of County Commissioners (BoCC) approve the attached legal notice announcing a public hearing on the Community Development Block Grant (CDBG) Planning-Only Grant application.

ANALYSIS/STRATEGIC GOALS/PROs and CONs:

On May 10, 2010, the Board of County Commissioners voted unanimously to direct staff to apply for a joint grant application with the City of Port Townsend. The Washington State Department of Commerce requires the local jurisdiction hold one public hearing prior to grant application submittal.

The purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from low- and moderate-income persons and persons residing in Jefferson County. Comments may influence the forthcoming grant application proposal.

Attachments: Legal notice
CDBG Planning-Only grant proposal
CDBG Program Public Hearing Handout

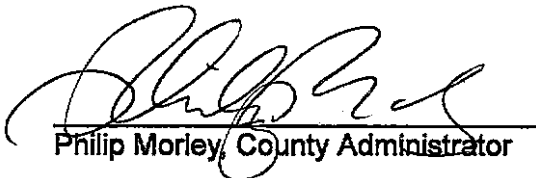
FISCAL IMPACT/COST-BENEFIT ANALYSIS:

There is no fiscal impact associated with approval of this request.

RECOMMENDATION:

Staff recommends the Board agree to hold a public hearing on the CDBG Planning-Only Grant application and approve publication of the attached notice.

REVIEWED BY:


Philip Morley, County Administrator


Date

To: *Port Townsend & Jefferson County Leader*
LEGAL NOTICE

Publish one (1) time: **Wednesday, May 26, 2010**
Please use 7-point font.

Bill: Jefferson County Department of Community Development
621 Sheridan St., Port Townsend, WA 98368
Customer #: 17385

Staff Contact: Stacie Hoskins, Planning Manager, (360) 379-4463

Date: May 24, 2010

**NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**

NOTICE IS HEREBY GIVEN that the Jefferson County Board of County Commissioners will hold a public hearing on **Monday, June 7, 2010 at 10:15 AM** in the Board Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA 98368.

The purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from low- and moderate-income persons and persons residing in Jefferson County.

Up to \$24,000 for a single jurisdiction or \$40,000 for a multiple jurisdiction project may be available to the City of Port Townsend/Jefferson County to fund a planning project that principally benefits low- and moderate- income persons.

Jefferson County and the City of Port Townsend intend to submit a joint application to conduct a site analysis of up to seven publicly owned properties identified by Jefferson County and the City of Port Townsend as "property suitable for affordable housing for the purpose of expanding affordable housing stock in partnership with public and/or private entities with expertise in designing, funding, developing and managing affordable housing."(City Resolution 09-035 and County 54-09)

The project outline for the site analysis proposal will be available for review at the Department of Community Development at 621 Sheridan St, Port Townsend WA 98368, Monday through Thursday between 9:00 am and 4:30 pm.

Comments may be submitted by email to jeffbocc@co.jefferson.wa.us or in writing to Jefferson County Board of Commissioners, PO Box 1220, Port Townsend, WA 98368 through the close of the public hearing on June 7, 2010.

The board chambers is handicap accessible. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 24-hour advance notice. Contact the Board of Commissioners office at (360) 385-9100, Jefferson County Board of Commissioners, PO Box 1220, Port Townsend, WA 98368.

For further information on the project, please contact Stacie Hoskins, Dept. of Community Development, 621 Sheridan Street, Port Townsend, WA 98368, (360) 379-4463.



Department of Commerce

Innovation is in our nature.

CDBG Planning-Only Grants

For More Information:

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Introduction

Community Development Block Grant (CDBG) Planning-Only Grants are made available annually through a competitive application process to assist Washington State small cities, towns and counties in carrying out planning efforts that principally benefit low- and moderate-income (LMI) persons. The Washington State CDBG Planning-Only Grants are funded by the U.S. Department of Housing and Urban Development (HUD).

Funds Available

Approximately \$400,000 will be available for Planning-Only Grants in 2010. Planning-Only grants are limited to \$24,000 for a single applicant or \$40,000 for a joint application involving two or more eligible jurisdictions with a common planning need. Applications must meet one of the following program priorities:

- Addresses a public health and safety issue
- Assists communities in planning that principally LMI persons
- Completes a necessary and specific step in a broader community development strategy

Applications meeting all of the criteria listed below may be funded up to \$35,000 for a single jurisdiction or \$50,000 for two or more eligible jurisdictions with a common planning need.

- Requirement of regulatory agency (i.e. Departments of Health or Ecology)
- Community is facing financial hardship in addressing an issue
- Other funding sources have been considered (i.e. Public Works Trust Fund Loan)

Eligibility Guidelines

- Eligible applicants are Washington State cities and towns with population less than 50,000 or counties with population less than 200,000 that are non-entitlement jurisdictions or are not participants in a HUD Urban County Entitlement Consortium.
- Non-profit organizations, Indian tribes, and special purpose organizations such as public housing authorities, port districts, community action agencies, and economic development councils, are not eligible to apply directly to the CDBG Program for funding, but may be partners in projects and subrecipients of funding through eligible jurisdictions.
- Projects must principally benefit low-and moderate-income persons.
- Local governments may submit only one application each program year.

Application Process

1. Applications will be available February 2010.
2. Applications will be accepted March through December 2010 until all funds are awarded.
3. Applications are rated by a review committee and funded until available funds have been obligated.

October 2009

Dates and amounts shown are proposed in the 2010 Action Plan

www.commerce.wa.gov/cdbg

2010 CDBG Planning Only Grant - Project Summary

Brief Description

Conduct a site analysis of seven publicly owned properties recently earmarked by Jefferson County and the City of Port Townsend as “property suitable for affordable housing for the purpose of expanding affordable housing stock in partnership with public and/or private entities with expertise in designing, funding, developing and managing affordable housing.”(City Resolution 09-035 and County 54-09)

Goals/Expected Results/Products

- 1) Preliminary site analysis and comparative evaluation of the seven sites based on:
 - A. Legal characteristics: Analysis of deed, zoning and other legal restrictions (liens or obligations based on means of acquisition by City/County); inclusion in neighborhood and other relevant plans; QCT/DDA status; and analysis of political and civic environment surrounding the proposed project, including any neighborhood concerns.
 - B. Field observations
 - Drainage, Soils and Topography
 - Critical Areas Constraints, including wetlands, steep slopes, etc.
 - Surface and subsurface conditions ***Possible unmarked graves at Laurel Grove -- need to assess
 - Movement systems, circulation and parking
 - Potential for hazardous materials concerns
 - C. Preliminary on and off-site infrastructure requirements (including stormwater) and existing infrastructure capacity
- 2) Comparative Cost per unit
Potential Yield and Income Mix/development costs and preliminary pro-forma;

Scope of Work and Budget

\$24,000 for single jurisdiction and
\$40,000 for multiple jurisdiction applications. (Requires an Interlocal Agreement)

Notes:

- a) According to CDBG staff, we can submit a joint application with County as lead for \$40,000 or a separate City only application for \$24,000. Only one application per jurisdiction per grant type is allowed each year.
- b) Due to the targeted benefit being for “affordable housing”, we may not have to do an Income Survey.
- c) We need 2 public hearings prior to selecting a proposal: “Federal Citizen Participation Requirements for Local Government Applicants to the State CDBG Program
- d) Grant application period goes until the money runs out or the end of the calendar year.