

**Central Oregon Regional Large Lot Industrial Program
Site Proposal and Regional Coordination Process**

Each Regional Large Lot Industrial site submission shall include documentation that the proposed site complies with the Central Oregon Large Lot Industrial Regional Needs Analysis and OAR 660-024-0045.

Instructions:

COIC will accept site submissions from participating cities on a quarterly basis until the full allotment of 6 short-term sites has been endorsed. Electronic submissions are acceptable if received by COB on or before the quarterly due date. All documents must be provided in PDF format. Contact information is provided below.

“Participating” cities are defined as those that have adopted the Analysis and entered into the regional IGA to implement the provisions of the Analysis.

Cities must participate in a “pre-submission” meeting with COIC staff within 30-45 days prior to formal submission. The intent of the pre-submission meeting is for COIC to review the proposal content, discuss the process by which the City identified the site, ensure the site meets OAR requirements, and to ensure open and ongoing communication regarding the proposal and endorsement process.

<u>Quarterly Due Date</u>	<u>COIC Board Review Date</u>
March 31	First Thursday in May
June 30	First Thursday in August
September 30	First Thursday in November
December 31	First Thursday in February

Contact:

To make arrangements for the “pre-submission meeting”, please contact Scott Aycock at 541-548-9523 or scotta@coic.org. Complete submissions should be emailed to scotta@coic.org with the subject “Large Lot Industrial Program Submission”, or saved to digital media and mailed to:

Scott Aycock
CED – Attn: Large Lot Industrial Program Submission
334 NE Hawthorne Ave.
Bend, OR 97701

Site Proposal Checklist:

Proposing City: _____

Lead City Staff Person: _____

Date of Pre-Submission Meeting with COIC: _____

Submission Date: _____

Site Name: _____

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Required Proposal Documents:

Examples of many of the following items can be found on COIC’s website: <http://coic2.org/community-development/large-lot-industrial/>

<input type="checkbox"/>	<p>1. Submission Letter: Letter signed by Mayor, City Council and/or City Administrator authorizing submission of candidate site to COIC for inclusion in the regional Large Lot Industrial program.</p> <p>The letter must demonstrate that the applicant City qualifies as a “Participating City” as defined in OAR 660-024-0045(2)(d): Participating City” means a city within Crook, Deschutes, or Jefferson County that has adopted the analysis and entered into the intergovernmental agreement to implement the provisions of the analysis.</p>
<input type="checkbox"/>	<p>2. Vicinity Map and Site Map: Maps demonstrating the site’s location. If the proposed site is a portion of a property, the map should demonstrate the portion of the property intended for consideration.</p>
<input type="checkbox"/>	<p>3. Site Description Memo:</p> <ul style="list-style-type: none"> • Site acreage • Site dimensions, including slope and description of any unique geographic features • Current development status and zoning • Current ownership • Location in relation to UGB
<input type="checkbox"/>	<p>4. Property Owner Statement: Evidence that property owner is a willing LLI participant, including statement from owner documenting willingness to accept Large Lot Industrial zoning, restrictions, and competitive pricing.</p>
<input type="checkbox"/>	<p>5. Suitable Lands Inventory: If the site is located outside of the UGB, provide suitable lands inventory showing that other lands located within the UGB are not available/suitable. An example is posted at: http://newcoic.files.wordpress.com/2013/08/redmond-preliminary-large-lot-industrial-buildable-lands-inventory.pdf</p>
<input type="checkbox"/>	<p>6. Reconnaissance-level Analysis: The proposing city will provide a reconnaissance-level analysis of the current and potential serviceability of the candidate site. An example is posted at: http://newcoic.files.wordpress.com/2013/08/reconnaissance-level-infrastructure-analysis.pdf</p>
<input type="checkbox"/>	<p>7. Servicing Proposal: The proposing city will provide a copy of a written agreement between the city and the property owner and, if appropriate, the relevant service provider that specifies how and when the candidate site will be served by water and sewer infrastructure. The agreement will include:</p> <ul style="list-style-type: none"> • Demonstration of the location of the existing water and sewer lines relative to the candidate site; • Demonstration of the willingness of the property owner to extend the water and sewer lines to the candidate site at some point after annexation of the property into the UGB; and • Specific timeline for infrastructure hookup extension to the site.
<input type="checkbox"/>	<p>8. Letters of Support: Letters from Business Oregon and Economic Development for Central Oregon (EDCO) demonstrating coordination with economic development partners. Must include a statement from the economic development partners regarding the site’s traded-sector industrial development suitability.</p>
<input type="checkbox"/>	<p>9. County Coordination: Statement from County describing coordination between Participating City and County to identify and formalize candidate large lot industrial site, and describing the intent of the City or other applicant to initiate the plan amendment and zone change.</p>

COIC Review Process

COIC will review each site proposal on a 'first come-first served' basis. The COIC Board will review proposal materials to:

- Confirm that the proposed site is qualified for the Regional Large Lot Industrial program, and
- Determine if proposed site fits within regional geographic and acreage allocations (i.e. sites in at least three jurisdictions; with one 200+ acre site, two 100+ acre sites, and three 50+ acre sites).

If the proposed site meets the above review threshold, then the COIC Board will take formal action by resolution to endorse the proposed site for the Regional Large Lot Industrial Program.

In the event that multiple qualified sites are proposed for a single available LLI opening, then COIC will:

- Consider recommendations and/or priorities provided by Business Oregon and EDCO, and
- Endorse the site that site best achieves the LLI program criteria, as per the Regional Needs Analysis.

Implementation:

After a site has been endorsed by COIC, the city or other applicant must prepare and submit an application to move the property through the UGB expansion and site entitlement process within 6 months. Each city with an endorsed regional site will provide an annual status report to COIC. COIC will convene and engage with regional stakeholders on an annual basis to provide an overall program status report.

Regional Check-In:

After three sites are endorsed for the regional program the COIC Board will review the overall allocation of sites and determine:

- If current sites and projected/pending future sites will meet the site need characteristics and geographic and acreage diversity as identified within the Analysis, and/or
- If COIC should target and encourage site proposals within specific jurisdictions to better achieve regional economic development outcomes as described in the Analysis.