

**ROSEBURG URBAN RENEWAL AGENCY
BOARD MEETING AGENDA
January 14, 2019**



City Hall Council Chambers

(Immediately Following the 7:00 p.m. City Council meeting)

1. **CALL TO ORDER:** Larry Rich, Chairperson

 2. **ROLL CALL OF BOARD MEMBERS**
Beverly Cole Bob Cotterell Alison Eggers Linda Fisher-Fowler
Ashley Hicks Brian Prawitz Tom Ryan Andrea Zielinski

 3. **CONSENT AGENDA**
A. Minutes of November 26, 2018 Meeting

 4. **AUDIENCE PARTICIPATION**

 5. **RESOLUTIONS**
A. Resolution No. UR-19-01 – Adopting Housing Incentive Programs

 6. **DEPARTMENT ITEMS**
A. Capital Improvement Plan (CIP) Update

 7. **ADJOURNMENT**
-

Please contact the office of the City Recorder, 900 SE Douglas Avenue, Roseburg, Oregon, 97470; phone (541) 492-6866, at least 48 hours prior to the scheduled meeting time if you need an accommodation in accordance with the Americans With Disabilities Act. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**MINUTES OF THE ROSEBURG
URBAN RENEWAL AGENCY BOARD MEETING
November 26, 2018**



A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 6:03 p.m. on Monday, November 26, 2018, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Present: Board Members Alison Eggers, Linda Fowler-Fisher, Ashley Hicks, John McDonald, Brian Prawitz, Tom Ryan, Steve Kaser and Andrea Zielinski.

Others Present: City Manager Lance Colley, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Public Works Director Nikki Messenger, Human Resources Director John VanWinkle, Police Chief Gary Klopfenstein, Fire Chief Gary Garrisi, Community Development Director Stuart Cowie, Finance Director Ron Harker, Library Director Kris Wiley, Management Assistant Koree Tate, and Max Egener of the News Review.

CONSENT AGENDA

Board Member Ryan moved to approve the minutes of the October 22, 2018 meeting. Motion was seconded by Board Member McDonald and unanimously approved.

DIAMOND LAKE PLAN POLICY OPTIONS

Mr. Colley explained that over the last two years, Council and staff worked towards developing a new Urban Renewal Plan area with Elaine Howard Consulting. The work ultimately resulted in formation of the Diamond Lake Urban Renewal Plan and Report adopted by Council through Ordinance 3502, a non-emergency ordinance that was effective in August 2018. The Urban Renewal District (URD) will begin receiving tax increment in November of 2019 for the fiscal year beginning July 1, 2019. The Diamond Lake Urban Renewal Plan (Plan) was developed for the City Council with input from an Advisory Committee that was formed for this purpose. The Advisory Committee was composed of representatives from the community, Douglas County, Roseburg School District, Oregon Department of Transportation, Roseburg City Council, Roseburg Planning Commission and Roseburg staff.

The Diamond Lake Urban Renewal Area (Area) consists of approximately 711.54 acres of land including rights of way. The purpose of urban renewal is to improve specific areas of a city that are poorly developed or underdeveloped. The Plan contains goals, objectives, and projects for the development of the Area. The goals of the Plan are listed in Section III of the Plan. The overall purpose of the Plan is to use tax increment financing to overcome obstacles to the proper development of the Area. Ideally, development that can be incentivized early in the plan can provide resources well in excess of the incentives provided and jump-start the redevelopment in the URD.

Urban renewal is unique in that it brings its own financing source: tax increment financing. Tax increment revenues - the amount of property taxes generated by the increase in total assessed values in the urban renewal area from the time the urban renewal area is first established - are used to repay borrowed funds or pay down obligations that do not require

borrowing. The funds borrowed, or revenues generated, are used to pay for urban renewal projects or incentives. The Plan is projected to take 30 years of tax increment revenue collection. Our projections indicate that the URD will receive approximately \$200,000 in TIF in fiscal 2019-20 based on known development coming on the tax rolls after January 1, 2018 and the annual 3% increase in assessed value allowed by state statute.

The City had recently been approached by multiple developers inquiring as to the type of "housing incentives" that may be available. Staff had been researching possible options for consideration and reached out to the Oregon Economic Development Association which had been combined with the Association of Oregon Redevelopment Agencies to provide support and information sharing for urban renewal in Oregon. Urban Renewal Agencies around the state are using multiple options to provide building incentives. They tend to be primarily related to multi-family development, but some also include general grants in aid to redevelopment of other types of property as well.

Most of the UR Agencies provide as their primary means of incentive, an offset or buy down of the System Development Charges that would be incurred by the proposed development. The SDC fees incurred could then become the obligation of the UR Agency, and could be paid over time to the utility or City who charges the SDC fees. In at least two of the other agencies, the SDC buy down is limited to \$5,000 per multi-family unit, with some minimum required units, generally four or more. The advantage of the SDC buy down is that the SDCs could be paid over time, and the tax increment revenue generated by the development is then used to repay the SDC fees. An additional advantage of this policy choice is that money does not need to be borrowed in order to carry out the repayment. The City and RUSA both allow SDC payments for ten years. The City's ordinance defines multi-family as three or more dwelling units, so for consistency, we would recommend using the same definition. This was staff's highest recommended option.

A second option would be to provide for frontage and/or public improvements required as a result of a project through formation of a local improvement district (LID), again likely limited to no more than \$5,000 per multi-family unit. The City currently has almost \$1.5 million in its Assessment Fund, which could be used to fund the LID improvements, and repayment of the assessment could again be paid through the Tax Increment generated by the development over a period, once again, possibly up to ten years. This is another viable option but would take considerably more staff time to oversee the public improvements and development of new local improvement/development agreements to provide for the repayment. As an alternative to forming a LID and constructing partial public improvements at the time of development, an "in lieu of" construction fee could be paid to the Urban Renewal District, which again could be offset at the \$5,000 per unit level. This option would work much better for areas like Douglas Avenue where we know we want to build a complete street section from around Ramp east to the City limits, but do not currently have the resources to do a major phase of the project.

A third, and a much less attractive option to staff, is to provide for a direct cash offset to the developer based on each unit constructed. Generally, this would be paid at completion of the development, and at least early in the UR plan existence, would be difficult to pay prior to generating Tax Increment revenues. This may be a better option for façade improvements, wetland mitigation and environmental mitigation once money is being generated. The

incentive could be tied to an increase in assessed value and/or job creation for commercial and industrial development in the plan area. We are limited currently to provide this type of option, as there is no cash available in the new Urban Renewal District. In addition, depending on the type and size of a cash match, the match could trigger a prevailing wage requirement and add more to the cost of a project than they would save. Mr. Colley added a developer had a meeting scheduled, therefore, he would like to let them know the Board was deliberating on this.

The fourth option would be to participate significantly in the construction of the public and frontage improvements without a direct tie to the development. This likely would be reserved for major redevelopment projects like the Champion Mill site or other major property redevelopment that would be the subject of long-range planning and a significant development agreement that would insure future tax increment generation. This option likely would require a public debt issuance, and until the TIF revenue has been established, this would be more difficult to achieve. There will likely be options in the future to collaborate with ODOT or the State of Oregon through some infrastructure financing methods, but again, this would likely wait until TIF revenues are more predictable.

Most incentive programs are only available for developments that are taxable from a property tax standpoint so that tax increment revenues can initially repay the incentives and then provide tax increment revenues to carry out other plan elements. If Council determines that non-taxable projects, like low income housing, are an important component, it's recommended that those incentives be put off until enough tax increment revenue is being generated to support the direct offsets. Alternatively, the LID process could be used for non-taxable projects and the non-taxable projects could directly repay the improvement assessment costs over a ten-year period. The LID option with direct repayment is available throughout the City. Based on Staff research, it appeared that most Agencies allowed developers to select only one preferred option, and that there was a maximum incentive available. It also appeared that around \$5,000 per multi-family was utilized around the state, and incentives in that range may provide enough incentive to spur local housing development within the plan area.

The housing incentive element of the plan included up to \$2 million over the life of the plan. While this is a thirty-year plan, incentivizing developments in the first few years of the plan will provide significantly enhanced Tax Increment Revenue over the remaining life of the plan. If the Board approves a maximum incentive of \$5,000 per unit, that would incentivize 400 units. In addition, if there was demand for more than 400 units, the "estimate" included in the thirty-year period could be adjusted within the "maximum indebtedness" number and provide additional housing incentives. It may be appropriate to provide a time-frame for the initial incentives to encourage upfront development. Staff is recommending that incentives be available during the first five years of the plan and that the UR Board evaluate the success of the incentive program and determine at that point if it should be modified, extended, or ended.

Mr. Colley stated the City had not had a significant housing development in many years. To move forward with discussions with developers who have proposed development for the area, it was best to formalize a decision and have something in place. A couple developers were told they would be notified when policies were approved and if they could be eligible to apply at the time of approval. Board Member Ryan wanted to know if these options would

01/14/2019

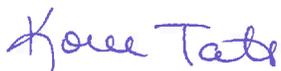
work for the entire city because he would like to see an apartment building in any part of town. Mr. Colley explained repayment would not come from tax increment financing outside the Urban Renewal Area and this was to target and promote growth to the Plan area. In response to Board Member Ryan, Mr. Colley confirmed that in the Urban Renewal area, the City would allow a credit, not reduce system development charges. If a landowner put in a road, they would have a ten-year period to pay while the City provides incentives. The City would obtain increment tax money at a faster rate if development improvements were made early in the thirty-year Plan period.

Mr. Colley discussed that based on the adoption of the Plan, Staff would bring back policy options to adopt. A time limit was not included in the motion, but could be added by the Board. In response to Board Member Kaser, Mr. Colley advised areas outside the Urban Renewal area only had the LID process option. Right now staff was trying to incentivize multi-housing development. It would be recommended to only choose one option as it would prove difficult to manage multiple options on one project. Mr. Coalwell added that an agreement would be recorded with Douglas County that would be a lien against their property in the event a developer did not finish a project. The other option would be for the developer to pay up front. Board Member Kaser suggested including in the motion to allow five years so Staff and the Board could evaluate regularly.

Board Member Ryan moved to direct staff to develop housing incentive policy options including system development charge buydown, an in-lieu-of construction payment and local improvement district project repayment options through the use of tax increment financing with a not to exceed \$5,000.00 per multi-family unit limit for a program duration of five years from the effective date. Motion was seconded by Councilor Hicks and unanimously approved.

ADJOURNMENT

The meeting adjourned at 6:58 p.m.



Koree Tate
Management Assistant

LC
1/10/19

RESOLUTIONS A
01/14/2019

URBAN RENEWAL MEETING AGENDA ITEM SUMMARY



URBAN RENEWAL – RESOLUTION ADOPTING HOUSING INCENTIVE PROGRAMS FOR THE DIAMOND LAKE URBAN RENEWAL PLAN

Meeting Date: January 14, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Lance Colley
Contact Telephone: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The Diamond Lake Urban Renewal District (URD) will begin receiving tax increment in November of 2019 for the fiscal year beginning July 1, 2019. Council, acting as the Urban Renewal Agency Board, will now implement policies and programs to carry out the goals and objectives of the Plan.

BACKGROUND

A. Council Action History

Council adopted Ordinance 3502 that became effective in August 2018. In conjunction with Council's goals to support housing in our community, one of the elements of the Plan was to provide housing incentives, in particular, multi-family housing incentives.

On November 26, 2018, Staff presented four options for housing incentive programs to the Urban Renewal Agency Board: System Development Charges (SDC) Buydown; In-Lieu-Of for Public Improvements; Direct Cash Offset; and Construction of Public and Frontage Improvements by the City. The Board directed Staff to refine the SDC Buydown and In-Lieu-Of programs and bring them back for Board consideration.

B. Analysis

The Diamond Lake Urban Renewal Plan (Plan) was developed for the City Council with input from an Advisory Committee, as well as input from the community during a public Open House. In addition, public meetings were held before the Roseburg Urban Renewal Agency (Agency), the Roseburg Planning Commission and City Council. Pursuant to the Roseburg City Charter and Oregon Revised Statute (ORS) 457, the Plan went into effect after being adopted by a non-emergency ordinance by the City Council. The Plan is to be administered by the Agency.

The Plan contains goals, objectives, and projects for the development of the area. The goals of the Plan include Housing Incentives to promote the development of new affordable, multi-family housing investments within the Diamond Lake Urban Renewal District.

C. Financial and/or Resource Considerations

The overall purpose of the Plan is to use tax increment financing to overcome obstacles to the proper development of the area. Ideally, development that can be incentivized early in the Plan can provide resources well in excess of the incentives provided and jump-start the redevelopment in the URD.

Urban renewal is unique in that it brings its own financing source: tax increment financing (TIF). Tax increment revenues – the amount of property taxes generated by the increase in total assessed values in the urban renewal area from the time the urban renewal area is first established – are used to repay borrowed funds or pay down obligations that do not require borrowing. The funds borrowed, or revenues generated, are used to pay for urban renewal projects or incentives. The Plan is projected to take 30 years of tax increment revenue collection. Our projections indicate that the URD will receive approximately \$200,000 in TIF in fiscal 2019-20 based on known development coming on the tax rolls after January 1, 2018 and the annual 3% increase in assessed value allowed by state statute.

The City has been approached by multiple developers inquiring as to the type of “housing incentives” that may be available. Following the Agency Board’s discussion of possible incentive programs during their November 26, 2018 meeting, Staff put together a Multi-Family Housing System Development Charge Buydown Program and a Multi-Family Housing In-Lieu-Of Incentive Program for the Board’s consideration.

D. Program Outline

The Multi-Family Housing Systems Development Charge (SDC) Buydown Program would provide for the reduction of SDC fees to qualified developers or projects during the site review permitting process. This buydown would cover up to \$5,000 per unit of SDCs assessed by the City of Roseburg and Roseburg Urban Sanitary Authority (RUSA) through SDC Deferral Agreements with each agency. The property owner would be responsible for all SDC payments over \$5,000.

The Multi-Family In-Lieu-Of Incentive Program would approve an in-lieu-of payment towards public improvements required as part of the development to qualified developers or projects during the site review permitting process in an amount up to \$5,000 per unit. The property owner would pay all costs over \$5,000 associated with those public improvements. The City will complete improvements within 10 years from application approval date.

Eligible properties for both programs would be taxable multi-family housing developments located in the Diamond Lake Urban Renewal District, who are current on all property taxes. In addition, total project cost estimates must be equal to or exceed \$100,000 per multi-family unit on site. To remain eligible, applicants must start construction within 6 months from issuance of a building permit, and complete the project within 24 months of the construction start date.

Eligible participants will have the opportunity to apply exclusively for only one of the two incentive programs offered.

The housing incentive element of the Plan included up to \$2 million from TIF over the life of the Plan. While this is a thirty-year plan, incentivizing developments in the first few years of the Plan will provide significantly enhanced tax increment revenue over the remaining life of the Plan. If the Board approves a maximum incentive of \$5,000 per unit, that would incentivize 400 units. In addition, if there is demand for more than 400 units, the “estimate” included in the thirty-year period could be adjusted within the “maximum indebtedness” number and provide additional housing incentives. It may be appropriate to provide a time-frame for the initial incentives to encourage upfront development. Staff is recommending that incentives be available during the first five years of the Plan and that the UR Board evaluate the success of the incentive program and determine at that point if it should be modified, extended, or ended.

E. Timing Issues

Staff is requesting Urban Renewal Agency Board direction to move forward with multi-family development incentives so that prospective purchasers of property and developers of multi-family projects within the Diamond Lake Urban Renewal Plan area can make proposed development decisions.

COUNCIL OPTIONS

The City Council has the option to:

1. Adopt Resolution No. UR-19-01 approving the Multi-Family Housing Systems Development Charge (SDC) Buydown Program and Multi-Family In-Lieu-Of Incentive Program.
2. Ask for more information about possible program options.
3. Choose not to proceed with housing incentive program options at this time.

STAFF RECOMMENDATION

Staff recommends that the Agency Board adopt Resolution No. UR-19-01 approving the Multi-Family Housing Systems Development Charge (SDC) Buydown Program and Multi-Family In-Lieu-Of Incentive Program, effective immediately through December 31, 2023.

SUGGESTED MOTION

I MOVE TO ADOPT RESOLUTION NO. UR-19-01

Attachment

- Resolution No. UR-19-01 with attached program overviews.

RESOLUTION NO. UR-19-01

A RESOLUTION ADOPTING INCENTIVE PROGRAMS FOR MULTI-FAMILY HOUSING DEVELOPMENT IN THE DIAMOND LAKE URBAN RENEWAL AREA.

WHEREAS, The Roseburg City Council adopted the Diamond Lake Urban Renewal Plan on July 9, 2018; and

WHEREAS, The Diamond Lake Urban Renewal Plan includes Housing Incentives for multi-family housing development as one of the Plan goals; and

WHEREAS, The Roseburg Urban Renewal Agency directed staff to bring forward incentive programs and policies for multi-family housing development in the Diamond Lake Urban Renewal Plan area; and

WHEREAS, Through the attached programs, the Roseburg Urban Renewal Agency would provide up to \$5,000 per unit towards System Development Charges or Public Improvement Costs for eligible multi-family housing development within the Diamond Lake Boulevard Urban Renewal Plan Area; and

WHEREAS, Eligible participants will have the opportunity to apply exclusively for only one of the two incentive programs offered.

THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG that:

Section 1. The Multi-Family Housing Systems Development Charge (SDC) Buydown Incentive Program attached hereto as Exhibit "A" is hereby adopted.

Section 2. The Multi-Family Housing In Lieu Of Incentive Program attached hereto as Exhibit "B" is hereby adopted.

Section 3. This resolution shall become effective immediately upon adoption by the Roseburg City Council, and will continue through December 31, 2023.

ADOPTED BY THE ROSEBURG URBAN RENEWAL AGENCY AT ITS REGULAR MEETING ON THE 14th DAY OF JANUARY, 2019.

Amy L. Sowa, City Recorder



**City of Roseburg Urban Renewal Agency
Multi-Family Housing
Systems Development Charge Buydown Program
Site Review #: _____**

Multi-Family Housing Systems Development Charge (SDC) Buydown Program

Program Overview:

The City of Roseburg administers the Multi-Family Housing Systems Development Charge (SDC) Buydown Program to promote the development of new affordable, multi-family housing investments within the Diamond Lake Urban Renewal District. The program provides for the reduction of SDC fees to qualified developers or projects during the site review permitting process.

Eligibility Guidelines:

- 1) Eligible properties are taxable multi-family housing developments as defined by Roseburg Municipal Code Section 12.02.090, located in the Diamond Lake Urban Renewal District; map is attached.
- 2) Property owners must be current on property taxes.
- 3) The project must comply with Roseburg Municipal Code Title 12 and be permitted appropriately through the City of Roseburg Community Development Department and Building Department.
- 4) Applicant will submit completed application with property owner information and signature. Only completed applications will be considered for funding.
- 5) Application (see attachment) must be submitted with site plan review application.
- 6) Property owner will be required to enter into a SDC Deferral Agreement with the City and a lien will be placed on property. Once the SDC Deferral agreement with the City of Roseburg and Roseburg Urban Sanitary Authority (RUSA) has been executed, the Urban Renewal Agency will assume responsibility for applicable SDCs up to \$5,000 per unit. The property owner will be responsible for all SDC payments over \$5,000.
- 7) All applications shall demonstrate compliance with the Diamond Lake Urban Renewal Plan.

Please note: Other planning/permitting applications may need to be submitted to the City for the building permit process.



City of Roseburg Urban Renewal Agency
Multi-Family Housing
Systems Development Charge Buydown Program
Site Review #: _____

Buydown Guidelines:

- A. The project shall comply with the Roseburg Municipal Code Title 12.
- B. Funds shall be allocated based on the following criteria and are subject to availability: number of housing units, size of housing units, location, and readiness to proceed.
- C. Buydowns are reimbursed up to \$5,000 per unit for multi-family housing developments of 3 or more units on a single property.
- D. The buydown application and agreement approval process will run concurrently with the City's site plan review process. The agreement must be executed prior to issuance of an approved site plan.
- E. Buydowns are not retroactive for fees already paid. No reimbursement will be granted.
- F. Construction shall begin within 6 months of the execution of the agreement and site plan approval; and shall be completed within 24 months from issuance of a building permit.
- G. Total project cost estimate must be equal to or exceed \$100,000 per multi-family unit on site.

Eligible Projects:

This program is for multi-family housing developments with 3 or more units, within the Diamond Lake Urban Renewal area.

Ineligible Projects:

- 1. Single Family Housing
- 2. Duplexes
- 3. Tax Exempt Multi-Family Housing
- 4. Mobile Homes
- 5. Trailer Homes
- 6. Non-Foundational Homes
- 7. Accessory Dwelling Units (ADU)
- 8. Recreational Vehicles
- 9. Commercial or Industrial uses in conjunction with multi-family housing units



**City of Roseburg Urban Renewal Agency
Multi-Family Housing
Systems Development Charge Buydown Program
Site Review #: _____**

APPLICANT INFORMATION

Applicant's Name: _____

Property Address: _____ Parcel ID #: _____

Mailing Address: _____

Telephone No.: _____ Cell Phone No.: _____

Email: _____ Fax No.: _____

Proof of Ownership:

PROPERTY OWNER AUTHORIZATION:

I, _____ hereby authorize _____ to enter into the Multi-Family Housing System Development Charge (SDC) Program on my property located at _____, which is within the City of Roseburg's Urban Renewal District.

I also agree to hold harmless the City of Roseburg in the event of property damage or physical injury as a result of work on the project described herein.

I also understand that I will enter into a contractual agreement for the project and that a lien equal to the value of the proposed project SDCs will be imposed on the property.

Property Owner

Date

State of _____)

) ss.

County of _____)

On _____, 20____, _____ personally appeared before me,

- ____ who is personally known to me
- ____ whose identity I proved on the basis of _____
- ____ whose identity I proved on the oath/affirmation

of _____, a credible witness to be the signer of the above document, and he/she acknowledged that he/she signed it.

Notary Public for _____
Name: _____
My commission expires on: _____



**City of Roseburg Urban Renewal Agency
Multi-Family Housing
Systems Development Charge Buydown Program
Site Review #: _____**

APPLICANT agrees to refund to the AGENCY the full amount of SDC fees assumed under this contract if the building is not constructed within 30 months of execution of the agreement.

Taxes: Have all City of Roseburg taxes levied on the building and property described in this application been paid to date?

Yes: ___ No: ___ If no, please attach explanation

SITE/LAND INFORMATION:

Total Land Area (sq.ft./acres): _____ Zone Classification: _____

Existing Property Use (type of buildings, business use, etc.): _____

PROJECT INFORMATION:

Total Project Cost Estimate: _____ Buydown Request: _____

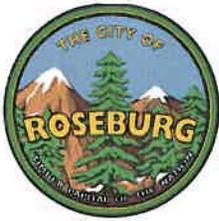
Total Number of Units: _____ Total Square Footage of Units: _____

Number of 1 bedroom Units: _____ Average Square Footage per Unit: _____

Number of 2 Bedroom Units: _____ Average Square Footage per Unit: _____

Number of 3 Bedroom Units: _____ Average Square Footage per Unit: _____

PROJECT DESCRIPTION (use additional sheets as necessary): Attach all required elements pertaining to the scope of work, schedule and Engineer/Architect's total estimated project costs.



City of Roseburg Urban Renewal Agency
Multi-Family Housing
In-Lieu-Of Incentive Program
Site Review #: _____

Multi-Family Housing In-Lieu-Of Incentive Program

Program Overview:

The City of Roseburg administers the Urban Renewal Multi-Family Housing In-Lieu-Of Incentive Program to promote the development of new affordable, multi-family housing investments within the Diamond Lake Urban Renewal District. The program approves an in-lieu-of payment towards public improvements required as part of the development to qualified developers or projects during the site review permitting process.

Eligibility Guidelines:

- 1) Eligible properties are taxable multi-family housing developments as defined by Roseburg Municipal Code Section 12.02.090, located in the Diamond Lake Urban Renewal District; map is attached.
- 2) Property owners must be current on property taxes.
- 3) The project must comply with Roseburg Municipal Code Title 12 and be permitted appropriately through the City of Roseburg Community Development Department and Building Department.
- 4) Applicant will submit completed application with property owner information and signature. Only completed applications will be considered for funding.
- 5) Application (see attachment) must be submitted with site plan review application.
- 6) The property owner will pay all costs over \$5000 associated with public improvements required for the development. Payment must be received at the time the building permit application is approved. The City will pay the improvement costs up to \$5000 per unit, and will complete improvements within 10 years from application approval date.
- 7) All applications shall demonstrate compliance with the Diamond Lake Urban Renewal Plan.

Please note: That other planning/permitting applications may need to be submitted to the City for the building permit process.



**City of Roseburg Urban Renewal Agency
Multi-Family Housing
In-Lieu-Of Incentive Program
Site Review #: _____**

In-Lieu-Of Guidelines:

- A. The project shall comply with the Roseburg Municipal Code Title 12.
- B. Funds shall be allocated based on the following criteria and are subject to availability: number of housing units, size of housing units, location, and readiness to proceed.
- C. In-Lieu-Of payments are paid by the City in an amount up to \$5,000 per unit for multi-family housing developments of 3 or more units on a single property.
- D. The In-Lieu-Of application and agreement approval process will run concurrently with the City's site plan review process. The agreement must be executed prior to issuance of an approved site plan.
- E. In-Lieu-Of payments are not retroactive for fees already paid. No reimbursement will be granted.
- F. Construction shall begin within 6 months of the execution of the agreement and site plan approval; and shall be completed within 24 months from issuance of a building permit.
- G. Total project cost estimate must be equal to or exceed \$100,000 per multi-family unit on site.

Eligible Projects:

This program is for multi-family housing development with 3 or more units, within the Diamond Lake Urban Renewal

Ineligible Projects:

1. Single Family Housing
2. Duplexes
3. Tax Exempt Multi-Family Housing
4. Mobile Homes
5. Trailer Homes
6. Non-Foundational Homes
7. Accessory Dwelling Units (ADU)
8. Recreational Vehicles
9. Commercial or Industrial uses in conjunction with multi-family housing units



City of Roseburg Urban Renewal Agency

Multi-Family Housing

In-Lieu-Of Incentive Program

Site Review #: _____

APPLICANT INFORMATION

Applicant's Name: _____

Property Address: _____ Parcel ID #: _____

Mailing Address: _____

Telephone No.: _____ Cell Phone No.: _____

Email: _____ Fax No.: _____

Proof of Ownership:

PROPERTY OWNER AUTHORIZATION:

I, _____ hereby authorize _____
to enter into the Multi-Family Housing In-Lieu-Of Program on my property located at
_____, which is within the City of Roseburg's Urban
Renewal District.

I also agree to hold harmless the City of Roseburg in the event of property damage or physical
injury as a result of work on the project described herein.

I also understand that I will enter into a contractual agreement for the project and that a lien equal
to the value of the required public improvements will be imposed on the property.

Property Owner

Date

State of _____)

) ss.

County of _____)

On _____, 20____, _____
personally appeared before me,

- ____ who is personally known to me
- ____ whose identity I proved on the basis of _____
- ____ whose identity I proved on the oath/affirmation

of _____, a credible witness to be the signer of the above document, and
he/she acknowledged that he/she signed it.

Notary Public for _____

Name: _____

My commission expires on: _____



City of Roseburg Urban Renewal Agency

Multi-Family Housing

In-Lieu-Of Incentive Program

Site Review #: _____

APPLICANT agrees to refund to the AGENCY the full amount of In-Lieu-Of fees paid by the City under this contract if the building is not constructed within 30 months of execution of the agreement.

Taxes: Have all City of Roseburg taxes levied on the building and property described in this application been paid to date?

Yes: ___ No: ___ If no, please attach explanation

SITE/LAND INFORMATION:

Total Land Area (sq.ft/acres): _____ Zone Classification: _____

Existing Property Use (type of buildings, business use, etc.): _____

PROJECT INFORMATION:

Total Project Cost Estimate: _____ In-Lieu-Of Payment Request: _____

Total Number of Units: _____ Total Square Footage of Units: _____

Number of 1 bedroom Units: _____ Average Square Footage per Unit: _____

Number of 2 Bedroom Units: _____ Average Square Footage per Unit: _____

Number of 3 Bedroom Units: _____ Average Square Footage per Unit: _____

PROJECT DESCRIPTION (use additional sheets as necessary): Attach all required elements

pertaining to the scope of work, schedule and Engineer/Architect's total estimated project costs.



**City of Roseburg Urban Renewal Agency
Multi-Family Housing
In-Lieu-Of Incentive Program
Site Review #: _____**

PROCESS OF REVIEW:

This application will be reviewed by Urban Renewal Agency/City of Roseburg staff for accuracy and completeness. Staff will notify the applicant in writing if the In-Lieu-Of payment application is approved. Upon approval, the applicant will receive a contract outlining the roles and responsibilities of the applicant and the Urban Renewal Agency.

CERTIFICATION BY APPLICANT:

The applicant certifies that all information provided in this application given is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be developed, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the proposed work on the property. Evidence of this authority must be attached.

Applicant Signature: _____

Date: _____

Return Application with Site Plan Review application to:
Community Development Department, City of Roseburg
900 SE Douglas Avenue
Roseburg, OR 97470
Phone: 541-492-6750
Email: cdd@cityofroseburg.org

ROSEBURG DIAMOND LAKE URBAN RENEWAL DISTRICT MAP

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1/10/19

ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY



Urban Renewal – Five Year Capital Improvement Plan Update

Meeting Date: January 14, 2019
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Staff has been analyzing available resources for the North Roseburg Urban Renewal District. It appears that there may be additional resources available after the completion of this year's construction projects. The issue for the Board is whether to update the Urban Renewal component of the Five Year Capital Improvement Plan to add two additional projects.

BACKGROUND

A. Board Action History. The Urban Renewal component of the Five Year Capital Improvement Plan was updated on September 25, 2017. The overall plan was last adopted on March 26, 2018.

B. Analysis. The North Roseburg Urban Renewal District is set to expire in September of 2019. The district will cease to collect revenues at the end of June of 2019. The 2018 construction projects are wrapping up and this has allowed staff to do additional analysis regarding remaining resources. The current budget includes the following Urban Renewal capital projects:

350	URBAN RENEWAL	
	Project Description	2018-2019
	Airport Wetland Mitigation	150,000
	Black Street Improvements	575,000
	Downtown Façade Program (non-capital)	50,000
	Downtown Improvements Phase 2	1,400,000
	Edenbower/Stewart Parkway Left Turn	1,250,000
	Garden Valley- Fairmount to Stephens	700,000
	Traffic Signal Coordination/Conduit/Timing	200,000
	URBAN RENEWAL TOTAL	\$4,325,000

With the exception of the traffic signal coordination project (currently in design), and the airport wetland mitigation and/or grant match, the projects on the list are complete or nearing completion. Staff anticipates the capital spending in the current fiscal year on the existing approved projects will be around \$3.5 million. That, combined with a slightly higher than estimated revenue projection, should leave approximately \$1 million available for projects between now and September. As such, staff is proposing to add two projects to the CIP.

Both projects have been included in earlier versions of the CIP and were removed in order to meet projected financial constraints. The two projects are listed in the updated chart below and are described as follows:

Downtown Streetlighting - This project would design and construct the following improvements:

- Update existing non-LED antique style streetlighting downtown with LED fixtures.
- Replace the existing streetlighting on the alley east of the parking structure parallel to Jackson Street with new LED antique style lighting.
- Install new LED antique style streetlighting on Rose Street between Oak and Lane and on Cass and Lane Street from Rose to Stephens Street.

Stewart Parkway – Aviation to Edenbower -- The 2016-2021 CIP adopted in March of 2016 included pavement rehabilitation projects on Stephens, Garden Valley, Stewart Parkway and a small amount for downtown. Projects on Stephens and Garden Valley were constructed utilizing Urban Renewal funding. This would add back in a project on Stewart Parkway between Aviation and Edenbower. This section would match into updated sections on Stewart Parkway from Vine Street to Edenbower. Any additional required funding would be budgeted in the Transportation Fund in FY19-20 if necessary.

350 URBAN RENEWAL				
Project Description	Estimated Cost	2018-2019	2019-2020	
Airport Match/Wetland Mitigation *	116,000	116,000		
Black Street Improvements *	436,000	436,000		
Downtown Improvements Phase 2 *	1,230,000	1,230,000		
Downtown Streetlighting **	325,000	35,000	290,000	
Edenbower/Stewart Parkway Left Turn *	630,000	630,000		
Garden Valley- Fairmount to Stephens *	860,000	860,000		
Stewart Parkway - Aviation to Edenbower **	600,000	150,000	450,000	
Traffic Signal Coordination/Conduit/Timing	250,000	165,000	85,000	
URBAN RENEWAL TOTAL	\$4,447,000	\$3,622,000	\$825,000	

*updated FY 18-19 estimate

** *New Projects January 2019*

C. Financial and/or Resource Considerations. The FY 18-19 Urban Renewal Capital Fund includes \$4.275 million in capital projects. Staff has estimated that revenue will exceed expectations by approximately \$210,000. Available resources total approximately \$4.485 million. The recommended changes to the CIP would total \$4.447 million. These numbers are estimates at this point and will continue to be monitored as the FY 19-20 budget is prepared.

D. Timing Issues. In order to deliver two additional projects between now and September 2019, staff needs direction at the January 14th meeting.

BOARD OPTIONS

The Board has the following options:

1. Adopt the attached Urban Renewal Component into the Five Year CIP; or

2. Make recommendations for changes to the project list; or
3. Not take any action at this time.

STAFF RECOMMENDATION

Staff took project options for the additional available funding to the December 13th Public Works Commission meeting. The Commission recommended adding the two projects represented in the chart above to the adopted Five Year Capital Improvement Plan; the Downtown Streetlighting and the Stewart Parkway – Aviation to Edenbower Project. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to adopt the attached amended Urban Renewal Component of the City of Roseburg's Five Year Capital Improvement Plan.

ATTACHMENTS

City of Roseburg Five Year Capital Improvement Plan – Draft Amended Urban Renewal Component

URBAN RENEWAL PROJECTS

Amended January 2019 - Draft



The North Roseburg Urban Renewal Plan was adopted in 1989. The principle source of funding is tax increment revenue. In 2005, the second amendment to the plan was adopted. This amendment adjusted the boundary of the Urban Renewal District to include the downtown core area. Projects included in this CIP reflect those remaining in the original plan as well as those adopted in the second amendment. This Urban Renewal District will expire in September of 2019.

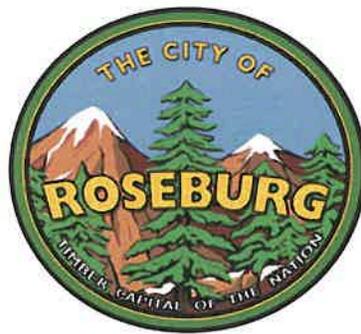


The City has recently adopted a new Urban Renewal Area targeted for the Diamond Lake Boulevard/Highway 138E Area. Projects for this area will be included in future updates to this plan.

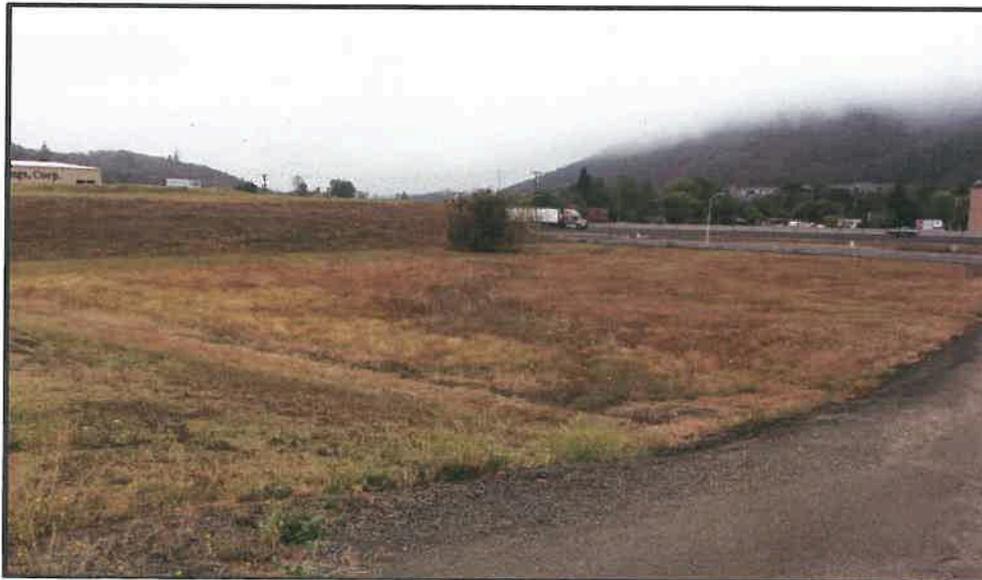
350 URBAN RENEWAL		Estimated Cost	2018-2019	2019-2020
Project Description				
Airport Match/Wetland Mitigation *		116,000	116,000	
Black Street Improvements *		436,000	436,000	
Downtown Improvements Phase 2 *		1,230,000	1,230,000	
Downtown Streetlighting **		325,000	35,000	290,000
Edenbower/Stewart Parkway Left Turn *		630,000	630,000	
Garden Valley- Fairmount to Stephens *		860,000	860,000	
Stewart Parkway - Aviation to Edenbower **		600,000	150,000	450,000
Traffic Signal Coordination/Conduit/Timing		250,000	165,000	85,000
URBAN RENEWAL TOTAL		\$4,447,000	\$3,622,000	\$825,000

*updated FY 18-19 estimate

** *New Projects January 2019*



URBAN RENEWAL PROJECTS



Airport Match/Wetland Mitigation

This may be used to provide match for FAA grants at the airport and/or address existing wetlands located just west of the new north apron area. The match component will provide funding to match FAA grants for Obstruction Mitigation, Airport Master Plan Update, and the Runway Electrical Project. Wetland mitigation will most likely involve purchasing credits from a wetland bank.

	Total	2018/19
Capital Costs	116,000	116,000
Funding Source		
Urban Renewal	116,000	116,000

URBAN RENEWAL PROJECTS



Black Street Improvements

Black Street is a local street that parallels Garden Valley Boulevard west of Interstate Five. This project will improve the existing section of Black Street from Estelle Street west to the Garden Valley Shopping Center.

	Total	2018/19
Capital Costs	611,000	611,000
Funding Source		
Urban Renewal	436,000	436,000
Storm	100,000	100,000
RUSA	75,000	75,000

URBAN RENEWAL PROJECTS



Downtown Façade Program

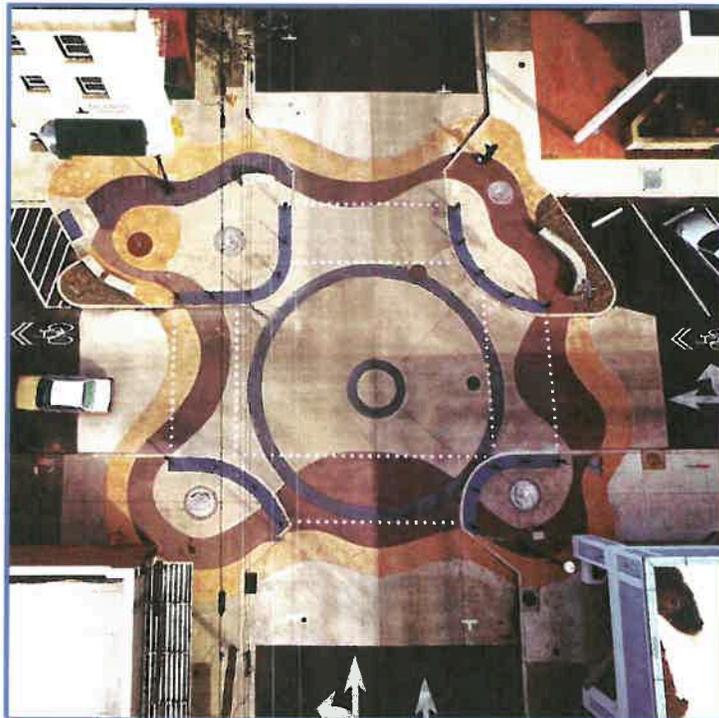
This project will extend the existing downtown façade program. The program will provide for a façade improvement matching program for the businesses located within the Downtown Business District. The intent is to provide a mechanism to facilitate rehabilitating the appearance and function of the building facades.

	Total	2018/19
Non-Capital Costs	50,000	50,000
Funding Source		
Urban Renewal	50,000	50,000

URBAN RENEWAL PROJECTS

Downtown Improvements Phase 2

This project will build on those improvements accomplished with the Washington/Oak Project. The project will focus on ADA improvements, making the area more pedestrian friendly and adding amenities that draw customers to the downtown core.

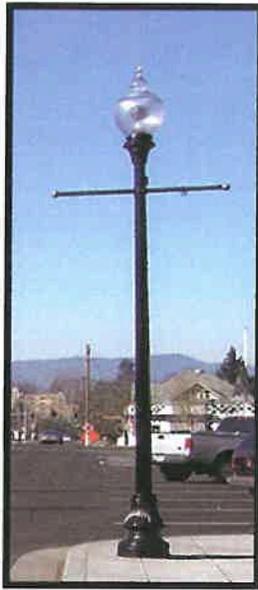


	Total	2018/19
Capital Costs	1,830,000	1,830,000
Funding Source		
Urban Renewal	1,230,000	1,230,000
Sidewalk/Streetlight	200,000	200,000
Storm Drainage	200,000	200,000
Water	200,000	200,000

URBAN RENEWAL PROJECTS

Downtown Streetlighting

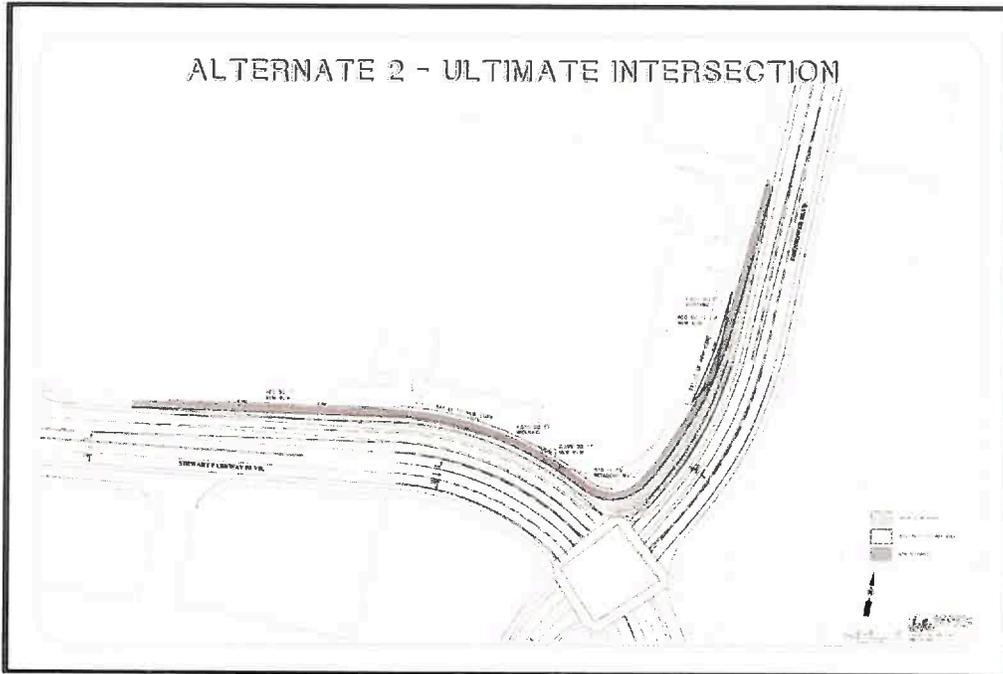
This project will build on those improvements accomplished with previous downtown projects and may include the following components:



- Update existing non-LED antique style streetlighting downtown with LED fixtures.
- Replace the existing streetlighting on the alley east of the parking structure parallel to Jackson Street with new LED antique style lighting.
- Install new LED antique style streetlighting on Rose Street between Oak and Lane and on Cass and Lane Street from Rose to Stephens Street.

	Total	2018/19	2019/20
Capital Costs	325,000	35,000	290,000
Funding Source			
Urban Renewal	325,000	35,000	290,000

URBAN RENEWAL PROJECTS



Edenbower/Stewart Parkway Left Turn Lane

The City has previously studied this intersection to define future needed improvements. That study and the Intersection Area Management Plan (IAMP) for I-5 Exit 127 both indicate that a dual left turn from eastbound Stewart Parkway to northbound Edenbower should be installed.

	Total	2018/19
Capital Costs	630,000	630,000
Funding Source		
Urban Renewal	630,000	630,000

URBAN RENEWAL PROJECTS

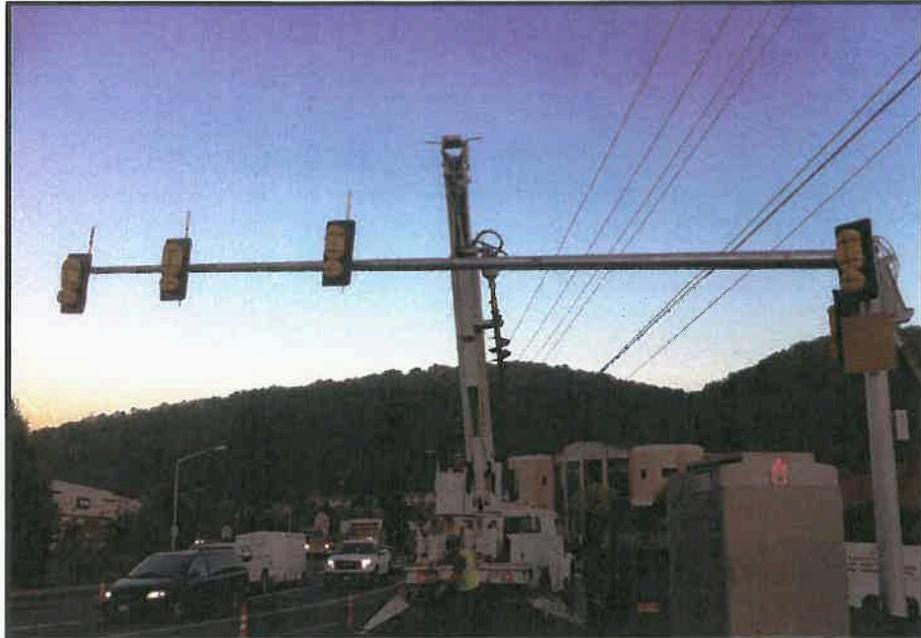


Pavement Management - Overlays

Utilizing Urban Renewal Funding to structurally reconstruct sections of arterials located within the district will help to prolong the life of the arterial street system in a way that cannot currently be accomplished utilizing transportation funding alone.

	Total	2018/19	2019/20
Capital Costs			
Garden Valley	860,000	860,000	
Stewart Parkway	600,000	150,000	450,000
Funding Source			
Urban Renewal	1,460,000	1,010,000	450,000

URBAN RENEWAL PROJECTS



Traffic Signal Coordination/Conduit/Timing

These would be separate projects that would work towards coordinating traffic signals on arterials within Roseburg to increase efficiency of the transportation system.

	Total	2018/19	2019/20
Capital Costs	250,000	165,000	85,000
Funding Source			
Urban Renewal	250,000	165,000	85,000