

**JOHN DAY URBAN RENEWAL AGENCY  
RESOLUTION NO. 2020-05**

**A RESOLUTION OF THE JOHN DAY URBAN RENEWAL AGENCY AMENDING AGENCY STANDARD  
OPERATING PROCEDURES**

WHEREAS, the John Day Urban Renewal Agency Board (the "Board") may adopt by resolution, and may from time to time amend, standard operating procedures (the "SOPs") for the administration of the Urban Renewal Agency (the "Agency"); and

WHEREAS, the Board adopted SOPs in Resolution 2019-04; and

WHEREAS, program adjustments necessitate changes to the SOPs relating to System Development Charge ("SDC") payments for manufactured home placement;

NOW, THEREFORE, THE JOHN DAY URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

1. Findings. The above-stated findings are hereby adopted.
2. SOPs. The Board hereby approves these amended SOPs of John Day Urban Renewal Agency dated October 12, 2020 attached hereto as Exhibit A, which replace and supersede all prior SOPs.
3. Miscellaneous. All pronouns contained in this resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this resolution. This resolution may be corrected by order of the Board to cure editorial and/or clerical errors.

APPROVED, ADOPTED, AND MADE EFFECTIVE by the Board on October 12, 2020.

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Ron Lundbom, Chair

ATTEST:

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Nicholas Green, Executive Director

Exhibit A  
Standard Operating Procedures  
(attached)

## STANDARD OPERATING PROCEDURES OF JOHN DAY URBAN RENEWAL AGENCY

These Standard Operating Procedures of John Day Urban Renewal Agency dated October 12, 2020 (these "SOPs") are authorized by Order of the Urban Renewal Agency Board of Directors. The SOPs govern the use of the Agency's "New Home Incentive Program" and "Major Remodel Program," collectively referred to as the "Incentive Programs," as described herein.

### 1. APPLICATION PROCEDURES

1.1 Application Process. Applicants who wish to participate in the URA Incentive Programs must first file an application with the URA executive director at the Agency office.

1.2 Application Form. Agency's office will use a standard form for all URA participants, substantially in the form shown in Exhibit B. The Application Form may be amended from time to time by the executive director to meet the needs of the program.

1.3 Application Fees. Agency will use the City of John Day (the "City") approved "Fee Schedule" and "Acknowledgment" forms for all Application Fees, as shown in Exhibit C to these SOPs. Application Fees will automatically be adjusted when changes to the Fee Schedule are made and approved by the City.

- (a) The fee for URA Applications will follow the "Land Use Review" fee schedule of the City.
- (b) Requests for URA interpretations will follow the "Interpretation" fee schedule of the City.
- (c) Requests to amend the URA, including minor amendments to URA boundaries, will follow the "Amendment" fee schedule of the City.

Agency Fees will be processed by the City but are to be kept separate from and are in addition to any charges owed by the Applicant to the City incurred through the City's planning process.

1.4 Application Approval; Conditions. The executive director may approve applications for properties currently within the URA boundaries that do not require discretion (i.e. new home construction; major renovations and additions to existing properties). Applications for properties that are not within the URA boundaries or that require discretion must be referred to the Board for review and approval. The executive director may refer any application to the Board as he/she sees fit. The approval of an application does not guarantee payment of incentives from the URA to any applicant.

### 2. ELIGIBILITY; APPLICANT RESPONSIBILITIES; REMOVAL AND ADJUDICATION

2.1 Eligibility; URA Boundaries. Properties within the urban renewal area boundaries established by the adopting ordinance (City Ordinance No. 18-172-02), and any subsequent amendments to those boundaries as approved by the Agency, are eligible to participate in the Incentive Programs provided they meet the terms and conditions described in this Section 2.

2.2 Eligible Improvements. The following improvements are eligible for participation.

- (a) New Home Incentive Program. Site-built homes on an approved residential lot in the Residential Limited (RL), Residential General (RG) and Residential Commercial (RC) zones are eligible for the New Home Incentive Program. Manufactured homes, Recreational Vehicles (RVs) and other prefabricated structures are not eligible for rebates. However, System Development Charge ("SDC") reimbursement shall be made for manufactured homes that meet all of the following conditions:
  - (1) Sited on a single-family home lot in the RL, RG or RC zones;
  - (2) Fixed to a permanent foundation such that it cannot be relocated;
  - (3) Placed in the boundaries of the urban renewal district as originally adopted.

- (b) Major Remodel Program. Substantial improvements to existing homes in the RL, RG and RC zone that result in an increase in assessed value of \$10,000 or greater are eligible for the Major Remodel Program. Homes in the Downtown (D), General Commercial (GC), General Industrial (GI) and Park Reserve (PR) zones may be eligible but must be reviewed and approved by the Board.

2.3 Eligibility; Terms. Applicants must file their application for the Incentive Programs and receive executive director or Agency written approval prior to beginning any improvements to their property. Improvements that begin prior to the application approval date will not be eligible to receive incentives without subsequent Board approval.

- (a) Participants in the New Home Incentive Program must have a completed and approved Land Use Review, Site Design Review and/or a Manufactured Home Placement Permit (as applicable) prior to receiving approval from executive director to be eligible for the New Home Incentive Program.
- (b) Participants in the Major Remodel Program must have an initial assessment of their planned improvements by the County Assessor prior to receiving approval for the Major Remodel Incentive Program.

2.4 Applicant Responsibilities; Ineligibility and Removal. Applicants must adhere to all local, state and federal building codes and regulations from the time of application through completion of their property improvements. Projects initiated without local land use review, permits and other required regulatory reviews are ineligible to participate in the Incentive Programs. Applicants whose permits are revoked or who fail to follow regulations during course of construction may be removed from eligibility at the discretion of the Board.

2.5 Board Review; Adjudication. The Board will act as Agency's review board when adjudicating any decisions of the executive director regarding program eligibility and removal.

### 3. INCENTIVE PAYMENTS; PROCEDURES

3.1 Incentive Payments; Types. The Agency makes three types of incentive payments:

- (a) Rebates of 7% of the change in assessed value (as determined by the Grant County Assessor) for new home construction under the New Home Incentive Program.
- (b) Rebates of 15% of the change in assessed value (as determined by the Grant County Assessor) for substantial improvements to existing properties.
- (c) Payment of SDCs (as determined by the City) for program participants making new connections to City services.

3.2 Incentive Payments; Authorization. The executive director may authorize payment of SDCs up to \$25,000. Agency Board must authorize all rebate payments under both Incentive Programs and payments of SDCs in excess of \$25,000.

3.3 Incentive Payments; Procedures. The SDC payments will be made upon receipt of an invoice from the City. Rebate payments will be issued annually following receipt of the official change property ratio and tax statements from the Grant County Assessor. Tax statements will clearly identify the exception value for new construction and major improvements, upon which the rebates will be determined.

3.4 Payment Issuance. Payments will be issued to the approved Applicant(s) who submitted the application form within 30-days of receipt of a City invoice or Board approval of rebate payments.

4. BOUNDARY AMENDMENTS

4.1 Amendments. Per ORS 457.440, to add property to the plan area the URA Board must amend the plan and provide notice to the Grant County Assessor prior to January 1 before the tax year to which the amendment applies. For examples, plan area amendments submitted by December 31, 2019 will apply to property improvements made on or after January 1, 2020.

4.2 Amendment Approval; Submission. Board may consider and approve amendments at any meeting; however, formal plan area amendments will only be submitted once per year, prior to the January 1 deadline.

5. AMENDMENT OF SOPs

The Board may, by resolution, adopt one or more amendments to these SOPs by a vote of a majority of the entire Board, provided that the proposed amendment(s) has been submitted in writing to all members at least five days prior to the meeting at which the amendment is to be considered. The notice of the meeting at which the amendment is to be considered will state that the purpose or one of the purposes of the meeting is to consider a proposed amendment to these Bylaws.

These SOPs were adopted and made effective by the Board on October 12, 2020.

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Ron Lundbom, Chair

ATTEST:

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Nick Green, Executive Director