

**JOHN DAY URBAN RENEWAL AGENCY  
RESOLUTION NO. 2019-04**

**A RESOLUTION OF THE JOHN DAY URBAN RENEWAL AGENCY APPROVING AND ADOPTING 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 desires to adopt SOPs governing Agency's administration.

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 and adopts the SOPs of John Day Urban Renewal Agency dated October 8, 2019 attached hereto as Exhibit A.
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 8, 2019.

\_\_\_\_\_  
Ron Lundbom, Chair

ATTEST:

\_\_\_\_\_  
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 8, 2019 (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.
- (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 or Site Design Review by City 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 system development charges (the "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 8, 2019.

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Ron Lundbom, Chair

ATTEST:

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Nick Green, Executive Director

# John Day Urban Renewal Agency

## Housing Incentive Program

### Property Application

Date Received: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Project Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner(s) with Address, Phone Number (if different from Applicant):

\_\_\_\_\_

Will property owner(s) likely be the same at time of project completion: Y / N

Grant County Assessor's Map # and Tax Lot #: \_\_\_\_\_

Most Recent Tax Assessor's Assessed Value: \$ \_\_\_\_\_

Brief Description of Project (Commercial Projects Not Eligible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What permits do you currently have? \_\_\_\_\_

What permits do you plan to apply for? \_\_\_\_\_

Total Project Cost (see worksheet below): \$ \_\_\_\_\_

Estimated Project Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

I, applicant, acknowledge the statements made herein are true and represent an accurate and full disclosure of all appropriate information as of this date. I understand that the URA will retain this application and any other information the URA receives, whether or not this incentive request is approved. I understand this request is public information.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Proposed Project Financing Worksheet

Estimated Costs (Itemized):

Description	Cost:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Labor (Personal or Hired)	\$ _____

Total Cost: \$ \_\_\_\_\_

Please Ensure the following items are included with the completed application form:

- \* Include agreement that identifies who will be receiving the incentive
- \* Current building/property photographs
- \* Proof of legal ownership (Property Deed)
- \* Proof of current tax statement (Available from Assessor)

**FOR OFFICIAL USE ONLY**

Type of Project (select all that apply):

<input type="checkbox"/> Building interior	Property in Renewal Area?	Y / N
<input type="checkbox"/> Building exterior façade	Approvals Required:	Y / N
<input type="checkbox"/> Infrastructure/Landscape/Fence	Planning Commission?	Y / N
<input type="checkbox"/> Building Code compliance	Building Permit	Y / N
<input type="checkbox"/> New Construction/site development	Easement/Encroachment?	Y / N
<input type="checkbox"/> Mitigation, reduction, removal of blight	Remodel meets threshold?	Y / N

Date deemed complete: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Date of Tax Assessor's Pre Inspection: \_\_\_\_\_

Qualifying Program: \_\_\_\_\_ Project in URA Boundary? Y / N

Estimated Incentive Rebate: \_\_\_\_\_ Includes All Items? Y / N

Approved Date: \_\_\_\_\_

Reason Not Approved for Program? \_\_\_\_\_

**EXHIBIT C**

**ACKNOWLEDGEMENT OF FEE SCHEDULE AND COSTS**

By signing my name below, I acknowledge that I received a copy of the Fee Schedule effective as of November 22, 2005 and I have read it and agree to pay the fees in said Fee Schedule and costs as stated herein.

I also acknowledge that I understand that I am responsible for all costs incurred by the City related to my land use and development permit applications and approvals, and appeals under Title 5 of the JOHN DAY CITY CODE "Development Code" and Measure 37 claims under Ordinance 04-112-2.

City costs include but are not limited to:

- 2.1 City Manager at \$47.51 per hour;
- 2.2 City Planner at \$115.00 per hour;
- 2.3 City Secretary/Cashier at \$26.27 per hour;
- 2.4 Public Works Director at \$30.06 per hour;
- 2.5 Police Chief at \$43.84 per hour;
- 2.6 Fire Chief at \$36.39 per hour;
- 2.7 City Engineer at \$100.00 per hour
- 2.8 City Attorney at \$150.00 per hour;
- 2.9 Facsimile transmittal at \$2.00 per fax and \$ .50 per page;
- 2.10 Copy fee of \$ .25 per page;
- 2.11 Mileage at current Internal Revenue Service rate; and
- 2.12 City surveyor fee.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Applicant's Signature



## JOHN DAY TITLE 5 & MEASURE 37 FEE SCHEDULE

The following fee categories and fees apply to land use and development permit applications and approvals, and appeals under Title 5 of the JOHN DAY CITY CODE “Development Code” and Measure 37 claims under Ordinance No. 04-112-2. These fees are deposits only. All persons required to file applications under Title 5 for land use and development permit applications and approvals, or file appeals under Title 5 or claims under Measure 37 under Ordinance 04-112-2 shall pay the actual cost to the City for processing said applications, appeals and claims. If the cost to the City is less than the required deposit the City will refund the difference and if the cost to the City is more than the deposit the City shall bill for the difference as authorized. Costs to the City shall include but are not limited to payment of City employee wages who are involved in processing an application or appeal at their current hourly rate, City attorney fees, City engineer fees, City surveyor fees, newspaper publication fees, postage, map creation and duplication fees, copying fees, long distance telephone call fees, facsimile fess and mileage as authorized.

<b>FEE CATEGORY</b>	<b>FEE</b>
1. Land Use District Map Change Includes but is not limited to:	
1.1 Petitions for Annexation (Type IV Review)	\$500
1.2 District Map (Zone) Changes	\$500
2. Comprehensive Plan Amendments	\$500
3. Conditional Use Permit	\$500
4 Land Use Review	\$100
5 Variance:	
5.1 Class A	\$100
5.2 Class B	\$250
5.3 Cass C	\$250
6 Code	
6.1 Interpretation	\$100
6.2 Amendment	\$500
7 Flood Plain Development or Flood Plain Permit	\$200
8 Appeals:	
8.1 To the Planning Commission	\$100
8.2 To the City Council	\$300
9. Nonconforming Use or Development Confirmation	\$250
10. Historic Building Permit, Demolition or Remodel/Alteration:	
10.1 If handled by Staff and no public hearing is held	\$250
10.2 If a Public Hearing is required	\$400
11. Property Line Adjustment and/or Lot Consolidations	\$100
12. Master Planned Development	\$1,500 plus \$25 per lot
13. Partition	\$300
14. Site Plan Review	\$300
15. Subdivision	\$1,200 plus \$25 per lot
16. Measure 37 Claim	\$ 50
17. Lot of Record Determination	\$ 50
18. Access Permit (public street)	\$ 50
19. Home Occupation exceeding the criteria in Section 5-2.2.200	\$100
20. Modification to Approval:	
20.1 Minor (Type II)	\$ 50
20.2 Major (Type III)	\$150
21. Sign Permit:	\$ 50
22. Temporary Use Permit:	
22.1 Type II	\$ 50
22.2 Type III	\$150