

**ROSEBURG URBAN RENEWAL AGENCY
BOARD MEETING AGENDA
March 14, 2022**



✓
3-10-2022

Electronic Meeting

Public Access:

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

Facebook Live at www.Facebook.com/CityofRoseburg

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

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

2. **ROLL CALL OF BOARD MEMBERS**
Shelley Briggs Loosley Beverly Cole Bob Cotterell Alison Eggers
Sheri Moothart Brian Prawitz Patrice Sipos Andrea Zielinski

3. **CONSENT AGENDA**
A. Minutes of June 14, 2021 Meeting

4. **RESOLUTIONS**
A. Resolution No. UR2022-01 – Approving a Property Tax Exemption for Sunshine Park Apartments located at 152 Sunshine Road

5. **AUDIENCE PARTICIPATION**

6. **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
June 14, 2021**

A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 10:03 p.m. on Monday, June 14, 2021, electronically via Zoom in Roseburg, Oregon.

ROLL CALL

Present: Board Members Bob Cotterell, Alison Eggers, Sheri Moothart, Brian Prawitz, Patrice Sipos and Andrea Zielinski

Absent: Board Member Beverly Cole

Others Present: City Manager Nikki Messenger, Assistant City Manager/City Recorder Amy Sowa, City Attorney Jim Forrester, Finance Director Ron Harker, Community Development Director Stuart Cowie, City Councilor Elect Shelley Briggs Loosley and Management Assistant Koree Tate.

CONSENT AGENDA

Board Member Cotterell moved to approve the minutes of the April 12, 2021 Meeting. The motion was seconded by Board Member Prawitz and approved with the following vote: Board Members Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

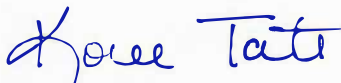
RESOLUTION NO. UR2021-02 – 2021-2022 BUDGET ADOPTION

Board Chair Rich opened the Public Hearing at 10:03 p.m. regarding the 2021-2022 Budget Adoption. Mr. Harker reported the budget document was distributed to members of the Budget Committee on May 4, 2021. The budget document was made public by posting on the City website and by making available a hard copy at City Hall on May 4, 2021. The Urban Renewal budget document was presented by staff on May 11, 2021. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 11, 2021, with no adjustments. The total requirements for 2021-22 were \$1,457,836.00.

As no one else wished to speak, Board Chair Rich closed the Public Hearing at 10:05 p.m. Board Member Sipos moved to adopt Urban Renewal Resolution No. UR-2021-02 adopting the 2021-2022 Budget, making appropriations and declaring tax increment financing. The motion was seconded by Board Member Cotterell and approved with the following vote: Board Members Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

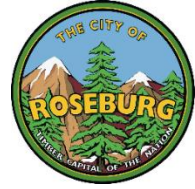
ADJOURNMENT

The meeting adjourned at 10:06 p.m.



Koree Tate
Management Assistant

ROSEBURG URBAN RENEWAL AGENCY AGENDA ITEM SUMMARY



RESOLUTION NO. UR2022-01 APPROVING TAX EXEMPTION FOR SUNSHINE PARK APARTMENTS LOCATED AT 152 SUNSHINE ROAD

Meeting Date: March 14, 2022
Department: Administration
www.cityofroseburg.org

Agenda Section: Resolutions
Staff Contact: Amy L. Sowa
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The City of Roseburg received an application from Opportunity Council in partnership with Sunshine Housing Associates Limited Partnership and requesting a tax exemption for low-income housing located at a152 Sunshine Road.

BACKGROUND

A. Board Action History.

The Roseburg Urban Renewal Board has taken no action on this item. On February 14, 1994, the Roseburg City Council adopted Ordinance No. 2849, adopting the standards under ORS 307.540 to 307.547 for tax exemption for non-profit low-income housing.

B. Analysis.

In 2019, Wishcamper Development Partners contacted the City regarding a low-income housing project being planned in partnership with Opportunity Council, a 501(c)(3) nonprofit corporation, on Sunshine Road located within the Diamond Lake Urban Renewal Area. City staff provided information regarding the option of using the SDC Buydown Program or requesting tax exemption status from the Council to help offset the total costs of the project, allowing the development to provide additional support services to their residents. The property to be benefited by such exemption consists of a 144-unit affordable housing project, which is to be used exclusively by low-income persons with income under 60% of the Douglas County area median income.

In order to qualify for tax exemption in the upcoming tax year, an application was required prior to March 1, 2022. The application was received by the City on February 24, 2022. Per statute, the governing body must make a determination on whether the applicant qualifies for the exemption within 30 days of receipt of the application.

The exemption granted under the statutes noted above applies to all taxing districts in which the property is located, and must be approved by jurisdictions equaling 51% or more of the total combined rate of taxation. The property is located in the Diamond Lake

Urban Renewal District and the combined rate of taxation of the City of Roseburg and Roseburg Urban Renewal Agency meet that requirement; therefore, the governing bodies of each must approve the request.

C. Financial/Resource Considerations.

The taxes paid on this property last year were \$2469.69. The assessor's office has determined the 2022 tax assessment at \$94,616, and a rough estimate for the following year when the project is completed at \$233,875. Given that this property is within the Urban Renewal Area, without a tax exemption, the growth in tax revenue would go entirely to the Urban Renewal Fund.

D. Timing Considerations.

Per ORS 307.547, the Council shall determine whether the applicant qualifies for the exemption within 30 days of receipt of the application. The 30-day time period ends March 26, 2022. Following adoption, a certified copy of an approved resolution from both agencies must be submitted to the Douglas County Assessor's Office. The exemption is good for one tax year and an application for continued tax exempt status must be submitted annually.

BOARD OPTIONS

Board has the following options:

- Adopt a resolution approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg; or
- Request additional information; or
- Do nothing

STAFF RECOMMENDATION

Staff recommends Board adopt a resolution approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. UR2022-01 APPROVING A PROPERTY TAX EXEMPTION FOR OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN ROSEBURG, OREGON."

ATTACHMENTS:

Attachment #1 – Resolution No. UR2022-01

Attachment #2 – Application from Opportunity Council requesting a tax exemption

RESOLUTION NO. UR2022-01

**A RESOLUTION APPROVING A PROPERTY TAX EXEMPTION FOR
OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN
ROSEBURG, OREGON.**

WHEREAS, Opportunity Council has filed an application for property tax exemption under Ordinance No. 2849 and ORS 307.540 to 307.547; and

WHEREAS, the property to be benefited by such exemption consists of a 144-unit affordable housing project, which is to be used exclusively by low-income persons as defined by ORS 307.515; and

WHEREAS, the property is addressed at 152 Sunshine Road, Roseburg, Oregon, 97470, and is legally identified as Township 27 South, Range 05 West, Section 15C, Tax Lot 200, Tax Account Number 46031.03; and

WHEREAS, the applicant meets the criteria established under Ordinance No. 2849 and ORS 307.540 to 307.547.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE URBAN RENEWAL AGENCY OF THE CITY OF ROSEBURG, a public body created under ORS 457.035, that:

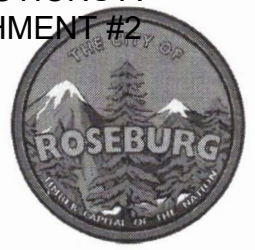
Section 1. The property described qualifies for an exemption from property taxation for so long as it meets the criteria established under Ordinance No. 2849 and ORS 307.540 to 307.547.

Section 2. The applicant must file an application for exemption with the governing body for each assessment year the corporation wants the exemption, on or before March 1 of the assessment year for which the exemption is sought. The annual application must provide a description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose, a certification of income levels of low income occupants, a description of how the development of the property will benefit project residents, and a declaration that the corporation has been granted exemption from income taxation under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) or 501(c)(4).

Section 3. This resolution shall become effective immediately upon adoption by the Urban Renewal Agency of the City of Roseburg.

**ADOPTED BY THE ROSEBURG URBAN RENEWAL AGENCY AT ITS REGULAR
MEETING ON THE 14TH DAY OF MARCH, 2022.**

Amy L. Sowa, Assistant City Manager/Recorder



CITY OF ROSEBURG, OREGON

Application
Property Tax Exemption for Low-Income Housing
(ORS 307.540 – 307-545)
Application Due Date: March 1

ORGANIZATION INFORMATION

Applicant/Sponsor

Organization Name Opportunity Council		SSN/Tax ID 91-0787820	
Address 1111 Cornwall Avenue	City/State Bellingham WA	Zip 98225	
Contact Person David Foreman	Phone (425) 478-9314	Fax	
Email david_foreman@oppco.org	Additional Contact Information (if applicable) Bret George - bgeorge@wishcamperpartners.com		

Is this entity a qualified 501(c)(3) or 501(c)(4) Non-Profit Organization? Yes No
 If not, is this entity a general partner of a Non-Profit partnership? Yes No

Entity Type (please check one)

Partnership Other (specify) _____

Corporation

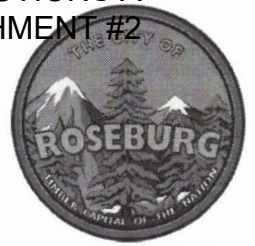
Property Owner (if other than Applicant)

Name Sunshine Housing Associates Limited Partnership	Signatory Name & Title Bret George, Member		
Address 131 S. Higgins Avenue	City/State Missoula MT	Zip 59802	
Contact Person Bret George	Phone (406) 546-4537	Fax	
Email bgeorge@wishcamperpartners.com	Additional Contact Information (if applicable)		

Required Information

Description of the Property for which the exemption is requested (include Tax Lot # and/or Property ID#): _____
 Property ID #R34300 - Account #46031.03
 Sunshine Park Apartments, 152 Sunshine Road, Roseburg
 Low Income Multi-Family apartments under construction - initial occupancy scheduled for August 2022

Description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose: _____
 The project will provide 144 rent restricted apartment units to low-income individuals and or families. 100% of the property is being utilized for this purpose.



CITY OF ROSEBURG, OREGON

Description of how the tax exemption will benefit project residents:

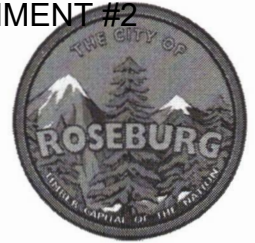
The tax exemption benefits the project residents in that it allowed the developers to increase the construction and permanent loan to levels necessary to construct all units. The increase in loan proceeds also allowed the project to establish a 15-year reserve to provide resident services to the tenants. The non-profit partner also provides direct information and referral services to project residents, connecting them to community-based social and supportive services. This activity is designed to assist residents in finding services of greatest need to their households, including rental assistance, energy assistance, employment, childcare, food/nutrition services, legal services, and similar services often needed by low income households.

Description of the development of the property if the property is being held for future low income housing development:

Construction of 144-Units of low income housing is currently underway. Construction began in May 2021 and is expected to be complete by 12/31/22

Required Documentation

- Certification of income levels of low income occupants.
 - Income must be at or below 60% of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development (HUD) The OHCS Operating Agreement and Declaration of Restrictive Covenants restricting income at or below 60% AMI is provided.



CITY OF ROSEBURG, OREGON

DECLARATIONS (Please read carefully and sign before a notary)

1. I declare that my organization has been granted an exemption from income taxes under 26 U.S.C. Section 501(c)(3) or (4) as amended before December 1, 1984, and submit proof of that status with this application; or I declare that my organization is a general partner of a 501(c)(3) or 501(c)(4) partnership.
2. I have attached documentation as proof of the owner relationship to the name of the applicant.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540 – 307.545, as adopted by Roseburg Ordinance No. 2849 (February 14, 1994).
4. The above described property(ies) qualifies or will qualify upon completion of any rehabilitation improvement, and subsequent occupancy by low income residents for property tax exemption within 30 days of the March 1 application or the date of approval.
5. All the information in this application is true to the best of my belief and knowledge, and is for all purposes of determining eligibility for the tax exemption program authorized by Roseburg Ordinance No. 2849.

Name of Organization: Opportunity Council

Authorized Signer (please print): Greg Winter

Greg Winter _____ 02/23/2022
 Signature Date

STATE OF Washington)
)ss.
 COUNTY OF Whatcom)

This instrument was acknowledged before me on the 24th day of February, 2022, by Greg Winter, as Executive Director of Opportunity Council, on behalf of said corporation.



Anneliese De Leon
 Notary Public

My commission expires: 05/28/2023

FOR OFFICE USE ONLY

Date Received: _____

Approved Not Approved