

LM
2-22-2024



ROSEBURG URBAN RENEWAL AGENCY BOARD MEETING AGENDA
FEBRUARY 26, 2024
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470

Public Online 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**

Tom Michalek	Andrea Zielinski	Kylee Rummel
David Mohr	Ellen Porter	Ruth Smith
Patrice Sipos	Shelley Briggs Loosley	

3. **CONSENT AGENDA**
 - A. December 11, 2023 Meeting Minutes

4. **RESOLUTIONS**
 - A. Resolution No. UR-2024-01 – A Resolution Approving a Tax Exemption for Sunshine Park Apartments located at 152 Sunshine Road

5. **AUDIENCE PARTICIPATION**

6. **ADJOURNMENT**

***** AMERICANS WITH DISABILITIES ACT NOTICE *****
Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**MINUTES OF THE ROSEBURG
URBAN RENEWAL AGENCY BOARD MEETING
December 11, 2023**

Chair Larry Rich called the meeting of the Urban Renewal Agency Board to order at 9:47 p.m. on December 11, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

Present: Board Members Tom Michalek, David Mohr, Ellen Porter, Kylee Rummel, Ruth Smith, Patrice Sipos, Shelley Briggs Loosley, and Andrea Zielinski

Absent: None

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Dawn Easley, Finance Director Ron Harker, City Recorder Patty Hitt, Communications Specialist Suzanne Hurt, Management Assistant Grace Jelks, and The News Review – Reporter, Drew Winkelmaier

3. Consent Agenda

A. June 12, 2023, Meeting Minutes

Member Zielinski moved to the consent agenda. The motion was seconded by Member Smith and approved with the following vote: Members Briggs Loosley, Michalek, Mohr, Rummel, Porter, Smith, Sipos, and Zielinski voted yes. No Members voted no. The motion passed unanimously.

4. Resolutions

A. Resolution No. UR2023-03 – Intergovernmental Agreement with City of Roseburg

Messenger provided an overview of the resolution.

Member Zielinski moved to adopt Resolution No. UR2023-03 Intergovernmental Agreement with City of Roseburg. The motion was seconded by Member Smith and approved with the following vote: Members Briggs Loosley, Michalek, Mohr, Rummel, Porter, Smith, Sipos, and Zielinski voted yes. No Members voted no. The motion passed unanimously.

5. Audience Participation

None.

6. Adjourn

Chair Larry Rich adjourned the meeting at 9:48 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant

ROSEBURG URBAN RENEWAL AGENCY AGENDA ITEM SUMMARY



RESOLUTION NO. UR-2024-01 APPROVING TAX EXEMPTION FOR SUNSHINE PARK APARTMENTS LOCATED AT 152 SUNSHINE ROAD.

Meeting Date: February 26, 2024
Department: Administration
www.cityofroseburg.org

Agenda Section: Resolutions
Staff Contact: Patty Hitt, City Recorder
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 requesting a tax exemption for low-income housing located at 152 Sunshine Road.

BACKGROUND

A. Board Action History.

February 14, 1994: Council adopted Ordinance No. 2849, adopting the standards under ORS 307.540 to 307.547 for tax exemption for non-profit low-income housing.

March 14, 2022: The Board adopted Resolution No. UR-2022-01, approving a tax exemption for Opportunity Council property addressed as 152 Sunshine Rd.

March 13, 2023: The Board adopted Resolution No. UR-2023-01, approving a tax exemption for Opportunity Council property addressed as 152 Sunshine Rd.

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. They applied for and were granted tax exemption status under ORS 307.540 to 307.547. The property to be benefited by such exemption consists of a 144-unit affordable housing project, to be used exclusively by low-income persons with income under 60% of the Douglas County area median income.

In order to continue to qualify for tax exemption in the upcoming tax year, Opportunity Council must apply annually prior to March 1. An application was received by the City on February 8, 2024. The criteria to qualify for the tax exemption under ORS 307.541 includes:

- The property is owned by a 501(c)(3) corporation; and
- The property is occupied by low-income persons; and
- The property, if occupied, is actually and exclusively used for the purposes described in which they qualified as a 501(c)(3) organization.

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. Staff finds the applicant qualifies under ORS 307.540 to 307.547 for the requested tax exemption for non-profit low-income housing.

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 estimated taxes on this property for this year are \$264,811, with approximately \$136,286 to the City and \$7,914 to the urban renewal district. Given that this property is within the Urban Renewal Area, without a tax exemption, the growth in tax revenue, or approximately \$2,163, would go to the Urban Renewal Fund.

D. Timing Considerations.

Per ORS 307.547, the Board shall determine whether the applicant qualifies for the exemption within 30 days of receipt of the application. The 30-day time period ends March 9, 2024. 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

The 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 the Board adopt the attached resolution approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg. In addition to meeting the requirements for tax exemption, this property helps fill the need for low-income housing.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. UR-2024-01 APPROVING A PROPERTY TAX EXEMPTION FOR OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN ROSEBURG, OREGON."

ATTACHMENTS:

Attachment #1 – Resolution No. UR-2024-01

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

RESOLUTION NO. UR-2024-01

**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 ROSEBURG URBAN RENEWAL AGENCY BOARD, 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 Roseburg Urban Renewal Agency Board.

**ADOPTED BY THE ROSEBURG URBAN RENEWAL AGENCY BOARD AT ITS REGULAR
MEETING ON THE ___ DAY OF _____, 2024.**

Patty Hitt, City 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 Ave	City/State Bellingham WA	Zip 98225
Contact Person David Foreman	Phone (360) 734-5121	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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If not, is this entity a general partner of a Non-Profit partnership? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Entity Type (please check one)		
<input type="checkbox"/> Partnership <input type="checkbox"/> Other (specify) _____		
<input checked="" type="checkbox"/> Corporation		
Property Owner (if other than Applicant)		
Name Sunshine Housing Associates Limited Partnership	Signatory Name & Title Bret George, Member	
Address 131 S. Higgins Ave	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 _____ _____		
Description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose: <u>The project provides 144 rent restricted apartment units to low-income individuals and/or families; 100% of the property is used for this purpose, which furthers the mission of Opportunity Council to help people improve their lives through education, support, and direct assistance while advocating for just and equitable communities.</u> _____ _____		

CITY OF ROSEBURG, OREGON



Description of how the tax exemption will benefit project residents:

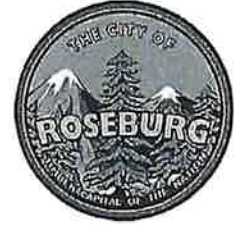
The tax exemption benefits project residents in that it allowed the owners to establish a 15-year reserve to provide resident services to the tenants. The non-profit partner also provides direct information and referral services to project residents, connecting them to community-based social and supportive services. This activity is designed to assist residents in finding services of greatest need to their households, including rental assistance, energy assistance, employment, child care, food/nutrition supports, 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: n/a

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)

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 01/30/2024
Signature Date

STATE OF Washington)
)ss.
COUNTY OF Whatcom)

This instrument was acknowledged before me on the 30th day of January, 2024 by Greg Winter, as Executive Director of Opportunity Council, on behalf of said corporation.



Anneliese De Leon
Notary Public

My commission expires: 5-28-2027

FOR OFFICE USE ONLY

Date Received: _____

Approved

Not Approved