

SYSTEM DEVELOPMENT CHARGE SUBSIDY PROGRAM APPLICATION

Estacada Urban Renewal Agency

Applicant: _____	Property Owner: _____
Mailing Address: _____	Mailing Address: _____
City: _____ State: _____ ZIP: _____	City: _____ State: _____ ZIP: _____
Home Phone: _____ Cell Phone: _____	Home Phone: _____ Work Phone: _____
Work Phone: _____ Other Phone: _____	Physical Address of Project: _____
Email: _____	Map: _____ Tax Lot: _____
Signature of Property Owner: _____	Lot Number: _____ Block: _____ Addition: _____
Signature of Applicant: _____	Date of Application: _____

This application packet includes a complete set of program guidelines. It is recommended that all applicants familiarize themselves with these guidelines before preparing and submitting an application. Complete application must be submitted by one of the following: By US Postal Service: Estacada City Hall, P.O. Box 958, Estacada, OR 97023; by email: lorenzen@cityofestacada.org; or physically delivered to 475 SE Main St, Estacada, OR.

Completed applications must include the following items unless otherwise noted below:

1. Proof of legal ownership of property (deed, bank mortgage records, etc...) - no page limit; page size must be no larger than 11" x 17"
2. Written consent of application by legal property owner if different than the applicant - no page limit; page size must be no larger than 8.5" X 11"
3. Development Plan including -
 - a. A detailed site plan of the property - 2 page limit page size must be no larger than 11" x 17"
 - b. Preliminary concept drawings and engineering or architectural drawings sufficient to show general compliance with land use and building standards. - no page or size limit; if drawings are over 11" x 17" one hard copy is required to be submitted by USPS or physically delivered
 - c. Maximum square footage of all proposed structures, number of proposed parking spaces, square footage of impervious surface, and proposed occupancy of all structures - one page limit; page size must be no larger than 8.5" X 11"
 - d. Any development plan that would require a conditional use, variance, or other form of deviation from the City's land use standards must be accompanied with the necessary information to justify the appropriate land use action
 - e. For projects that would not require a building permit and downtown design review a statement describing the project, use of the property, and modifications to the property will be accepted in lieu of 3a and 3b.
4. Photos of the site and existing building (if applicable): must include one or more photos of the current site - 3 page limit on number of photos; page size must be no larger than 8.5" X 11"
5. A description (narrative) of the project. This narrative should address the following points: what the goal of the project is; how this project will increase either the assessed or real market value of the property; how this project will facilitate job growth (if applicable); how this project improves the local economy; and how this project improves aesthetic conditions within the EURA district – 2 pages maximum; page size must be no larger than 8.5" X 11"
6. A project time line that describes when the work could begin, bench marks for the project, and the expected completion of the project. - 1page only; page size must be no larger than 8.5" X 11"

SYSTEM DEVELOPMENT CHARGE SUBSIDY PROGRAM GUIDELINES

Estacada Urban Renewal Agency

I. Definitions and Terminology

City: the City of Estacada, a municipal corporation.

Development: new permanent construction or a change of use.

Development Plan: any plan submitted by an applicant that proposes construction to or of physical property in the EURA district. “*Development plan*” as used in this document is not considered to be a land use application to the City of Estacada. Any award of subsidy through the SDCS Program does not preclude or preempt any required permitting process by any other agency or jurisdiction. It is the responsibility of the applicant to ensure that any development plan included with an application for a SDCS subsidy is feasible under regulations and laws applicable to the proposed development.

Development Site: real property as identified by the County Surveyor through a legal description. Development sites may be identified by the County Assessor’s Tax ID number or situs address. “*Development site*” as used in this document does not reference property to be subdivided as part of a development plan; only legally described property suitable for structural development as proposed in the applicant’s development plan.

EURA: Estacada Urban Renewal Agency; a component government of the City of Estacada.

Person: means every natural person, firm, partnership, association, social or fraternal organization, corporation, trust, estate or syndicate.

System Development Charges (SDC’s): charges imposed on development by a public entity intended to recuperate the cost of increasing the capacity of infrastructure necessary to serve future development. SDC’s as used in the text of this document reference only SDC’s created by the City of Estacada through Title 3 Chapter 3.16 of the Estacada Municipal Code.

Subsidy: a debt-obligation to be incurred by EURA to the City of Estacada for the purpose of subsidizing the SDC’s of a development as described in this document.

II. Purpose

In an effort to encourage new commercial, mixed use, and multifamily development critical to Estacada's economy the EURA has created the System Development Charge Subsidy (SDCS) Program. This program will provide a subsidy for System Development Charges imposed by the City of Estacada on new construction or change of use within the EURA district. These credits will be no more than 95% of the total SDC requirement per development site. EURA will grant no more than 30% of its maximum indebtedness in SDCS grants for the entirety of this program. Grants will be awarded based on feasibility of the development, value of the development to the community, and conformance with the specific criteria of this program. Applications will be accepted by staff at any point after the program becomes effective and awards will be granted by the EURA board on a first-to-apply, first-to-award basis. If awarded, the applicant will receive a subsidy for SDC’s that will be commuted to the City of Estacada from EURA in the form of debt-obligation.

III. Program Compliance with EURA Goals

This subsidy program generally complies with the enumerated goals in the Estacada Urban Renewal Plan (EURP). Specifically this program meets the following goals:

- PROMOTE MIX OF RETAIL AND OFFICE DEVELOPMENT ORIENTED TO PEDESTRIANS
 - Facilitate the redevelopment and rehabilitation of existing, underutilized commercial buildings to expand the range of retail shopping and commercial services in downtown Estacada
 - Promote high quality development, including office space above ground floor retail space to attract a broad range of businesses, increase employment density, and create a robust retail shopping environment in downtown

- INCREASE EMPLOYMENT AND BUSINESS ACTIVITY WITHIN THE AREA
 - Create a more attractive development environment for professional and general office space
- PROVIDE OPPORTUNITIES FOR SMALL BUSINESS AND BUSINESS INCUBATORS TO LOCATE TO THE AREA BY FACILITATING THE REHABILITATION AND/OR REDEVELOPMENT OF EXISTING COMMERCIAL SPACE THAT IS CURRENTLY UNDERUTILIZED OR VACANT
 - Ensure that public facilities, utilities and services support increased business activity and employment

These goals are accomplished by subsidizing SDC's incurred within the EURA district. This program will lower the overall cost of commercial, mixed use, and multifamily development, thereby creating incentive to develop within the district. It is the intention of EURA to administer this plan to create competitive and beneficial development within the EURA district.

IV. Program Compliance with ORS Chapter 223 and EMC Title 3 Chapter 3.16

This program does not modify or otherwise affect SDC methodology or the capital improvement basis for SDC's as established by the City of Estacada. This program does not disrupt equitable application of SDC methodology under ORS 223.297, and does not interfere in the legal administration or application of SDC methodology under ORS Chapter 223 or Estacada Municipal Code Title 3 Chapter 3.16.

V. Award of Subsidy

1. The SDCS program may award subsidies of up to 95% of an applicant's total SDC liability as calculated by the City upon final land use approval. Final award amounts are to be determined by EURA, and will be described as "no more than 95% of the applicants SDC liability, or an amount not to exceed [*maximum amount*]" Final SDC amounts are calculated prior to the issuance of a building permit through the City;
2. Subsidies are not cash disbursements to the applicant. All subsidies awarded are to be remitted directly to the City of Estacada;
3. Program funding is contingent upon budget approval and subsequent availability of funds.

VI. General Criteria

1. The development plan must generate an SDC debt to the City;
2. The applicant must be able to enter into a legally binding agreement with the EURA to develop the proposal according to the approved development plan;
3. The applicants must demonstrate their ability to complete the development plan within a reasonable period of time, as specified by the EURA;
4. Development sites must be located within the EURA district;
5. Development plans must be compatible with the City's Comprehensive Plan and Zoning Code standards;
6. Preference will be given to projects that facilitate creation of local jobs, attracting new business to the City, or sufficiently increasing the value of the site property or neighboring properties;
7. Applicant cannot have any outstanding or unresolved fine, fee, lawsuit or infraction with the City of Estacada.

VII. Application Criteria

Applications may be submitted by owners of land, developers or third party agents representing property owners. In all cases, applications must be accompanied by written consent to apply by the legal owner of the

development site. Each application shall include the following material:

1. Application form;
2. Proof of legal ownership of development site;
3. Development Plan – this plan must address the following:
 - a. Must include a site plan, plot plan, preliminary engineering or architectural plans, concept drawings, and/or structural designs sufficient to show general compliance with land use and building standards. This is only to determine feasibility of the proposal, and will not be considered a land use review by the City. For projects that would not require a building permit and downtown design review a statement describing the project, use of the property, and modifications to the property will be accepted in lieu of a site plan and design drawings;
 - b. Any development plan that would require a conditional use, planned unit development, variance or other form of deviation from the City’s land use standards must be accompanied with the necessary information to justify the appropriate land use action;
 - c. The plan must provide square footage of all proposed or existing structures, number of proposed parking spaces, square footage of impervious surface if modified, and proposed occupancy of all structures.
4. Application must be on a form provided by the EURA and must include all necessary and required supporting documentation so as to fully satisfy all of the above- stated criteria. Project applications may be submitted either as digital entries (Adobe Acrobat, Microsoft Word, Microsoft Excel, Microsoft PowerPoint or JPEG image files are acceptable formats) that are emailed or hand-delivered as a CD, or as hard copies hand-delivered or mailed to City Hall. Faxed copies will not be accepted.

VIII. Process

1. Applications are to be submitted to the EURA. Once the application is submitted EURA staff will have 20 business days to review the material and either:
 - a. Request additional information;
 - b. Return the application to the applicant if it is deemed incomplete or unacceptable;
 - c. Schedule an application review meeting.
2. EURA staff will base a determination of completeness on the eligibility and application criteria of this program. If staff finds the application to be incomplete or unacceptable, the application will be returned to the applicant with a written explanation of rejection.
3. Upon acceptance of an application
 - a. For applications with a SDC liability over \$10,000, staff will schedule a meeting with the applicant to review the application and staff’s recommendation prior to EURA board consideration. This meeting will be attended by the Economic Development Manager, City Manager, or EURA Board Director, and/or any other departmental or agency representatives that may have a role in the final regulatory approval of the actual development. Topics and issues of this meeting will include:
 - i. Eligibility of the application and development plan;
 - ii. Suggestions for any changes that EURA staff believes are necessary to the feasibility of the plan;
 - iii. Recommended period of time for completion of the development plan;

- iv. Calculation of SDC's for the proposed development plan;
 - v. Staff's recommendation to the EURA board.
 - b. For applications with a SDC liability under \$10,000, staff will schedule a meeting with the applicant to review staff's decision. This meeting will be attended by the Economic Development Manager, City Manager or EURA Board Director, and/or any other departmental or agency representatives that may have a role in the final regulatory approval of the actual development. Topics and issues of this meeting will include:
 - i. Eligibility of the application and development plan;
 - ii. Suggestions for any changes that City staff believes are necessary to the feasibility of the plan;
 - iii. Period of time for completion of the development plan;
 - iv. Calculation of SDC's for the proposed development plan;
 - v. Reason for approval or rejection of the application;
 - vi. Maximum subsidy amount.
4. For applications with a SDC liability over \$10,000, the application will be placed on the next URA agenda for consideration. The board will be presented with the following:
 - a. The application and development plan;
 - b. Staff's calculation of SDC's required for the development;
 - c. A recommendation for approval or denial.
5. All applicants will receive confirmation in writing of approval or rejection with conditions of approval and/or reasons for rejection.
6. The EURA , at its sole discretion, may approve or deny any application for any reason. The decision of EURA is final and may not be appealed.

IX. Agreements

Any agreement made between the applicant and EURA for an SDC subsidy will generally contain the following:

1. Applicant information;
2. The maximum amount of subsidy awarded;
3. Conditions and terms to be met by the applicant before any SDC subsidy will be incurred by EURA to the City.
4. Any agreement made between EURA and the City will generally contain the following:
 - a. The person that EURA is subsidizing;
 - b. The amount of the subsidy awarded;
 - c. The terms of debt to the City; including principal, interest, number of installments, special payments or down payments.