

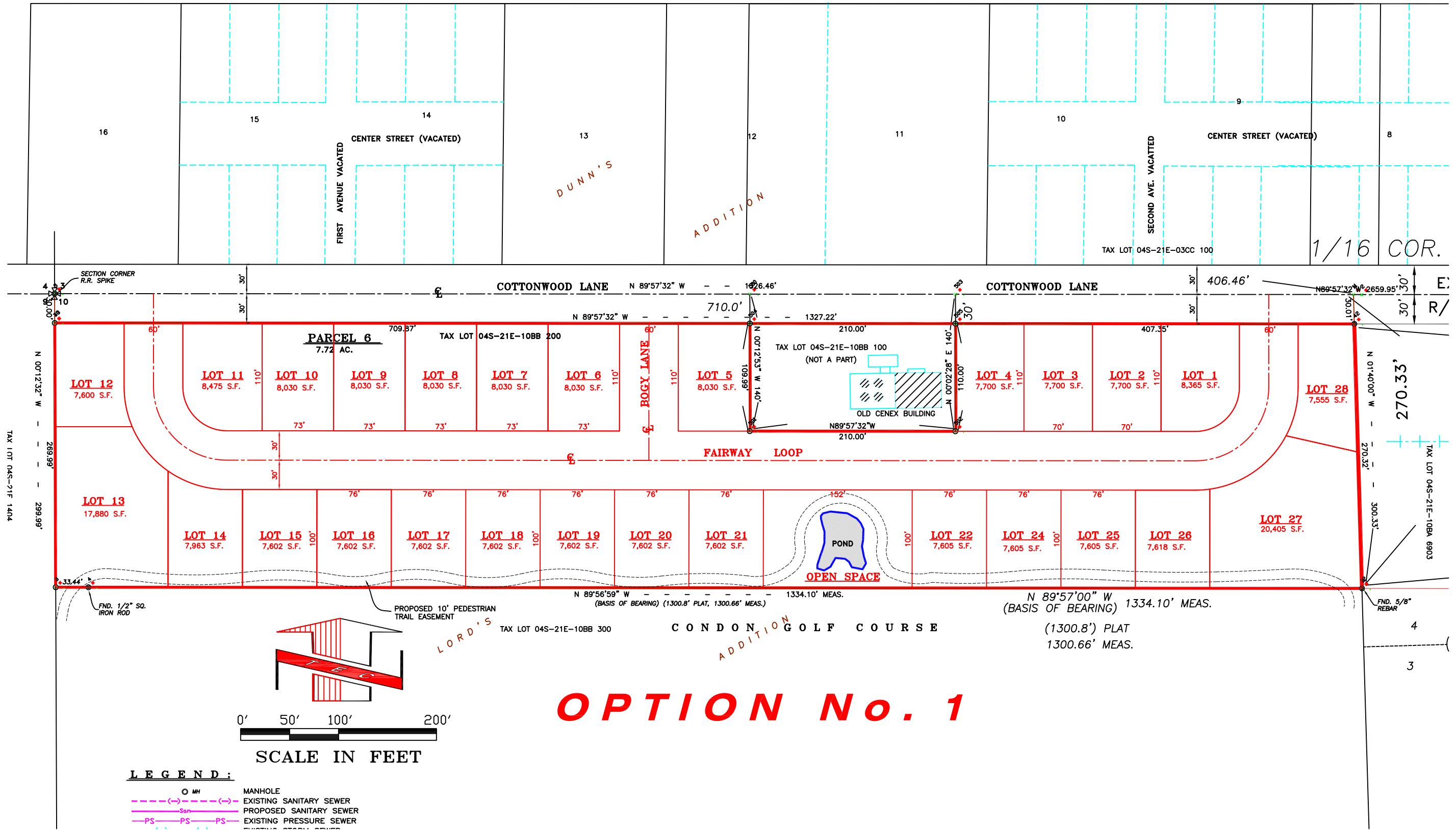


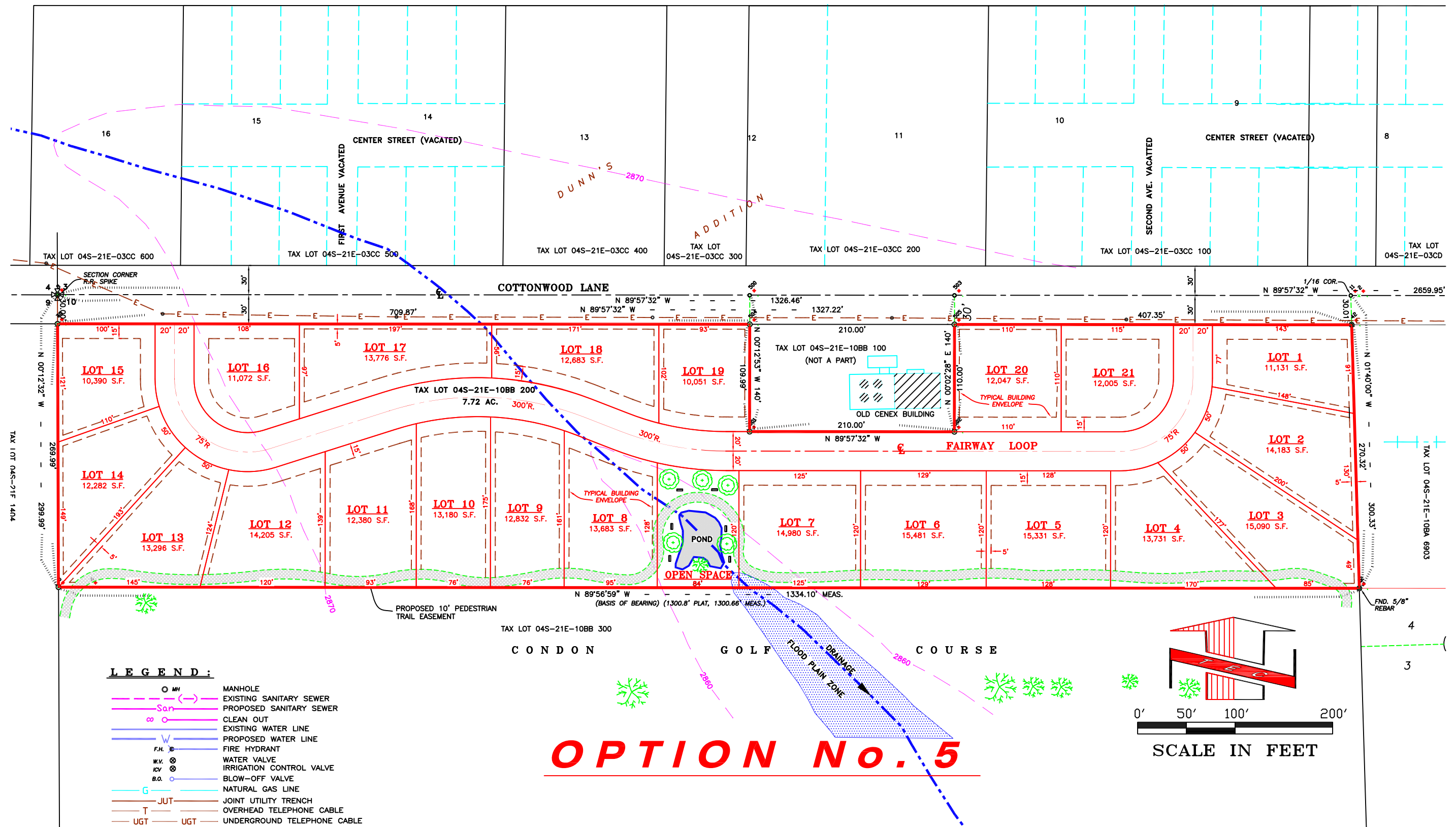
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**CITY OF CONDON
WORK SESSION AGENDA
HOUSING COMMITTEE
Thursday, January 16, 2020, 5:30 PM
CONDON CITY HALL**

- 1. Call the Meeting to Order - Meeting held at North Central ESD, 135 S. Main Street, Condon, OR**
- 2. Discuss City of Condon Housing Issues**
 - 2.1. Fairway Housing Projects**
 - 2.2. Infrastructure Projects of Fifth and Sixth Streets - NW Condon**
 - 2.3. Other Area Housing Issues**
- 3. Discuss Pioneer CDC Housing Issues**
 - 3.1. Housing Programs**
- 4. Discuss Gilliam County Housing Issues**
- 5. Discuss Grant or Other Funding Options**
- 6. Other**
- 7. Adjourn**

Work Session agenda distributed January 9, 2020





**CITY OF CONDON, OREGON
FAIRWAY DRIVE HOUSING PROJECT
PRELIMINARY COST ESTIMATE
WATER AND SEWER EXTENSIONS TO SITE
August 30, 2018**

DRAFT

NO.	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
WATER SYSTEM					
1	Mobilization	LS	\$ 9,500	All Req'd	\$ 9,500
2	Temporary Protection and Direction of Traffic/Project Safety	LS	8,000	All Req'd	8,000
3	16- inch Water Line	LF	58	1,300	75,400
4	12-inch Water Line	LF	50	450	22,500
5	16-inch Gate Valve	EA	3,500	2	7,000
6	12-inch Gate Valve	EA	2,500	2	5,000
7	Hydrants and Auxiliary Valve	EA	5,000	3	15,000
8	Rock Excavation	CY	130	260	33,800
9	Connection to Existing Line	EA	1,650	2	3,300
10	Gravel Surface Restoration	SY	15	435	6,525
11	Lawn Seeding	SY	10	50	500
12	Natural Area Seeding	SY	4	100	400
Total Estimated Water System Construction Cost					\$ 187,000
Administration, Engineering, and Contingency (35%)					65,400
ESTIMATED WATER EXTENSION TO SITE PROJECT COST					\$ 252,400
SEWER SYSTEM					
1	Mobilization	LS	\$ 7,250	All Req'd	\$ 7,250
2	Temporary Protection and Direction of Traffic/Project Safety	LS	3,000	All Req'd	3,000
3	8-inch Gravity Sewer	LF	52	1,200	62,100
4	Manholes	EA	4,000	4	16,000
5	Rock Excavation	CY	130	400	51,942
6	Lawn Seeding	SY	10	335	3,350
7	Natural Area Seeding	SY	4	70	280
Total Estimated Sewer System Construction Cost					\$ 144,000
Administration, Engineering, and Contingency (35%)					50,000
ESTIMATED SEWER EXTENSION TO SITE PROJECT COST					\$ 194,000



CITY OF
CONDON, OREGON
FAIRWAY DRIVE HOUSING PROJECT
PRELIMINARY COST ESTIMATE
WATER AND SEWER
EXTENSIONS TO SITE

**TABLE
1**

**PRELIMINARY PROJECT COST ESTIMATE - DEVELOPED AUGUST 30, 2018
INFRASTRUCTURE COSTS - OPTION 1 LAYOUT**

DRAFT

NO.	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
WATER SYSTEM					
1	Mobilization/Demobilization (5%)	LS	\$ 11,000	All Req'd	\$ 11,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	2,000	All Req'd	2,000
3	8-inch Water Line	LF	45	1,500	67,500
4	8-inch Gate Valve	EA	2,500	2	5,000
5	Hydrants and Auxiliary Valve	EA	5,000	3	15,000
6	1-inch Water Service Connection/Meter ¹	EA	750	28	21,000
7	1-inch Water Service Line ¹	LF	30	840	25,200
9	Connection to Existing Line	EA	1,500	2	3,000
8	Rock Excavation ²	CY	130	390	50,700
Total Estimated Water System Construction Cost					\$ 200,000
SEWER SYSTEM					
1	Mobilization/Demobilization (5%)	LS	\$ 11,000	All Req'd	\$ 11,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	2,000	All Req'd	2,000
3	8-inch Gravity Sewer	LF	52	1,050	54,600
4	Manhole	EA	4,000	4	16,000
5	6-inch Gravity Sewer	LF	45	200	9,000
6	Cleanout	EA	900	1	900
7	Sewer Service Connection ¹	EA	400	28	11,200
8	Sewer Service Line ¹	LF	46	840	38,640
9	Connection to Existing Manhole	EA	1,500	1	1,500
10	Rock Excavation ²	CY	130	400	52,000
Total Estimated Sewer System Construction Cost					\$ 197,000
ROAD AND SIDEWALK					
1	Mobilization	LS	\$ 24,000	All Req'd	\$ 24,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	5,000	All Req'd	5,000
3	Clearing and Grubbing	LS	10,000	All Req'd	10,000
4	Fairway Loop ³	Foot	200	1,400	280,000
5	Bogey Lane ³	Foot	200	110	22,000
6	Curb Ramp	EA	8	2,000	16,000
7	Signage	LS	500	All Req'd	500
Total Estimated Road and Sidewalk Construction Cost					\$ 358,000
STORM SEWER					
1	Mobilization	LS	\$ 7,000	All Req'd	\$ 7,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	2,000	All Req'd	2,000
3	Manhole	EA	4,000	1	4,000
4	Catch Basin	EA	1,500	4	6,000
5	Solid Wall Polyvinyl Chloride Storm Sewer Pipe, 10-inch Diameter	LF	42	800	33,600
6	Pond Excavation	CY	6	350	2,100
7	Pond Site Work	LS	5,000	All Req'd	5,000
8	Rock Excavation ²	CY	130	116	15,080
Total Estimated Storm Sewer Construction Cost					\$ 75,000
Total Option 1 On-Site Estimated Construction Cost					\$ 830,000
Administration, Engineering, and Contingency (35%)					291,000
TOTAL OPTION 1 ESTIMATED PROJECT COST					\$ 1,121,000
Total Option 1 Lots to be Developed					28
Total Option 1 On-site Infrastructure Cost Per Lot					\$ 40,036

Notes

¹ Assumes 28 service connections and 30 feet of service line per lot.

² Assumes a solid rock depth 3 feet below ground surface.

³ Includes 3 inches of asphalt, 12 inches of subgrade rock, and a 40-foot road width.



CITY OF
CONDON, OREGON
FAIRWAY DRIVE HOUSING PROJECT
PRELIMINARY COST ESTIMATE
INFRASTRUCTURE COSTS -
OPTION 1 LAYOUT

**TABLE
2**

PRELIMINARY PROJECT COST ESTIMATE - DEVELOPED AUGUST 30, 2018
INFRASTRUCTURE COSTS - OPTION 3 LAYOUT

DRAFT

NO.	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
WATER SYSTEM					
1	Mobilization/Demobilization (5%)	LS	\$ 6,000	All Req'd	\$ 6,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	2,000	All Req'd	2,000
3	8-inch Water Line	LF	45	525	23,625
4	8-inch Gate Valve	EA	2,500	3	7,500
5	Hydrants and Auxiliary Valve	EA	5,000	3	15,000
6	1-inch Water Service Connection/Meter ¹	EA	750	21	15,750
7	1-inch Water Service Line ¹	LF	30	1,100	33,000
8	Connection to Existing Line	EA	1,500	3	4,500
9	Rock Excavation ²	CY	130	175	22,750
Total Estimated Water System Construction Cost					\$ 130,000
SEWER SYSTEM					
1	Mobilization/Demobilization (5%)	LS	\$ 12,000	All Req'd	\$ 12,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	2,000	All Req'd	2,000
3	8-inch Gravity Sewer	LF	52	1,550	80,600
4	Manhole	EA	4,000	6	24,000
5	6-inch Gravity Sewer	LF	45	225	10,125
6	Cleanout	EA	900	3	2,700
7	Sewer Service Connection ¹	EA	400	21	8,400
8	Sewer Service Line ¹	LF	46	690	31,740
9	Connection to Existing Manhole	EA	1,500	1	1,500
10	Rock Excavation ²	CY	130	590	76,700
Total Estimated Sewer System Construction Cost					\$ 250,000
ROAD AND SIDEWALK					
1	Mobilization	LS	\$ 8,000	All Req'd	\$ 8,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	5,000	All Req'd	5,000
3	Clearing and Grubbing	LS	10,000	All Req'd	10,000
4	Road Section ^{3, 4}	Foot	200	840	168,000
5	Curb Ramp	EA	6	2,000	12,000
6	Signage	LS	1,000	All Req'd	1,000
Total Estimated Road and Sidewalk Construction Cost					\$ 204,000
STORM SEWER					
1	Mobilization	LS	\$ 6,000	All Req'd	\$ 6,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	2,000	All Req'd	2,000
3	Manhole	EA	4,000	4	16,000
4	Catch Basin	EA	1,500	3	4,500
5	Solid Wall Polyvinyl Chloride Storm Sewer Pipe, 10-inch Diameter	LF	42	1,070	44,940
6	Pond Excavation	CY	6	350	2,100
7	Pond Site Work	LS	5,000	All Req'd	5,000
8	Rock Excavation ²	CY	130	260	33,800
Total Estimated Storm Sewer Construction Cost					\$ 114,000
Total Option 3 On-Site Estimated Construction Cost					\$ 698,000
Administration, Engineering, and Contingency (35%)					244,000
TOTAL OPTION 3 ESTIMATED PROJECT COST					\$ 942,000
Total Option 3 Lots to be Developed					21
Total Option 3 On-site Infrastructure Cost Per Lot					\$ 44,857

Notes

¹ Assumes 21 service connections and 30 feet of service line per lot.

² Assumes a solid rock depth 3 feet below ground surface.

³ Road length adjusted to account for cul-de-sacs.

⁴ Includes 3 inches of asphalt, 12 inches of subgrade rock, and a 40-foot road width.



CITY OF
CONDON, OREGON
FAIRWAY DRIVE HOUSING PROJECT
PRELIMINARY COST ESTIMATE
INFRASTRUCTURE COSTS -
OPTION 3 LAYOUT

**TABLE
3**

PRELIMINARY PROJECT COST ESTIMATE - DEVELOPED AUGUST 30, 2018
INFRASTRUCTURE COSTS - OPTION 5 LAYOUT

DRAFT

NO.	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
WATER SYSTEM					
1	Mobilization/Demobilization (5%)	LS	\$ 9,000	All Req'd	\$ 9,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	2,000	All Req'd	2,000
3	8-inch Water Line	LF	45	1,300	58,500
4	8-inch Gate Valve	EA	2,500	2	5,000
5	Hydrants and Auxiliary Valve	EA	5,000	3	15,000
6	1-inch Water Service Connection/Meter ¹	EA	750	21	15,750
7	1-inch Water Service Line ¹	LF	30	735	22,050
8	Connection to Existing Line	EA	1,500	2	3,000
9	Rock Excavation ²	CY	130	430	55,900
Total Estimated Water System Construction Cost					\$ 186,000
SEWER SYSTEM					
1	Mobilization/Demobilization (5%)	LS	\$ 10,000	All Req'd	\$ 10,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	2,000	All Req'd	2,000
3	8-inch Gravity Sewer	LF	52	1,180	61,360
4	Manhole	EA	4,000	5	20,000
5	6-inch Gravity Sewer	LF	45	160	7,200
6	Cleanout	EA	900	2	1,800
7	Sewer Service Connection ¹	EA	400	21	8,400
8	Sewer Service Line ¹	LF	46	735	33,810
9	Connection to Existing Manhole	EA	1,500	1	1,500
10	Rock Excavation ²	CY	130	440	57,200
Total Estimated Sewer System Construction Cost					\$ 203,000
ROAD AND SIDEWALK					
1	Mobilization	LS	\$ 15,000	All Req'd	\$ 15,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	5,000	All Req'd	5,000
3	Clearing and Grubbing	LS	10,000	All Req'd	10,000
4	Road Section ³	Foot	200	1,300	260,000
5	Curb Ramp	EA	4	2,000	8,000
6	Signage	LS	500	All Req'd	500
Total Estimated Road and Sidewalk Construction Cost					\$ 299,000
STORM SEWER					
1	Mobilization	LS	\$ 4,000	All Req'd	\$ 4,000
2	Temporary Protection and Direction of Traffic/Project Safety	LS	2,000	All Req'd	2,000
3	Manhole	EA	4,000	1	4,000
4	Catch Basin	EA	1,500	5	7,500
5	Solid Wall Polyvinyl Chloride Storm Sewer Pipe, 10-inch Diameter	LF	42	900	37,800
6	Pond Excavation	CY	6	350	2,100
7	Pond Site Work	LS	5,000	All Req'd	5,000
8	Rock Excavation ²	CY	130	160	20,800
Total Estimated Storm Sewer Construction Cost					\$ 83,000
Total Option 5 On-Site Estimated Construction Cost					\$ 771,000
Administration, Engineering, and Contingency (35%)					270,000
TOTAL OPTION 5 ESTIMATED PROJECT COST					\$ 1,041,000
Total Option 5 Lots to be Developed					21
Total Option 5 On-site Infrastructure Cost Per Lot					\$ 49,571

Notes

¹ Assumes 21 service connections and 30 feet of service line per lot.

² Assumes a solid rock depth 3 feet below ground surface.

³ Includes 3 inches of asphalt, 12 inches of subgrade rock, and a 40-foot road width.



CITY OF
CONDON, OREGON
FAIRWAY DRIVE HOUSING PROJECT
PRELIMINARY COST ESTIMATE
INFRASTRUCTURE COSTS -
OPTION 5 LAYOUT

**TABLE
4**

**CITY OF CONDON, OREGON
FAIRWAY DRIVE HOUSING
OFF-SITE WATER AND SEWER IMPROVEMENTS
PRELIMINARY COST ESTIMATE
(YEAR 2019 COSTS)
July 23, 2019**

NO.	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
1	Mobilization/Demobilization	LS	\$ 16,400	All Req'd	\$ 16,400
2	Temporary Protection and Direction of Traffic/Project Safety	LS	7,500	All Req'd	7,500
3	16-inch Water Line	LF	58	1,350	78,300
4	12-inch Water Line	LF	50	400	20,000
5	16-inch Gate Valve	EA	3,500	3	10,500
6	12-inch Gate Valve	EA	2,500	1	2,500
7	Hydrants and Auxiliary Valve	EA	5,000	4	20,000
8	1-inch Water Service Line	LF	30	10	300
9	1-inch Water Meter	EA	750	1	750
10	Connection to Existing Line	EA	1,500	3	4,500
11	8-inch Gravity Sewer	LF	52	1,174	61,048
12	Manhole	EA	4,000	4	16,000
13	Water-Sewer Crossing	LS	3,500	All Req'd	3,500
14	Connection to Existing Manhole	EA	1,500	1	1,500
15	Rock Excavation	CY	130	707	91,910
16	Gravel Surface Restoration	SY	15	510	7,650
17	Lawn Seeding	SY	10	346	3,460
18	Natural Area Seeding	SY	4	93	372
Total Estimated Water and Sewer Construction Cost					\$ 346,190
Administration, Engineering, and Contingencies @ 35%					121,100
ESTIMATED WATER AND SEWER IMPROVEMENTS COST					\$ 467,290

CHAPTER 153: LOCAL IMPROVEMENTS

Section

Making Local Improvements

- 153.01 Title
- 153.02 Definitions
- 153.03 Initiating improvements
- 153.04 Public works director=s report
- 153.05 Action on report
- 153.06 Resolution and notice of hearing
- 153.07 Remonstrance against formation of local improvement district
- 153.08 Public hearing
- 153.09 Creation of district
- 153.10 Modification
- 153.11 Alternative procedure
- 153.12 Construction of improvement
- 153.13 Costs of improvement
- 153.14 Assessment method and alternative methods of financing
- 153.15 Assessment ordinance
- 153.16 Notice of assessment
- 153.17 Lien record and foreclosure proceedings
- 153.18 Error in assessment calculation
- 153.19 Supplemental assessments
- 153.20 Rebates
- 153.21 Abandonment of proceedings
- 153.22 Curative provisions
- 153.23 Reassessment
- 153.24 Withholding building permit
- 153.25 Partition

Reimbursement Districts

- 153.40 Definitions
- 153.41 Application for a reimbursement district
- 153.42 Engineer=s report
- 153.43 Amount to be reimbursed
- 153.44 Public hearing
- 153.45 Notice of public hearing
- 153.46 City Council action

- 153.47 Notice of adoption of resolution
- 153.48 Recording the resolution
- 153.49 Contesting the reimbursement district
- 153.50 Obligation to pay reimbursement fee
- 153.51 Public improvements
- 153.52 Multiple public improvements
- 153.53 Collection and payment; other fees and charges

MAKING LOCAL IMPROVEMENTS

' 153.01 SHORT TITLE.

This subchapter shall be known as the Local Improvement Ordinance.
(Ord. 07-02, passed 8-2-06)

' 153.02 DEFINITIONS.

For the purpose of this subchapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

LOCAL IMPROVEMENT.

(1) The grading, graveling, paving, or other surfacing of any street, or opening, laying out, widening, extending, altering changing the grade of or constructing any street:

(2) The construction or reconstruction of sidewalks;

(3) The installation of street lights;

(4) The installation of underground wiring or related equipment;

(5) The reconstruction, or repair of any street improvement;

(6) The construction, reconstruction or repair of any sanitary or storm sewer;

(7) The acquisition, establishment, construction or reconstruction of any off-street motor vehicle parking facility;

(8) The construction, reconstruction, alteration, relocation or repair of any flood control dike, dam, flood way, or drainage facility;

(9) The construction, reconstruction, installation and equipping of a park, playground or neighborhood facility;

(10) Any other local improvement for which an assessment may be made on the property specially benefitted.

LOCAL IMPROVEMENT DISTRICT. The property which is to be assessed for the cost or part of the cost of local improvement and the property on which the local improvement is located.

LOT. A *LOT*, block or parcel of land.

OWNER. The record holder of legal title or the purchaser where land is being purchased under a land sale contract recorded or verified in writing by the record holder of legal title to the land.

PROPERTY BENEFITTED. All real property specially benefitted by the public improvement and assessable therefor.

(Ord. 07-02, passed 8-2-06)

' 153.03 INITIATING IMPROVEMENTS.

(A) When the Council considers it necessary to make a local improvement to be paid for in whole or in part by special assessment according to benefits conferred, the Council shall direct the Director of Public Works to have a survey made of the improvement and file a written report with the Recorder.

(B) When owners of 2/3 of the property that will benefit by improvements request by written petition that the Council initiate an improvement and submit a \$1,000 bond in favor of the city, the Council shall direct the Director of Public Works to have a survey made of the improvement and file a written report with the Recorder. The bond shall be forfeited to cover the costs of engineering in the event the improvement district is not formed.

(Ord. 07-02, passed 8-2-06)

' 153.04 PUBLIC WORKS DIRECTOR'S REPORT.

Unless the Council directs otherwise, the Public Works Director's report shall contain the following:

(A) A plat or map showing the general nature, location and extent of the proposed improvements and the lands to be assessed to pay all or any part of the cost thereof;

(B) Plans, specifications and estimates of the work to be done;

(C) An estimate of the probable cost of the improvement including legal, administrative and engineering costs attributable thereto;

(D) A recommendation as to the method of assessment to be used to arrive at a fair apportionment of the whole or any portion of the cost of the improvement to the property specially benefitted;

(E) An estimate of unit cost of the improvement to the specially benefitted properties;

(F) A description of the location and assessed value of each parcel of land, or portion thereof, to be specially benefitted by the improvement, with the names of the record owners thereof as herein defined;

(G) A recommendation of the payment schedule and interest to be charged on assessments paid in installments;

(H) A statement showing outstanding assessments against property to be assessed;

(I) Any other information required by the Council.

(Ord. 07-02, passed 8-2-06)

' 153.05 ACTION ON REPORT.

After the Public Works Director's report is filed with the Recorder the Council may approve the report, modify the report and approve it as modified, require Public Works to supply additional or different information for the improvement, or abandon the improvement.

(Ord. 07-02, passed 8-2-06)

' 153.06 RESOLUTION AND NOTICE OF HEARING.

After the Council has approved the report as submitted or as modified, the Council shall declare by resolution that it intends to make the improvement and direct the Recorder to give notice of the Council's intent by publication, not less than ten days prior to the public hearing, in a newspaper of general circulation in the city and by mailing copies of the notice to the owner of any lots which would be property benefitted by the proposed improvement. The notice shall contain the following:

(A) That the report of the Public Works Director is on file in the office of the Recorder and is subject to public examination.

(B) That the Council will hold a public hearing on the proposed improvement on a specified date at which time objections and remonstrance to the improvement will be heard by the Council, and that the improvement will be abandoned or dropped if written remonstrances are filed before or during the hearing by owners of lots representing 67% of the estimated assessed cost of the improvement.

(C) A general description of the proposed improvement and description of the property sufficient for the average reader to determine the general location.

(D) In addition, the notice mailed shall estimate the total cost of the improvement, the portion to be paid by special assessment, and the estimate of the unit cost of the improvement to the property benefitted. (Ord. 07-02, passed 8-2-06)

' 153.07 REMONSTRANCE AGAINST FORMATION OF LOCAL IMPROVEMENT DISTRICT.

(A) If written, signed objections to the establishment of a local improvement district are filed with the Recorder by the end of the public hearing on the establishment of the district by the owners of lots which represent 67% of the estimated assessed cost of the proposed local improvement, the Council shall not make the proposed improvement nor shall the Council reinitiate formation of the district.

(B) If there is multiple ownership of a lot, each remonstrating multiple owner shall be counted as a fraction to the same extent as the owner's interest in the lot bears in relation to the other multiple owners, and the same fraction shall be applied to the lot's proposed assessment for purposes of computing the remonstrance.

(C) Any person acting as agent or attorney with power to act in signing a remonstrance shall, in addition to describing the property affected, file with the remonstrance a copy in writing of the authority to represent the owner of the property. (Ord. 07-02, passed 8-2-06)

' 153.08 PUBLIC HEARING.

The Council shall hear and consider testimony, both oral and written, on the proposed improvement and may continue the hearing as it deems necessary. (Ord. 07-02, passed 8-2-06)

' 153.09 CREATION OF DISTRICT.

If written remonstrances are less than the amount required to defeat the proposed improvement, the Council may by motion at the close of the hearing or within 60 days thereafter, based on the public testimony, order the improvement district created in accordance with the engineer's report or abandon the improvement. (Ord. 07-02, passed 8-2-06)

' 153.10 MODIFICATION.

After the public hearing, the Council may direct a modification of the proposed local improvement by revising the scope of the improvement, by reducing or enlarging the local improvement district which it deems will be benefitted by the improvement, or by making such other modifications in the proceedings as it finds reasonable, in such case, a revised report must be made, notices mailed and published, and a second hearing held, all as set forth in sections ' ' 153.04 through 153.09.
(Ord. 07-02, passed 8-2-06)

' 153.11 ALTERNATIVE PROCEDURE.

When all of the owners of property to be benefitted by a local improvement have signed a petition directed and presented to the Council requesting the local improvement, the Council may initiate and construct the local improvement without publishing or mailing notice to the owners of the affected property and without holding a public hearing regarding the proposed local improvement.
(Ord. 07-02, passed 8-2-06)

' 153.12 CONSTRUCTION OF IMPROVEMENT.

The Council may direct the Recorder to advertise for bids for such improvements or portions thereof as it has approved, or the city itself may proceed to make said improvement or any portion thereof. If the Council finds on opening bids that the cost of the improvement would be substantially in excess of the estimate, it may provide for holding a special hearing to consider objections to proceeding with a higher project cost.
(Ord. 07-02, passed 8-2-06)

' 153.13 COSTS OF IMPROVEMENT.

The costs and expenses of local improvement that may be assessed against the property benefitted shall include, but not be limited to costs of construction of the improvement, engineering and administrative costs of creating the district and letting the bids, inspection costs, financing costs including interest, costs of acquisition of any easement for other property, and attorney fees.
(Ord. 07-02, passed 8-2-06)

' 153.14 ASSESSMENT METHOD AND ALTERNATIVE METHODS OF FINANCING.

(A) The Council, in adopting a method of assessing the cost of the improvement may:

(1) Use any just and reasonable method to determine the boundaries of an improvement district consistent with the benefits derived.

(2) Use any just and reasonable method to apportion the sum to be assessed among the benefitted properties.

(3) Authorize payment by the city of all or part of the cost of an improvement when in the opinion of the Council the topographical or physical conditions, unusual or excessive public travel, or other character of the work warrants only partial payment or no payment of the cost by owners of benefitted properties.

(B) Nothing contained in this section shall preclude the Council from using other means of financing improvements, including federal and state grants-in-aid, sewer charges or fees, revenue bonds, general obligation bonds, or other legal means of finance. If other means of finance are used, the Council may levy special assessments according to the benefits derived to cover any remaining cost.
(Ord. 07-02, passed 8-2-06)

' 153.15 ASSESSMENT ORDINANCE.

(A) When the estimated cost is determined on the basis of contract award or city cost or after the work is done and the cost has been actually determined, the Council shall decide whether the benefitted property shall bear all or a portion of the cost. The Recorder shall prepare the proposed assessment for each lot within the local improvement district and file the assessments in the Recorder's office.

(B) Notice of the proposed assessment shall be mailed to the owner of each lot proposed to be assessed at the address shown on the Gilliam County Tax Assessor's roll. The notice shall state the amount of assessment proposed on the property and fix a date by which time objections shall be filed with the Recorder. An objection shall state the grounds for the objection. The notice shall also specify the state of the Council meeting at which the Council will sit as a board of equalization and will conduct a public hearing.

(C) At the hearing the Council shall:

(1) Consider objections and may adopt, correct, modify or revise the assessment against each lot in the district according to special and peculiar benefits accruing to it from the improvement.

(2) By ordinance, declare and levy the assessment and direct the Recorder to enter a statement thereof in the docket of the city liens as provided for in ' 153.17.
(Ord. 07-02, passed 8-2-06)

' 153.16 NOTICE OF ASSESSMENT.

(A) Within ten days after the ordinance levying assessments has been passed, the Recorder shall send a notice of assessment to each owner of assessed property by certified mail.

(B) The notice of assessment shall include the name of property owner, a description of the assessed property, the amount of the assessment, and the date of the assessment ordinance, and shall state that interest will begin to run on the assessment and the property will be subject to foreclosure unless the owner either makes application to pay the assessment in installments within ten days after the date of the publication of notice or pays the assessment in full within 60 days after the effective date of the assessment ordinance.

(Ord. 07-02, passed 8-2-06)

' 153.17 LIEN RECORD AND FORECLOSURE PROCEEDINGS.

(A) After the assessment ordinance is adopted, the Recorder shall enter into the docket of liens a statement of the amount assessed on each lot, a description of the improvement names of property owners, and the date of the assessment ordinance. On entry into the lien docket the amounts shall become liens and charges on the lots that have been assessed for improvement.

(B) Assessment liens of the city shall be superior and prior to all other liens or encumbrances on property insofar as state law permits.

(C) Thirty days after the effective date of the assessment ordinance, interest shall be charged at the rate set by the Council, and the city may foreclose or enforce collection of assessment liens in the manner provided by state law.

(D) The city may enter a bid on property being offered at a foreclosure sale. The city shall have priority over all bids except those made by person who would be entitled under state law to redeem the property.

(Ord. 07-02, passed 8-2-06)

' 153.18 ERROR IN ASSESSMENT CALCULATION.

Claimed errors in the calculation of assessments shall be called to the attention of the Recorder, who shall determine whether there has been an error. If there has been an error, the Recorder shall recommend to the Council an amendment to the assessment ordinance to correct the error. On enactment of the amendment, the Recorder shall make the necessary correction in the docket of liens and send a corrected notice of assessment by certified mail.

(Ord. 07-02, passed 8-2-06)

' 153.19 SUPPLEMENTAL ASSESSMENTS.

If an assessment is made before the total cost of the improvement is determined, and if the amount of the assessment is insufficient to defray expenses of the improvements, the Council may declare the insufficiency by motion and prepare a proposed supplemental assessment. The Council shall set a time

for hearing objections to the supplemental assessment and direct the Recorder to publish one notice of the hearing in a newspaper of general circulation in the city. After the hearing the Council shall make a just and equitable supplemental assessment by ordinance, which shall be entered in the docket of liens as provided by ' 153.17. Notice of the supplemental assessment shall be published and mailed, and collection of the assessment shall be made, in accordance with ' ' 153.16 and 153.17.
(Ord. 07-02, passed 8-2-06)

' 153.20 REBATES.

On completion of the improvement project, if the assessment previously levied on any property is found to be more than sufficient to pay the cost of the improvement, the council shall determine the excess and declare it by ordinance. When declared, the excess amounts must be entered in the lien docket as a credit on the appropriate assessment. If an assessment has been paid, the person who paid it or that person's legal representative shall be entitled to payment of the rebate credit.
(Ord. 07-02, passed 8-2-06)

' 153.21 ABANDONMENT OF PROCEEDINGS.

The Council may abandon proceedings for improvements at any time before final completion of the improvements. If liens have placed on property under this procedure, they shall be canceled, and payments made on assessments shall be refunded to the person who paid them or to that person's legal representative.
(Ord. 07-02, passed 8-2-06)

' 153.22 CURATIVE PROVISIONS.

(A) An improvement assessment shall not be rendered invalid by reason of:

- (1) Failure of the Public Works Director's report to contain all information required by ' 153.04.
- (2) Failure to have all the required information in the improvement resolution, assessment ordinance, lien docket, or notices required to be published and mailed.
- (3) Failure to list the name of or mail notice to an owner of property as required by this chapter.
- (4) Any other error, mistake, delay, omission, irregularity or other act, jurisdictional or otherwise, in the proceedings or steps specified, unless it appears that the assessment is unfair or unjust in its effect on the person complaining.

(B) The Council shall have the authority to remedy and correct all matters by suitable action and proceedings.

(Ord. 07-02, passed 8-2-06)

' 153.23 REASSESSMENT.

When an assessment, supplemental assessment, or reassessment for an improvement made by the city has been set aside, annulled, declared or rendered void, or its enforcement restrained by a court of this state or by a federal court having jurisdiction, or when the Council doubts the validity of the assessment, supplemental assessment, reassessment, or any part of it, the Council may make a reassessment in the manner provide by state law.

(Ord. 07-02, passed 8-2-06)

' 153.24 WITHHOLDING BUILDING PERMIT.

If payments on assessments are delinquent, no building permit shall be issued for improvement of the benefitted real property.

(Ord. 07-02, passed 8-2-06)

' 153.25 PARTITION.

When there has been an approved partition of a parcel and that parcel has outstanding a special assessment remaining wholly or partially unpaid, and full payment or an installment payment is not due, then any owner, mortgagee or lien holder of any property affected by this partition may apply for an apportionment of the special assessment. Apportionment of the special assessment shall be done by the resolution of the Council, and that resolution shall be filed with the lien docket. Where the special assessment is being paid in installments, the installments remaining unpaid shall be prorated among those smaller parcels so that each parcel shall be charged with the percentage of the remaining installment payments equal to the percentage of the unpaid assessment charged to the parcel upon apportionment. Apportionment shall be on the same basis as the original assessment.

(Ord. 07-02, passed 8-2-06)

REIMBURSEMENT DISTRICT

' 153.40 DEFINITIONS.

For the purpose of this subchapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

APPLICANT. A person who is required to pay for or install (or chooses to finance) some or all of a public improvement which is available to serve real property (other than real property owned by the person) and who applies to the city for reimbursement for the expense of the improvement. An applicant can be the city.

CITY. The City of Condon.

CITY ENGINEER. The person holding the designation as City Engineer or any officer, employee, or agent designated by the City Administrator to perform the duties of the City Engineer.

FRONT FOOTAGE. The linear footage of a lot or parcel owned by a property owner to be served by a public improvement. **FRONT FOOTAGE** excludes the **FRONT FOOTAGE** of property used as public right-of-way.

PERSON. A natural **PERSON**, a partnership, corporation, association or any other legal entity, capable of owning, holding and/or disposing of real or personal property.

PUBLIC IMPROVEMENT. The construction, reconstruction and/or upgrading of facilities covered by the terms of "street improvement," "sewer improvement" and/or "water improvement" as defined herein.

REIMBURSEMENT AGREEMENT. The agreement between an applicant and the city providing for the construction, reconstruction and upgrading of and payment for public improvements to be financed through a reimbursement district.

REIMBURSEMENT DISTRICT. The area determined by the Condon City Council to derive benefits from the construction of street, water and/or sewer improvements, financed in whole or in part by an applicant, including property having the potential to utilize the affected improvement(s).

REIMBURSEMENT FEE. That sum determined by a resolution of the Condon City Council and the reimbursement agreement to be the amount of money proportionate to the benefit derived by the affected property from the public improvement.

SEWER IMPROVEMENT. A sewer or sewer line improvement conforming with the city=s adopted standards and specifications, and any applicable land use conditions of approval including, but not limited to, extending a sewer line to property, other than property owned by the applicant, so that sewer service can be provided for such other property without further extension of the line.

STREET IMPROVEMENT. A street or street improvement conforming with the city=s adopted standards and specifications, and any applicable land use conditions of approval including, but not limited to, streets, storm drains, curbs, gutters, sidewalks, bike paths, traffic control devices, street trees, lights, signs and public right-of-way.

WATER IMPROVEMENT. A water or water line improvement conforming with the city's adopted standards and specifications, and any applicable land use conditions of approval including, but not limited to, extending a water line to real property other than property owned by the applicant so that water service can be provided for such other property without extension of the line.

UTILIZE. To receive the benefit of a public improvement, manifested by either the receipt of a permit which will allow the use of an affected public improvement or a requirement that the property utilize the public improvement, or increase in the use of the public improvement.
(Ord. 07-01, passed 8-2-06)

' 153.41 APPLICATION FOR A REIMBURSEMENT DISTRICT.

(A) Any person who constructs public improvement(s) capable of providing service(s) to property may by written application filed with the city, request that the city establish a reimbursement district. The application shall be accompanied by a fee sufficient to cover the cost of administrative review and the notice required by this section.

(B) The application for creation of a reimbursement district shall include the following:

(1) A description of the location, type, size and cost of the public improvement sought to be eligible;

(2) A map showing the properties to be included within the proposed reimbursement district which includes information on the ownership of each property; the zoning thereof; the front and/or square footage of the property; and any other data (traffic studies, water modeling, etc.) necessary for or relevant to calculating the apportionment of the cost of the affected public improvement(s).

(3) Information on the cost of the public improvement(s). In the event the affected public improvement(s) have been built or installed, this information must reflect the actual cost of the improvements as evidenced by receipts, invoices or other similar documents. In the event the public improvements have not been constructed or installed, the information must reflect the estimated cost of the improvements as evidenced by bids, projections as to the cost of labor and materials and other similar information requested by the City Engineer.

(4) The date the city either accepted the public improvements or estimated date of completion. An application may be submitted to the city prior to the construction or installation of the attached public improvement but in any event must be submitted not later than 120 days after completion and acceptance by the city of the public improvements. However, the City Engineer may waive this time limitation upon a showing by the applicant of good cause for the delay.
(Ord. 07-01, passed 8-2-06)

' 153.42 ENGINEER'S REPORT.

The City Engineer shall review the application and evaluate whether a Reimbursement District should be established. The City Engineer may require the submittal of other relevant information from the applicant in order to assist the City Engineer in the evaluation. The City Engineer shall after evaluation, prepare a written report for the City Council, considering and making a recommendation as to the efficacy of establishing a reimbursement district. The report shall include information on the following items:

(A) Whether the applicant will finance or has constructed some or all of the public improvement(s) and whether those improvements are available to serve property other than property owned by the applicant;

(B) The area to be included within the reimbursement district;

(C) The actual or estimated cost of the public improvement(s);

(D) A methodology for spreading the cost associated with the public improvement(s) between and among the affected parcels. The methodology should take into consideration the cost of the improvement(s), the value of the unused capacity, any agreements on cost spreading methodology reached by a majority of the property owners within the proposed district, and such other factors as may be deemed relevant by the City Engineer;

(E) The amount, if any, to be charged by the city for its administration of the agreement;

(F) The period of time that the right to reimbursement exists; and

(G) Whether the public improvement(s) will or have met city standards.

(Ord. 07-01, passed 8-2-06)

' 153.43 AMOUNT TO BE REIMBURSED.

The cost to be reimbursed to the applicant is limited to the cost of construction, including property acquisition costs, the cost of construction permits, engineering and legal expenses related directly to the formation of the reimbursement district, as determined by the City Council in its sole discretion.

(Ord. 07-01, passed 8-2-06)

' 153.44 PUBLIC HEARING.

(A) Within a reasonable time after the City Engineer has completed the report described in ' 153.42, the City Council shall hold a public hearing at which any person who is or may be monetarily affected by the formation of the reimbursement district is given the opportunity to comment on the

formation of the proposed reimbursement district. The formation of the reimbursement district is not subject to termination because of remonstrances, and the City Council has the sole authority and discretion to decide whether a reimbursement district shall be formed.

(B) If a reimbursement district is formed prior to the actual construction of and/or acceptance by the city of the improvement(s), the City Council may set a not-to-exceed reimbursable amount which may or may not reflect the applicant's actual costs. A second public hearing shall be held after the improvement(s) have been accepted by the city. At that time, the City Council may modify the resolution described in ' 153.46 to reflect the actual cost of the improvement(s).

(Ord. 07-01, passed 8-2-06)

' 153.45 NOTICE OF PUBLIC HEARING.

Not less than ten nor more than 30 days prior to any public hearing held pursuant to this section, the applicant and all owners of property within the proposed district shall be notified of such hearing and the purpose thereof. Such notification shall be accomplished by either regular mail or personal service. If notification is accomplished by mail, notice shall be mailed not less than 13 days prior to the hearing, which notice is deemed effective on the date the notice is mailed. Failure of the applicant or any affected property owner to receive notice shall not invalidate or otherwise affect the authority of the City Council to act.

(Ord. 07-01, passed 8-2-06)

' 153.46 CITY COUNCIL ACTION.

(A) After the public hearing held pursuant to ' 153.44, the City Council shall approve, reject or modify the recommendations contained in the City Engineer's report. The Council's decision shall be embodied in a resolution. If a reimbursement district is established, the resolution shall include the City Engineer's report as approved or modified, and shall specify that payment of the reimbursement fee, as designated for each parcel, is a precondition of receiving city permits applicable to development of that parcel as provided for in ' 153.50.

(B) When the applicant is other than the city, the resolution shall authorize the City Engineer to enter into an agreement with the applicant pertaining to the reimbursement district improvements. The agreement, at a minimum, shall contain the following provisions:

(1) That the public improvement(s) shall meet all applicable city standards;

(2) The amount of potential reimbursement to the applicant;

(3) That the total amount of potential reimbursement shall not exceed the actual cost of the public improvement(s);

(4) That the applicant shall guarantee the public improvement(s) for a minimum period of 12 months after the date of written acceptance by the city;

(5) That the city will make reasonable efforts to properly account for and collect the reimbursement fee from any affected property, including the city's costs or expenses related to collection of the reimbursement fee, but is not liable for any failure to collect such fee or costs.

(6) If the agreement is entered into prior to construction, the agreement shall be contingent upon the improvements being accepted by the city.

(C) If a reimbursement district is established by the City Council, the date of the formation of the district shall be the date that the City Council adopts the resolution forming the district.
(Ord. 07-01, passed 8-2-06)

' 153.47 NOTICE OF ADOPTION OF RESOLUTION.

The city shall notify all property owners within the district and the applicant of the adoption of a reimbursement district resolution, by notice mailed to them. The notice shall include a copy of the resolution, the date it was adopted and a short explanation of when the property owner is obligated to pay the reimbursement fee and the amount thereof.
(Ord. 07-01, passed 8-2-06)

' 153.48 RECORDING THE RESOLUTION.

The City Recorder shall cause notice of the formation and nature of the reimbursement district to be filed in the office of the County Clerk so as to provide notice to potential purchasers of property within the district. Said recording shall not create a lien. Failure to make such recording shall not affect either the lawfulness of the resolution nor the obligation to pay the reimbursement fee.
(Ord. 07-01, passed 8-2-06)

' 153.49 CONTESTING THE REIMBURSEMENT DISTRICT.

Any legal action intended to contest the formation of the district or the reimbursement fee, including the amount of the charge designated for each parcel, shall be filed within 60 days following the adoption of a resolution establishing a reimbursement district, and shall be by Writ of Review as provided in O.R.S. 34.010 through O.R.S. 34.100.
(Ord. 07-01, passed 8-2-06)

' 153.50 OBLIGATION TO PAY REIMBURSEMENT FEE.

(A) The applicant for a permit related to property within any reimbursement district shall pay to the city, in addition to any other applicable fees and charges, the reimbursement fee established by the City Council if within the time specified in the resolution, the person applies for and receives approval for any of the following activities:

(1) A building permit which will cause either the use of a public improvement or an increase in the use thereof;

(2) The connection to a public improvement which results in the use of a public improvement, or an increase in the use thereof.

(3) Any city approval or development activity which results in utilization of a public improvement as defined in ' 153.40.

(B) The city determination of who shall pay the reimbursement fee is final. Neither the city nor any officer or employee shall incur liability of any nature whatsoever as a result of this determination.

(C) A permit applicant whose property is subject to payment of a reimbursement fee receives a benefit from the construction of street improvement(s), regardless of whether access is taken or provided directly onto such street. Nothing in this section is intended to modify or limit the authority of the city to provide or require access management.

(D) No person shall be required to pay the reimbursement fee on an application or upon property for which the reimbursement fee has been previously paid, unless such payment was for other improvement(s). No permit shall be issued for any of the activities listed in ' 153.50(A) unless the reimbursement fee, together with the annual fee adjustment, has been paid in full. In the case of multiple improvements, a reimbursement fee may be collected for selected improvements which the new development actually utilizes.

(E) The date when the right of reimbursement ends shall be as follows;

(1) For sewer and water improvements, ten years from the district formation date. Upon application for an extension, the City Council may, by resolution, authorize up to two consecutive five year extensions for a total reimbursement period not to exceed 20 years. A decision as to whether to grant any extension shall be the sole discretion of the City Council.

(2) For street improvements, ten years from the district formation date. The reimbursement fee shall be calculated over the ten year reimbursement period based on the City Engineer's determination of the useful life of the street improvement and shall decline 5% per year to a value not exceeding 50% of the original fee in the tenth and final year of the reimbursement agreement. The reimbursement fee shall be calculated to decline beginning at six months and 5% every year thereafter. No extensions may be applied for or authorized in the case of street improvements.

(F) Any property owner may prepay the established reimbursement fee prior to applying for a building permit or connecting to the affected public improvement.
(Ord. 07-01, passed 8-2-06)

' 153.51 PUBLIC IMPROVEMENTS.

Public improvements installed pursuant to reimbursement district agreements shall become and remain the sole property of the city, or other appropriate public entity as directed by the city.
(Ord. 07-01, passed 8-2-06)

' 153.52 MULTIPLE PUBLIC IMPROVEMENTS.

During the initial formation of a reimbursement district, more than one public improvement may be considered for inclusion in the reimbursement district.
(Ord. 07-01, passed 8-2-06)

' 153.53 COLLECTION AND PAYMENT; OTHER FEES AND CHARGES.

(A) Applicants shall receive all reimbursement collected by the city for their public improvements. Such reimbursement shall be delivered to the applicant for as long as the reimbursement district agreement is in effect. Such payments shall be made by the city within 90 days of receipt of the reimbursements.

(B) The reimbursement fee is not intended to replace or limit, and is in addition to, any other existing fees or charges collected by the city.
(Ord. 07-01, passed 8-2-06)

GCAH Grants & Loans provided by PCDC to date

- 3 GCAH Demo grants in Condon to remove derelict structures and open lots for future development. All completed.
- 3 GCAH Rehab grants in Condon provided to local investors who purchased houses that were not previously rental properties. 2 of the 3 recipients then signed agreements to offer the rehabbed properties as long term rentals for a minimum of 5 years thus qualifying for GCAH New Rental Housing Development grants.
- Funded a GCAH single family construction loan in Arlington for a spec house that was completed and sold.
- Approved another single family housing loan in Arlington to a builder that is constructing the house for a local family. Construction has just begun on it.

GCAH Grants & Loan applications currently pending

- Application pending for an Investor/Builder to construct a duplex in Condon. They have purchased a lot and are assembling all of the required paperwork for review.
- Local investor has submitted Rehab Grant applications for 2 (recently purchased) vacant houses in Condon. Awaiting additional paperwork for review. Same investor has submitted a GCAH New Rental Housing Development grant application for one of the properties to be a long term rental.
- Application being prepared by an investor for a GCAH single family construction loan to build a 3 bed, 2 bath rental property in Arlington. A lot has been purchased. Investor intends to apply for a GCAH New Rental Housing Development grant once construction has been finished.

In addition, 6 other parties have expressed an interest in one or more of the GCAH loan and grant programs – 5 for property in Condon and one in Arlington. Inability to obtain detailed quotes from contractors has been an issue delaying some of the applications.



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Gilliam County Attainable Housing Incentive Grant Programs

Purpose, Description, Process

Purpose and Intent of this Program

The purpose and intent of the following programs is to offer developers and builders a cash grant incentive as an alternate to existing Gilliam County Attainable Housing loan programs available through Pioneer Community Development Corp (PCDC).

Whereas: Quality housing is essential for attracting employees to Gilliam County.

Whereas: Dilapidated and vacant houses create a blight in neighborhoods.

Whereas: The market in Gilliam County does not support the necessary investment that would be required to bring existing housing up to working family standards or to construct new rental housing.

Therefore: These programs are designed to provide incentives to property owners and developers seeking to make improvements to existing stick-built dwellings and/ or to construct new dwellings.

Program 1: New Rental Housing Development Grant

PCDC agrees to contribute \$10,000 per new rental housing unit constructed as an incentive to developers to create rental housing units in Gilliam County. These funds would be given as a grant in a direct contribution to the developer upon completion of the project.

Requirements to Qualify for Grant:

- Project is for construction of new rental housing that is stick-built or new manufactured homes that are double-wide or larger and on a foundation.
- Housing unit(s) is located within Gilliam County.
- Owner would pay property taxes on the finished project.
- Project agrees to sign an agreement with PCDC to keep the unit as a long-term rental, not for use as a vacation rental, within the County for at least a five-year period. Projects violating this agreement will be required to repay the funds to PCDC.

Rental Housing Development Grant Process:

1. Applicant completes application form and submits to PCDC.
2. PCDC staff reviews application form for meeting program requirements.
3. For projects that meet all requirements, PCDC staff submits a copy of the application to the PCDC Grant Committee for review.
4. PCDC Grant Committee approves or denies the grant. For approved projects:
 - A. Applicant completes project and requests a Certificate of Occupancy once completed.

- B. Applicant submits a copy of the Certificate of Occupancy to PCDC staff.
- C. Applicant records a Trust Deed lien covering a five-year period from project completion to ensure the agreement that the unit remains a rental is followed. Applicant submits a copy of the Trust Deed lien to PCDC staff. The penalty for not keeping the unit(s) as a rental is repayment of the funds granted to PCDC.
- D. PCDC provides applicant with funds.

Program 2: Housing Rehabilitation Grant

PCDC will provide a grant of up to 20% of eligible expenses, not to exceed \$20,000, for the rehabilitation of existing non-owner-occupied stick-built dwellings in Gilliam County. These funds will be given on a reimbursement basis once the project is completed. Grantee will be required to provide Mechanic's Lien Waivers for all products and services. PCDC grant payments will be made after the PCDC Grant Committee deems that the project complies with the requirements of this program. When the project is completed, the Grantee will be required to record a Notice of Completion with the Gilliam County Clerk. While the process is described below, view the grant application for full program requirements and information.

Housing Rehabilitation Grant Process:

1. Applicant completes application form and submits (to PCDC) additional required materials, including:
 - A. Description of the proposed improvements to the dwelling.
 - B. Description of improvements that will be completed by licensed contractor(s) and the tasks that will be completed by the applicant. Include contractor bid(s) and material costs;
 - C. A copy of a deed instrument, sales contract, or accepted purchase agreement demonstrating ownership of the subject property and thereby authority to make improvements to the subject property;
2. PCDC staff reviews complete applications for meeting program requirements.
3. For projects that meet all requirements, PCDC staff submits a copy of the application and materials to the PCDC Grant Committee, which reviews the application and approves or denies it based the submitted materials and the Committee's determination of the best use of GCAH grant funds.
4. Applicant obtains all necessary required development permits including, but not limited to: planning, building, electrical, plumbing, and mechanical permits.
5. PCDC Project Manager may periodically perform inspections of granted projects in construction.
6. Applicant completes project and requests a Certificate of Occupancy once completed.

7. Applicant records a Notice of Completion with the Gilliam County Clerk.
8. Applicant submits a copy of the Certificate of Occupancy to PCDC staff along with invoices and receipts for documentation of project costs and Mechanic's Lien Waivers for all products and services.
9. PCDC provides applicant with funds.

For an application and/or additional information on these and other Gilliam County Attainable Housing Programs, please call Rob Turrie, Executive Director of Pioneer Committee Development at 541-384-3769 or email at rturrie@ncesd.k12.or.us.



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Gilliam County Attainable Housing Incentive Programs

Purpose, Program Descriptions, Process

Purpose and Intent of this Program

The purpose and intent of the following programs is to improve and increase the availability of attainable, workforce housing stock in Gilliam County whereas:

- Quality, attainable housing is needed to encourage employers to locate and employees to live in Gilliam County.
- Dilapidated and vacant houses create blight in neighborhoods and discourage potential residents and employers from moving to Gilliam County.
- The market in frontier counties may not support the necessary investment that would be required to bring existing housing up to working family standards or to construct new single or multi-family housing.
- Housing construction loans can be more difficult to secure than permanent mortgages.
- This program is not intended to compete with private lenders.

Therefore: These programs are designed to provide incentives to Gilliam County property owners and developers seeking to make improvements to existing dwellings and/ or for construction of new housing.

Eligible Participants

- Developers, Contractors, Home Buyers (For new construction single family homes, must be pre-approved through a traditional lender for permanent loan).
- Preference given to Gilliam County residents and companies.

Programs 1&2: New Single and Multi-Family Construction Loans

Pioneer Community Development Corporation (PCDC) will provide new construction loans to qualified applicants seeking to build new single or multi-family housing in Gilliam County.

- Single family construction loans will have a maximum loan amount of the lesser of \$180,000 or 80% of the "As Completed" value determined by an independent appraisal. The interest rate will be fixed at 3%. Borrower's loan payments will be interest only and interest will begin to accrue with the first construction loan disbursement. Full Repayment of the loan by the borrower to PCDC must be made no later than 18 months from the date of the first loan disbursement.
- Multi- family construction loans will have a maximum loan amount of the lesser of \$270,000 or 80% of the "As Completed" value determined by an independent appraisal. The interest rate will be fixed at 3%. Borrower's loan payments will be interest only and interest will begin to accrue with the first construction loan disbursement. Full Repayment of the loan by the borrower to PCDC must be made no later than 18 months from the date of the first disbursement.

Basic Requirements to Qualify for a New Construction Program Loan:

- Project is for construction of new stick-built housing or new manufactured homes that are double-wide or larger on a foundation and cannot be used as a second home.
- Housing unit(s) to be located within Gilliam County.
- Borrower must own the land to be built on free of encumbrances. Land value can be used towards borrower's equity contribution in the project.

Application and Loan Approval Process:

1. Applicant completes application form and submits all requested documentation.
2. PCDC staff reviews application for completeness and the meeting of all program requirements.
3. For projects that meet all requirements, PCDC staff submits a copy of the application to the PCDC Loan Committee for review.
4. PCDC Loan Committee approves or denies the loan application based on their review.

For approved projects:

- A. Using the building plans and description of materials form submitted by the Borrower to PCDC, an independent appraisal will be performed to arrive at an "As Completed" value of the property which will determine the loan amount based on the program's loan-to-value policy.
- B. Borrower signs a Promissory Note to PCDC and signs and records a Deed of Trust to PCDC.
- C. After verifying that borrower or their contractor has obtained all required permits, surveys, etc, a Notice to Proceed will be issued to the general contractor to begin construction.

Program 3: Housing Rehabilitation Construction Loans

Pioneer Community Development Corporation (PCDC) will provide construction loans to qualified applicants for the rehabilitation of existing non-owner-occupied, stick-built dwellings on a foundation in Gilliam County. Rehabbed houses cannot be used as a second home. Applicant may also qualify to use PCDC's Grant program for Demolition, Abatement or extension of utilities.

Housing rehabilitation construction loans will have a maximum loan amount of the lesser of \$50,000 or 85% of the "As Completed" value determined by an independent appraisal. The interest is fixed at 3%. Interest only to be charged on disbursements made during the construction process. At construction project's completion, the loan converts to a 60 month term with monthly principal and interest payments based on a 20 year amortization schedule at the same interest rate originally fixed for the loan. Full repayment of the loan by the borrower to PCDC must be made no later than 60 months from the date of the construction project's completion.

Eligible Improvement Projects: Eligible projects are those that further the purpose and intent of the program. Projects may include, but are not limited to: improvements to building structures, HVAC, roofing, plumbing, electrical systems, flooring, interior, exterior finishing and curb appeal landscaping. Eligible projects do not include improvements to manufactured dwellings.

Eligible Use of Funds: Eligible Improvement Project construction costs incurred by a licensed contractors and costs necessary to purchase materials, local and/or state permits for the described construction, recording, title insurance and appraisal/inspection fees. Unless the owner/borrower is a licensed and bonded contractor in the state of Oregon, work performed by the owner/borrower will not be eligible for reimbursement.

Basic Requirements to Qualify for a Housing Rehabilitation Construction Program Loan:

- Project is for rehabilitation of existing non-owner-occupied, stick-built housing on a foundation and cannot be used for a second home.
- Housing unit(s) to be located within Gilliam County.

- A copy of a deed instrument, sales contract, or accepted purchase agreement demonstrating ownership of the subject property and thereby authority to make improvements to the subject property.

Application and Loan Approval Process:

1. Applicant completes application form and submits all requested documentation.
2. PCDC staff reviews application for completeness and the meeting of all program requirements.
3. For projects that meet all requirements, PCDC staff submits a copy of the application to the PCDC Loan Committee for review.
4. PCDC Loan Committee approves or denies the loan application based on their review.

For approved projects:

- A. Using the building plans and description of materials form submitted by the Borrower to PCDC, an independent appraisal will be performed to arrive at an "As Completed" value of the property which will determine the loan amount based on the program's loan-to-value policy.
- B. Borrower signs a Promissory Note to PCDC and signs and records a Deed of Trust to PCDC.
- C. After verifying that borrower or their contractor has obtained all required permits, surveys, etc, a Notice to Proceed will be issued to the general contractor to begin construction.

The County may require the applicant to be approved for a permanent take out loan through a federally insured financial institution upon completion of construction. This program is not intended to compete with private sector lending.

Program 4: GRANTS FOR DEMOLITION, ABATEMENT & UTILITY EXTENSION

Pioneer Community Development Corporation (PCDC) will provide grants to owners of residential property located within the limits of the incorporated towns of Gilliam County for the following purposes:

1. Demolition, removal and disposal of derelict structures and trailers.
2. Abatement of environmental hazards (for example, asbestos) discovered during an inspection prior to demolition of a structure or prior to work beginning on a housing rehabilitation construction project.
3. Extending of existing utilities to a new home site

To access this program, grantees will agree, in writing, that after demolition, removal and disposal of the derelict structure(s) is complete and contractor(s) paid in full to either:

1. Put their now vacant lot up for sale within 30 days at the current Real Market Value (RMV) for the land as determined by the Gilliam County Assessor. **
2. Begin construction of a new single or multi-family (zoning permitting) housing unit on the now vacant lot. **** **AFTER 24 MONTHS FROM DISBURSEMENT OF GRANT FUNDS, IF THE GRANT RECIPIENT (PROPERTY OWNER) HAS FAILED TO SELL THEIR LOT OR BEGIN NEW CONSTRUCTION ON THEIR LOT, THE PREVIOUSLY AWARDED GRANT MUST BE REPAYED TO PCDC IN THE FORM OF A 36 MONTH, FIXED RATE TERM LOAN PAYABLE TO PCDC IN EQUAL MONTHLY PAYMENTS OF PRINCIPAL AND INTEREST.**

Prospective grant recipients will be responsible for obtaining bids for their specific project from qualified, *licensed* contractors. For project bids exceeding \$10,000, the applicant will agree, in writing, to pay for the overage and provide documentation demonstrating their financial ability to pay for the remaining balance owed to the contractor(s). All grant funds awarded by PCDC will be disbursed directly to the individual project contractor(s) upon verified completion of their work and submittal of an invoice to PCDC. Maximum, individual grant amounts for the demolition, removal and disposal are \$10,000 for houses and \$2500 for trailers.

Applications for the loan and grant programs will be available beginning March 1, 2018. All loan applications are subject to approval by PCDC's Loan Committee and availability of program funds. For more information on any of the programs or to begin the application process, please contact Rob Turrie, Executive Director of Pioneer Community Development at 541-384-3769 or email rturrie@ncesd.k12.or.us.