



URBAN RENEWAL AGENCY **Agenda**

520 E. Cascade Avenue - PO Box 39 - Sisters, Or 97759 | ph.: (541) 549-6022 | www.ci.sisters.or.us

Wednesday, April 24, 2024

4:00 PM

This Urban Renewal Agency meeting is accessible to the public either in person in the Council Chambers at 520 E. Cascade Avenue, Sisters, OR 97759 or on Zoom at the link below:

<https://us02web.zoom.us/j/84530261970>

Visitor Communication: To offer written comments, send an email to recorder@ci.sisters.or.us no later than 12:00 p.m. on the day of the meeting. If attending the meeting via Zoom and wish to speak, submit your name, address, phone number, and the topic you intend to address to recorder@ci.sisters.or.us by 12:00 p.m. on the meeting day. For those attending the meeting in person, you may complete a request to speak form on-site.

- 1. CALL TO ORDER/ROLL CALL**
- 2. VISITORS COMMUNICATION**
- 3. CONSENT AGENDA**
 - A. Minutes
 1. January 24, 2024
- 4. AGENCY BUSINESS**
 - A. Workforce Housing Grant Review
- 5. ADJOURN**

This agenda is also available via the Internet at www.ci.sisters.or.us

The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Kerry Prosser, City Recorder at the number below.

520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213



URBAN RENEWAL AGENCY

Staff Report

Meeting Date: April 24, 2024
Type: Sisters Urban Renewal Agency Board Meeting
Subject: January 24, 2024 Minutes

Staff: R. Green
Dept: Administration

Action Requested: Approve the minutes from the January 24, 2024, Urban Renewal Agency meeting.

Summary Points:

- Approve the minutes from the January 24, 2024, Urban Renewal Agency meeting.

Financial Impact: None

Attachments:

1. January 24, 2024 - Urban Renewal Agency Meeting Minutes

MEETING MINUTES
 SISTERS URBAN RENEWAL AGENCY REGULAR MEETING
 520 E. CASCADE AVENUE
 JANUARY 24, 2024

MEMBERS PRESENT:

Michael Preedin Board Chair
 Andrea Blum Board Member
 Gary Ross Board Member
 Jennifer Letz Board Member
 Susan Cobb Board Member

STAFF PRESENT:

Jordan Wheeler Agency Manager
 Kerry Prosser Assistant City Manager
 Paul Bertagna PW Director
 Joe O’Neill Finance Director
 Scott Woodford CDD Director
 Rebecca Green Deputy Recorder

1. CALL TO ORDER

The meeting was called to order by Board Chair Preedin at 4:03 pm, and a roll call was taken. Board Member Cobb arrived at 4:08 pm.

2. VISITORS COMMUNICATION-None

3. CONSENT AGENDA

A. Minutes

1. June 14, 2023

Board Member Blum made a motion to approve the consent agenda. Board Member Ross seconded the motion. Preedin, Blum, Letz, and Ross voted aye; the motion carried 4-0.

4. AGENCY BUSINESS

A. Discussion and Consideration of Resolution 2024-01: A RESOLUTION OF THE CITY OF SISTERS URBAN RENEWAL AGENCY APPROVING INDEBTEDNESS RELATING TO AN INTERFUND LOAN OF \$500,000 FROM THE CITY OF SISTERS GENERAL FUND FOR FY 2023/24 URBAN RENEWAL PROJECTS.

Director O’Neill reviewed the staff report. He explained that the Urban Renewal Project Fund lacks funds to accomplish the design and construction of the US20/Locust Roundabout and other projects. Tax revenue funds exist in the Urban Renewal Agency (URA) Debt Service Fund; however, that fund only pays down debt and cannot be directly transferred to the Project Fund. Therefore, the resolution requests a loan from the City of Sisters General Fund directly to the URA Project Fund, that will be paid down through the URA Debt Service Fund.

Board Member Cobb made a motion to approve and adopt URA Resolution 2024-01. Board Member Letz seconded the motion. Preedin, Blum, Letz, Cobb, and Ross voted aye; the motion carried 5-0.

B. Discussion and Consideration of Resolution 2024-02: A RESOLUTION OF THE CITY OF SISTERS URBAN RENEWAL AGENCY CITY OF SISTERS ADOPTING A WORKFORCE HOUSING PROGRAM FOR PURPOSES OF CREATING AND PRESERVING WORKFORCE HOUSING IN CITY.

Agency Manager Wheeler introduced the Workforce Housing Program. He indicated there is an

MEETING MINUTES
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evident need for incentivizing development to address the needs for low- and middle-income earners in Sisters. The Workforce Housing Program is modeled on the current Affordable Housing Grant Program. The resolution sets up a mechanism for the disbursement of up to \$400,000 in URA funds for workforce housing projects.

Discussion revolved around whether the Agency would approve the program broadly, and whether the Agency would restrict funds by project or year. For example, limiting projects to \$100,000 per year. It was indicated that the Agency would not limit funds, preferring to see what types of projects are proposed, and how developers may creatively utilize and leverage available funds for maximum benefit. It was clarified that more funds may be available in future should the Agency amend the project list, and that the Agency has the ability to restructure the Urban Renewal Plan as needed over time.

Board Member Blum made a motion to approve and adopt URA Resolution 2024-02. Board Member Cobb seconded the motion. Preedin, Blum, Letz, Cobb, and Ross voted aye; the motion carried 5-0.

C. **ADJOURN**- 5:40 pm.

Rebecca Green, Agency Recorder

Michael Preedin, Board Chair



URBAN RENEWAL AUTHORITY

Staff Report

Meeting Date: April 24, 2024
Type: Workshop
Subject: Workforce Housing Grant Program Request

Staff: Woodford
Dept.: CDD

Action Requested: Conduct a workshop to review and discuss the application submitted by Sisters Habitat for Humanity requesting grant funds from the City of Sisters Urban Renewal Authority through its Workforce Housing Grant Fund program.

Background:

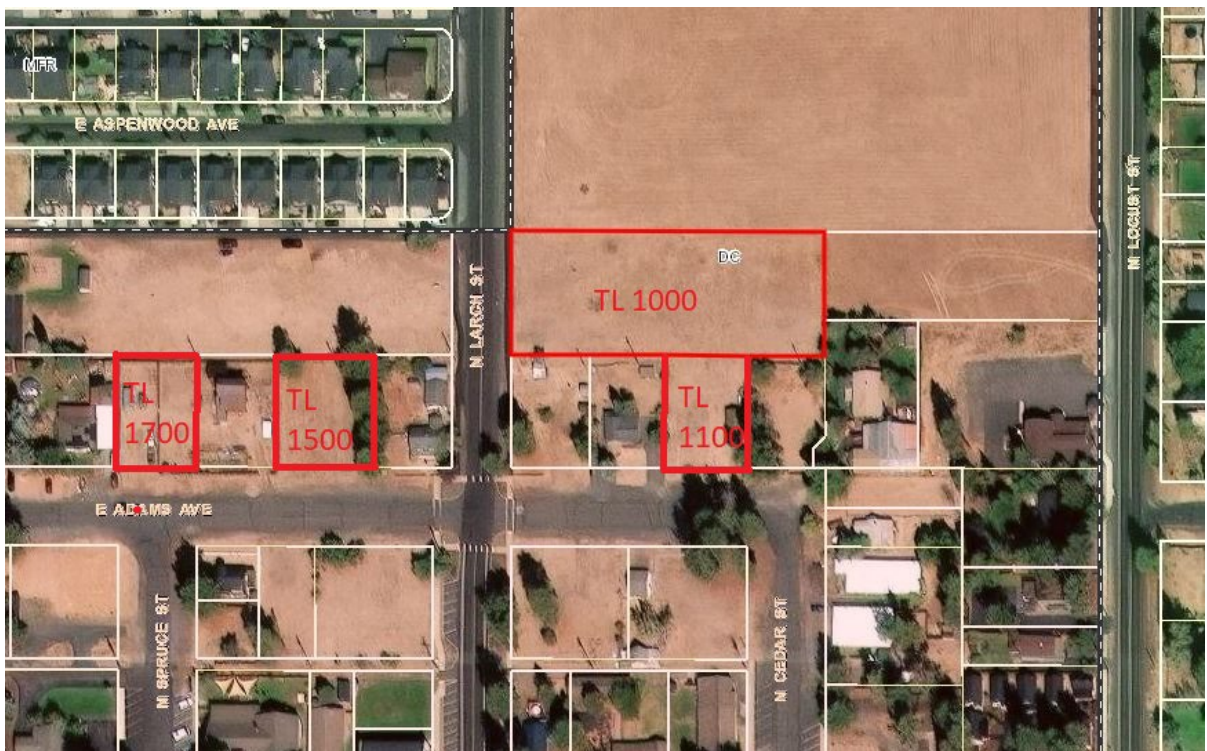
- The Sisters Urban Renewal Plan guides the actions of the Sisters Urban Renewal Authority (URA) and was adopted by the City Council in 2003. The Plan encourages “provision of financial and technical assistance to property and business owners for development that achieves the Plan’s goals and objectives including for Workforce Housing.”
- Workforce housing financial assistance programs are further stated in the Plan as a project under “Assistance to Property Owners/Lessees for Rehabilitation, Redevelopment, or Development.”
- In 2022, the URA updated and adopted the current project list that identified \$4.7 million in projects remaining to be commenced by the 2030 duration deadline. The project list includes \$400,000 for workforce housing in the urban renewal area.
- Over the course of the last several years, the City Council has been approached by affordable and workforce housing developers requesting city assistance for housing projects. Given the interest and funding already earmarked for workforce housing in the URA Plan, staff developed a workforce housing program modeled after the city’s existing affordable housing program with the following exceptions:
 - Eligible projects must be located within the boundaries of the Sisters Urban Renewal Area.
 - Projects must be workforce housing, which is defined as housing units that are affordable to households whose annual income is at or above 80% of area median income (AMI) for Deschutes County and does not exceed 150% AMI adjusted for household size, and no more than 30 percent of the monthly household income is paid for monthly housing expenses.

Proposal:

- After approval by the URA, the agency issued a notice of funding opportunity starting February 1, 2024 with applications due by April 1, 2024. Sisters Habitat for Humanity submitted the only application before the deadline.
- They are requesting \$400,000 (or the maximum available) to support construction of six (6) affordable housing units included in a planned new development called Adams Commons, which also includes nineteen (19) affordable housing units, in

single family or duplex residences interspersed throughout the development (note: Sisters Habitat for Humanity has also applied for the funds from the City's Affordable Housing Program for the same project, which is being concurrently reviewed by the City Council).

- The workforce units will be either single family or duplex residences with each unit approximately 850 to 1,050 square feet in size. All will be for sale units and not rental units.
- The development will be spread out over four lots along Adams Avenue (see map below), although the affordable housing units will only be on tax lots 1000, 1100 and 1500, the workforce housing units will be constructed on those lots plus tax lot 1700). More about the lots that comprise the development:
 - Tax Lot (TL) 1000, No street address assigned, owned by Sisters Habitat (.93 acres, zoned Downtown Commercial)
 - Tax (TL) 1100, 484 E. Adams Avenue, owned by Sisters Habitat (.22 acres, zoned DC)
 - Tax Lot (TL) 1500, 354 E. Adams Avenue, owned by Roginbertger Revocable Living Trust (.26 acres, zoned DC)
 - Tax Lot (TL) 1700, 294 E. Adams Avenue, owned by Joseph and Jennifer Rambo (.21 acres, zoned DC)



Proposed Sites for Adams Commons



- Adams Commons will blend affordable units (targeted towards those making less than 80% the Area Median Income) and workforce housing units (targeted towards those making between 80-120% of the Area Median Income) in order to “add to the diversity of the project,” according to the application.
- In addition to the requested URA funds, additional project funding is anticipated to come from Sisters Habitat for Humanity, including from net income from retail operations, payments on mortgages held by Sisters Habitat, and donations. According to the application, additional funds will come from the proceeds from the sale of one workforce housing unit that will be applied to the construction cost of the next home and repeated until complete.
- The affordability period (i.e. how long it will be required to be income-restricted) is proposed to be at least 20 years and will be achieved through deed restrictions that require household income to be within the 80-150% AMI range.
- The applicant expects to submit their land use application for approval of the Adams Commons development in early August, 2024 with site work anticipated to start in March, 2025 before going vertical with the first units in August, 2025 and concluding with occupancy by early 2026.
- Staff has reviewed the application and finds that it meets the minimum eligibility requirements of the URA Workforce Housing Program.

Financial Impact: The total grant request is \$400,000, or the maximum award available. It will be up to the URA’s discretion whether to award the full \$400,000 in the upcoming fiscal year or determine the funding amounts on an annual basis. Per the Workforce Housing Grant program, the URA may limit or elect not to provide funding for the program.

Attachments:

1. Attachment 1 – Sisters Habitat for Humanity Application
2. Attachment 2 – Resolution 2024-02 Workforce Housing Program

APPLICANT INFORMATION		
Applicant Name (including DBA): <i>Sisters Habitat for Humanity</i>	Phone No.: <i>541-549-1193</i>	
Applicant Address: <i>PO Box 238 (mailing) 382 E Had Ave Suite A-West (legal) Sister OR 97759</i>		
Applicant Email: <i>Director@Sistershabitat.org</i>	Authorized Agent: <i>Peter Hoover</i>	
Applicant is (please check the applicable box): <input type="checkbox"/> a housing authority <input checked="" type="checkbox"/> a qualified non-profit organization that constructs affordable housing <input type="checkbox"/> a for-profit developer of affordable housing for low- and moderate-income households		
Complete the following by attaching separate page(s) to this application:		
<p>1. A description of the proposed project, including, without limitation, the type of housing, the proposed project location (i.e., location of the real property), a timeline for project completion, and any additional information necessary to demonstrate that the proposed project will satisfy the eligibility requirements of a "qualified project" under City's Workforce Housing Program (Resolution No. 2024-02) (the "Program").</p> <p>2. The amount of Program funds requested and the purposes for which the Program funds will be used (including, without limitation, identification of all eligible qualified expenses).</p> <p>3. The project pro forma, including, without limitation, identification of funding sources to be used in connection with the proposed project. Include evidence that all other funding commitments (e.g., conventional construction and permanent loans, subsidies and loans, and/or low-income housing tax credits) have been or are anticipated to be obtained.</p>		
CERTIFICATION		
The undersigned Applicant (or authorized agent) hereby declares under penalty of perjury as follows: (a) Applicant is current on all City of Sisters accounts; (b) Applicant has read and agrees to comply with the Program; and (c) Applicant will enter into all applicable grant, loan, and/or Program documents and comply with all terms and conditions thereof, including, without limitation, the project affordability requirements		
Applicant Signature: <i>Peter Hoover</i>	Date: <i>04-01-2024</i>	
FOR CITY USE ONLY		
Administrator		
Does the Applicant meet the eligibility requirements contained in the Program? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Does the proposed project comply with the Program? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Recommendation – Approve Funding Request: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please identify the recommended type of award (i.e., grant and/or loan) and award amount(s).</i>	Comments:	
Signature:	Date:	
Urban Renewal Agency		
Approve Funding Request: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, complete the "Approved Request" section below.</i>	Comments:	
Mayor's Signature:	Date of Council's Decision:	
Approved Request		
Type(s) of Funding: _____	Funding Amount(s): _____	Affordability Period: _____
Collateral Required? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please attach a separate page containing a description of the collateral.</i>		
Please list any conditions of approval.		

Sisters Habitat for Humanity



We build strength, stability, self-reliance and shelter.

April 1, 2024

City of Sisters
520 E Cascade Ave
Sisters OR 97759

RE: City of Sisters Affordable Housing Grant Program

Good morning:

Thank you for the opportunity to present our application for the Affordable Housing Grant. Sisters Habitat for Humanity deeply appreciates this opportunity the City of Sisters is providing to support the community's housing needs and, if awarded, the work of Sisters Habitat to meaningfully address those needs.

Both the City of Sisters and Sisters Habitat are well aware of the affordable housing crisis that is faced by area residents. I hope you find our envisioned affordable housing project that we are referring to as Adams Commons to be well-planned, logical, realistic, and very feasible.

As will be documented on the following pages, Sisters Habitat is committed to leveraging any resources the City of Sisters may commit. We are actively pursuing grants, private funding, gifts-in-kind, plus commitment of our fiscal resources and talents to ensure the successful fruition of Adams Commons.

On behalf of Sisters Habitat for Humanity, I thank you in advance for your consideration.

Yours truly,

A handwritten signature in blue ink, appearing to read "Peter Hoover".

Peter Hoover
Executive Director

Eligibility Information:

Sisters Habitat for Humanity is a non-profit organization registered as a 501(c)3 entity with the Internal Revenue Service. Confirmation from the IRS is attached as Exhibit 1.

Sisters Habitat has developed 78 affordable homes in Sisters since its founding in 1991.

Project Scope and Characteristics:

Our vision for our Adams Commons properties is to construct and sell 6 Workforce homes for households with incomes of 80 to 120% AMI (the subject of this grant request) plus 19 Affordable homes for households with incomes equal to or below 80% AMI (not part of this grant request). These Workforce and Affordable homes will be intermingled throughout our Adams Commons properties. A map depicting the project location is attached as Exhibit 2.

The Workforce housing Affordability Period will be at least 20 years and will be achieved via deed restrictions that requires the household income of subsequent owners to be within the published 80% to 150% AMI range (adjusted for household size) in effect at the time of subsequent sale. We have retained attorney Michelle DaRosa who has extensive experience in using deed restrictions and land trusts to create documents to assure compliance with income limits from initial sale through the affordability period.

To ensure economic sustainability for homeowners, housing expenses as defined in Resolution URA 2024-02 Exhibit A Section 3 will be no greater than 30% of the monthly household income.

Workforce dwellings will be single-family and duplex homes with each unit approximately 850 to 1,050 square feet in size. All units will be sold to income qualifying homeowners; no rental units are involved in this project. All units will be developed to accessible standards.

We have retained Build LLC to design the homes and create the site plan for submission to the City of Sisters Community Development Department. We anticipate Build LLC will complete the design and site plan options by the end of April 2024.

All dwellings will be new construction. Rehabilitation is not within the scope of Adams Commons or this application.

All dwellings built with funds from this grant will be owner-occupied and will have restrictions designed to strongly discourage short-term rentals.

Each home will sustain the historic character of the City of Sisters by adopting the Western Frontier Architecture Design Standards. The project strongly encourages and should serve as a catalyst for downtown revitalization. Further, these work force homes will expand employment and increase the pedestrian/bicycle friendly scale of the downtown commercial district.

Landscaping will include greenspace, fire-hardening, and xeriscaping characteristics to the extent possible

Energy efficient features will be incorporated into the construction of each home and Energy Star appliances will be utilized.

To enhance the sustained affordability of these work force homes, household income will be limited to 120% AMI so that purchasers will be able to reduce housing expense by using the Oregon Bond Loan program for mortgage financing.

Community Considerations:

Local suppliers, vendors and labor will be used to the extent possible to benefit the local economy and maximize the multiplier effect of any funds awarded under this grant.

Community Forums will be held to gather input to shape the project design and to inform the community of the availability of Workforce homes.

Project Timeline:

Build LLC was retained to develop the attached project timeline (Exhibit 3) and they foresee completion by June 2026. Please note the timeline reflects both our Workforce and Affordable homes as Adams Commons is a single project containing both Workforce and Affordable homes that will be built simultaneously (i.e., Workforce and Affordable homes will not be built on separate schedules or segregated parcels.)

Grant Request; Expenditures:

We are requesting \$400,000 to ensure the construction of 6 Workforce homes, or in the alternative, the maximum available award.

Funds will be used exclusively for construction costs (such as land use fees, building permit fees, SDC's, labor, and building materials.) Awards under this grant will not be used for land acquisition or infrastructure development as the subject land is either already owned or is under the control of Sisters Habitat.

Funding Sources & Leverage:

Sisters Habitat will fund this project via its own fiscal resources from: net income from retail operations; payments on mortgages held by Sisters Habitat; and donations.

Additionally, the proceeds from the sale of one Work Force home will be applied to the construction cost of the next home.

While this is a significant commitment of Sisters Habitat resources, we are not able to fully fund this Workforce project without an award under this URA Workforce Grant.

Proforma:

A proforma for these six Workforce homes is attached as Exhibit 4.

Participation Requirements:

Sisters Habitat will provide documentation evidencing compliance with eligibility requirements throughout the Affordability Period as stipulated in URA Resolution 2024-02 Exhibit A Section 9.1.

Exhibit 1 – Confirmation of 501c3 status



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

Date:

March 14, 2023

Employer ID number:

93-1039346

Person to contact:

Name: MS. WINN

ID number: 1000110131

Telephone: 877-829-5500

SHARLENE WEED, EXECUTIVE DIRECTOR
PO BOX 238
SISTERS, OR 97759

Dear Sir or Madam:

This is in response to your letter of February 22, 2023, regarding the tax-exempt status of SISTERS HABITAT FOR HUMANITY INTERNATIONAL. We show that this organization is affiliated with a group exemption.

You can verify an organization is a subordinate under a group exemption ruling by reviewing the official subordinate listing approved by the central organization or by contacting the central organization. The central organization, not the IRS, determines which organizations are included as subordinates under its group exemption ruling.

If you need more information about the tax-exempt status of this organization, consider contacting this organization's central organization. You can also find information on the tax-exempt status of this and other organizations at www.irs.gov/eobmfextract.

If you have questions, you can call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Exhibit 2 – Project Map

THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSE ONLY

1/25/2024

S. E. 1/4 S.W. 1/4 SEC. 4 T. 15S. R. 10E. W.M.
DESCHUTES COUNTY

1" = 100'

15 10 04CD

- Cancelled Nos
- 400
- 901
- 100
- 200
- 2800
- 3000A1
- 3001A1
- 3500
- 4700
- 5500
- 5700
- 6000



15 10 04CD

Exhibit 3 – Project Timeline

ID	Task Name	Duration	Start	Finish	Predecessors
1					
2	Project Kick-off	24 days	Wed 3/6/24	Mon 4/8/24	
3	Establish project schedule and workplan	10 days	Wed 3/6/24	Tue 3/19/24	
4	Solicit contract w/ Arch, Civil, Planner, Transportation	15 days	Wed 3/13/24	Tue 4/2/24 3FS-5 days	
5	City of Sisters Dvlp Code & Public Works reviews	1 day	Tue 4/2/24	Tue 4/2/24 4FS-1 day	
6	DCCD code review (updated code 4/1/2024)	3 days	Tue 4/2/24	Thu 4/4/24 4FS-1 day	
7	Prelim meeting w/ client and City of Sisters staff	1 day	Fri 4/5/24	Fri 4/5/24 6	
8	x	1 day	Mon 4/8/24	Mon 4/8/24 7	
9					
10	Schematic Building Designs and Site Plans (both sides of Larch)	27 days	Mon 4/8/24	Tue 5/14/24	
11	Devise 3 TH & 3 Cottage designs	15 days	Mon 4/8/24	Fri 4/26/24 7	
12	Create up to 3 site plan options	12 days	Mon 4/29/24	Tue 5/14/24 11	
13	BIM (Revit) project set-up, incorporate survey	1 day	Mon 4/29/24	Mon 4/29/24 11	
14	(2) client design meetings to finalize preferred scheme	0 days	Mon 4/29/24	Mon 4/29/24 13	
15	Refine scheme for 'public' use, plus 2 renderings	10 days	Tue 4/30/24	Mon 5/13/24 14	
16	x	1 day	Tue 5/14/24	Tue 5/14/24 15	
17					
18	Outreach	42 days	Tue 5/14/24	Fri 7/12/24	
19	Pre-app City of Sisters (CD, Public Works)	1 day	Tue 5/14/24	Tue 5/14/24 15	
20	Push for Type I or II Administrative Review of departures	1 day	Wed 5/15/24	Wed 5/15/24 19	
21	Board review of preferred scheme	10 days	Thu 5/16/24	Wed 5/29/24 20	
22	Neighborhood meeting (notice, prep boards, host)	30 days	Thu 5/30/24	Fri 7/12/24 21	
23	City of Sisters Adams Improvements, SDC deferrals	10 days	Thu 5/30/24	Wed 6/12/24 21	
24	x	1 day	Thu 6/13/24	Thu 6/13/24 23	
25					
26	Design Development (DD) (both sides of Larch)	45 days	Thu 5/30/24	Fri 8/2/24	
27	Coordinate utilities/ infrastructure plan w/ Civil	30 days	Thu 5/30/24	Fri 7/12/24 21	
28	Prelim. Coordination with CEC/ TDS	5 days	Thu 6/20/24	Wed 6/26/24 27FS-15 days	
29	Confirm departures with Burden of Proof (BoP)	5 days	Thu 6/20/24	Wed 6/26/24 27FS-15 days	
30	Refine site plan	3 days	Mon 7/15/24	Wed 7/17/24 27	
31	Create grading plan	3 days	Thu 6/27/24	Mon 7/1/24 28	
32	Create Landscape plan	5 days	Tue 7/2/24	Wed 7/10/24 31	
33	Finalize Building Designs, provide elevations/ sections	30 days	Thu 6/20/24	Fri 8/2/24 27FS-15 days	
34	Coordination, meetings, etc.	40 days	Thu 5/30/24	Fri 7/26/24 21	
35					
36	Land Use Application (both sides of Larch)	127 days	Mon 8/5/24	Tue 2/11/25	
37	Finalize drawing package	10 days	Mon 8/5/24	Fri 8/16/24 33	
38	Finalize BoP	10 days	Mon 8/5/24	Fri 8/16/24 33	
39	Coord. Prelim. Plat (Civil/ Survey)	10 days	Mon 8/5/24	Fri 8/16/24 33	
40	Complete Applications/ Submittal	5 days	Mon 8/19/24	Fri 8/23/24 37	
41	Completeness Check by City Staff	25 days	Mon 8/19/24	Mon 9/23/24 38	
42	Reviews/ coordination/ approval by City Staff	90 days	Tue 9/24/24	Fri 2/7/25 41	
43	Land Use Decision Issued	1 day	Mon 2/10/25	Mon 2/10/25 42	
44	x	1 day	Tue 2/11/25	Tue 2/11/25 43	
45					
46	Pre-Con engagement/ Building Consultants (east of Larch)	75 days	Mon 8/26/24	Thu 12/12/24	
47	Create preliminary specification (materials, level of finish)	5 days	Mon 8/26/24	Fri 8/30/24 40	
48	engage CS Construction for conceptual pricing	15 days	Tue 9/3/24	Mon 9/23/24 47	
49	review pricing/ potential VE options (or other funding)	20 days	Tue 9/24/24	Mon 10/21/24 48	
50	review funding sources	5 days	Tue 10/22/24	Mon 10/28/24 49	
51	review final budget/ funding w/ board	5 days	Tue 10/29/24	Mon 11/4/24 50	
52	finalize conceptual budget	5 days	Tue 11/5/24	Tue 11/12/24 51	
53	adjust project drawings/ spec accordingly	10 days	Wed 11/13/24	Tue 11/26/24 52	
54	solicit consultants - Structural, trusses, other?	5 days	Wed 11/27/24	Thu 12/5/24 53	
55	x	5 days	Fri 12/6/24	Thu 12/12/24 54	
56					
57	Infrastructure approval/ Construction; Final Plat (east of Larch)	141 days	Wed 11/13/24	Tue 6/10/25	
58	coordinate Construction Documents	40 days	Wed 11/13/24	Thu 1/16/25 52	
59	review/ comments/ approval by City of Sisters	40 days	Fri 1/17/25	Mon 3/17/25 58	
60	final contract price by CS/ subcontractors	25 days	Fri 1/17/25	Mon 2/24/25 58	
61	groundbreaking/ site work (weather dependent)	30 days	Tue 3/18/25	Mon 4/28/25 59	
62	75% completion site work	1 day	Tue 4/22/25	Tue 4/22/25 61FS-5 days	
63	route plat for signatures	30 days	Wed 4/23/25	Tue 6/3/25 62	
64	plat recording (clear for building permit applications)	5 days	Wed 6/4/25	Tue 6/10/25 63	
65	complete infrastructure (verify pre-building construction)	5 days	Tue 4/29/25	Mon 5/5/25 61	
66					
67	Construction Documents, Building Permits (east of Larch)	181 days	Wed 11/27/24	Tue 8/19/25	
68	Archl: compile exterior materials, sample boards	30 days	Wed 11/27/24	Thu 1/16/25 53	
69	Archl: compile interior finish/ fixtures/ etc.	30 days	Wed 11/27/24	Thu 1/16/25 53	
70	Archl: submit cottage/ TH types City of Sisters approval	5 days	Fri 1/17/25	Fri 1/24/25 68	
71	Structural/ Trusses - finalize drawings/ stamped calcs	40 days	Wed 11/27/24	Fri 1/31/25 53	
72	Archl: Finalize all drawing, permit sets	40 days	Mon 2/3/25	Mon 3/31/25 71	
73	Archl: Finalize all applications	10 days	Tue 4/1/25	Mon 4/14/25 72	
74	Archl: DCCD/ City of Sisters permit review	40 days	Wed 6/4/25	Tue 7/29/25 73.63	
75	Building Permits issued	15 days	Wed 7/30/25	Tue 8/19/25 74	
76					
77	Building Construction, TBD by CS (east of Larch)	211 days	Wed 8/6/25	Wed 5/27/26	
78	1st units	120 days	Wed 8/6/25	Tue 1/20/26 75FS-10 days	
79	2nd units	120 days	Wed 9/17/25	Tue 3/3/26 75FS+20 days	
80	3rd remaining units	120 days	Wed 10/29/25	Tue 4/14/26 75FS+50 days	
81	landscape/ site top-out	30 days	Wed 4/15/26	Tue 5/26/26 80	
82	punchlist of final units/ demob from site	1 day	Wed 5/27/26	Wed 5/27/26 81	
83					
84	Other activities, TBD	0 days	Thu 1/16/25	Thu 1/16/25	
85	neighborhood association, HOA formation	0 days	Thu 1/16/25	Thu 1/16/25 58	
86	CC&Rs - draft, finalize	0 days	Thu 1/16/25	Thu 1/16/25 58	
87	x	0 days	Thu 1/16/25	Thu 1/16/25 58	
88	x	0 days	Thu 1/16/25	Thu 1/16/25 58	

Exhibit 4 - Proforma

Proforma

Acquisition & Site Work	Per Unit	Total
Lot Acquisition	\$0	\$0
Site Work/Public Improvements	\$23,684	\$142,104
Utilities	\$7,926	\$47,556
Other (list below - unhide for more rows):		
	0	
	0	
	0	
Acquisition & Sitework Subtotal:	\$ 31,610.00	\$189,660

Pre-Development & Soft Costs	Per Unit	Total
Appraisals	\$ 105	\$630
Architect	\$ 1,789	\$10,734
Asbestos Report	\$ -	\$0
Building Permits	\$ 4,500	\$27,000
Engineer	\$ 1,579	\$9,474
Environmental & Phase 1	\$ 368	\$2,208
City Fees, Inspections & Approvals	\$ 500	\$3,000
Lead Based Paint Report	\$ -	\$0
Soils Report/Geotech	\$ -	\$0
Special Inspections/Testing	\$ -	\$0
Survey Costs	\$ 1,737	\$10,422
System Development Charges	\$ 16,504	\$99,024
Wetland Mitigation	\$ -	\$0
Other (list below - unhide for more rows):		
	-	
	-	
Pre-Development & Soft Costs Subtotal	\$ 27,082	\$162,492

Hard/Construction Costs	Per Unit	Total
Concrete	7814	\$46,884
Masonry	0	\$0
Metals	0	\$0
Wood, Plastics, and Composites	78167	\$469,002
Thermal and Moisture Protection	26707	\$160,242
Openings (doors & windows)	18590	\$111,540
Finishes	6100	\$36,600
Specialties	0	\$0
Equipment and Appliances	5100	\$30,600
Furnishings	1185	\$7,110
Conveying Equipment	0	\$0
Fire Suppression	0	\$0
Plumbing	15230	\$91,380
Heating, Ventilating, and Air Conditioning	9190	\$55,140
Integrated Automation	0	\$0
Electrical	9121	\$54,726
Communications	435	\$2,610
Electronic Safety and Security	0	\$0
Waste Management	\$739	\$4,434
Landscaping	\$3,950	\$23,700
Other (list below - unhide for more rows):		
	0	
	0	
	0	
	0	
Hard/Construction Costs Subtotal:	\$ 182,328.00	\$1,093,968

Total Costs: \$ 241,020.00 **\$1,446,120**

RESOLUTION NO. URA 2024-02

**A RESOLUTION OF THE CITY OF SISTERS URBAN RENEWAL AGENCY CITY OF SISTERS ADOPTING A
WORKFORCE HOUSING PROGRAM FOR PURPOSES OF CREATING AND PRESERVING WORKFORCE
HOUSING IN CITY.**

WHEREAS, the Sisters Urban Renewal Agency ("Agency") is an urban renewal agency formed under ORS Chapter 457; and

WHEREAS, Agency has determined that City lacks sufficient workforce housing inside City's Urban Renewal Area ("URA"); and

WHEREAS, Agency desires to collaborate with agencies and private developers to provide permanent, new workforce housing opportunities within URA, including, without limitation, providing support for agencies and private developers who provide safe, comfortable, and affordable housing; and

WHEREAS, by adoption of this Resolution 2024-02 (this "Resolution"), the Sisters Urban Renewal Agency Board ("Board") desires to establish a program and guidelines to subsidize costs of constructing workforce housing in the Urban Renewal Area.

NOW, THEREFORE, BE IT RESOLVED that Urban Renewal Agency resolves as follows:

1. Findings. The above-stated findings are hereby adopted.
2. Affordable Housing Program Established. Council hereby establishes the City of Sisters Workforce Housing Program (the "Program"). The Program will be implemented and administered in accordance with the Program terms and conditions attached hereto as Exhibit A.
3. Miscellaneous. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular, or plural, as the identity of the parties may require. The singular includes the plural, and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors.

ADOPTED by the Urban Renewal Agency Board and signed by the board chair this 24th day of January 2024.


Michael Preedin, Board Chair

ATTEST:



Kerry Prosser, Board Recorder

Exhibit A

URA of Sisters Workforce Housing Program

1. Purpose. The purpose of this resolution is to establish the administrative framework pursuant to which URA may grant or loan funds for qualified affordable housing projects located in the URA boundary that provide workforce housing units.

2. Program Established. URA establishes this workforce housing program to offer eligible agencies and private developers grant and/or loan funds for purposes of constructing and offering workforce housing units in the URA boundary.

3. Definitions. For purposes of this ordinance, the following terms and phrases have the meanings assigned to them below:

“Affordability period” means the period commencing on the date which a qualified project receives a certificate of occupancy or final inspection, whichever is later, and ending twenty years from such date; provided, however, URA may increase or shorten the affordability period for a project if (a) circumstances necessitate a longer or shorter affordability period, as determined by URA in URA’s sole discretion, and/or (b) applicable law, including, without limitation, the 2003 Sisters Charter, requires a longer affordability period.

“Administrator” means the URA manager, or such other individual designated by council from time to time to administer the program.

“AMI” means area median income.

“Applicant(s)” means the person applying for program funds.

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“City” means City of Sisters, Oregon

“URA” means URA of Sisters, Oregon.

“URA” or “board” means URA’s then elected legislative body.

“URA manager” means URA’s then appointed URA manager or his or her designee(s).

“Code” or “SMC” means the Sisters Municipal Code.

“Grant, loan, and/or program document(s)” means URA’s program documents in form and content acceptable to URA and such other restrictive covenants, trust deeds, security agreements, assignments, UCC financing statements, subordination agreements, guarantees, documents, and/or instruments URA may require to effectuate any program grant and/or loan, including, without limitation, those program documents identified under Section 9.2 and/or Section 9.3.

“Housing needs analysis” means City’s then existing housing plan and/or housing needs analysis adopted by the City, as amended from time to time.

“HUD” means United States Department of Housing and Urban Development or HUD’s successor.

“Income-qualified person(s)” means as applied to owner-occupied, lease-to-purchase housing or rental housing, a person or group of persons whose household income is not less than eighty percent (80%) of AMI for Deschutes County but does not exceed one-hundred fifty percent (150%) of AMI for Deschutes County as calculated and adjusted for household size from time to time by HUD.

“Person” means any natural person, corporation, limited liability company, partnership, limited liability partnership, joint venture, firm, association, trust, incorporated organization, and/or any other entity, whether acting in an individual, fiduciary, or other capacity.

“Program” means the URA of Sisters Workforce Housing Program described in this ordinance.

“Program funds or funds” means grant and/or loan funds provided by URA under the program.

“Project” means the proposed development for which an applicant requests program funds which may include, without limitation, multi-family housing, single-family residence(s), and/or other dwelling unit(s); provided, however, the term “project” does not include rehabilitation projects.

“Qualified expense(s)” means land use fees, building permit fees, material and supply costs and expenses, and such other fees, costs, and expenses arising out of the development and construction of a qualified project; “qualified expense(s)” may include, without limitation, costs and expenses for the acquisition of real property on which a qualified project will be constructed.

“Qualified project(s)” means a project located in URA’s incorporated limits that is owner-occupied, lease-to-purchase housing or rental housing for income qualified persons.

“SDC” means the Sisters Development Code.

“Transfer” means any transfer, including, without limitation, any sale, conveyance, exchange, gift, lease (excepting a tenant lease in the ordinary course), encumbrance, and/or foreclosure of an encumbrance, regardless of whether the transfer occurs voluntarily or involuntarily, by operation of law, or because of any act or occurrence.

“Workforce housing unit” means housing reserved for occupancy by eligible households and affordable to households whose annual income is at or above eighty percent (80%) of area median income for Deschutes County and does not exceed 150 percent of area median income, adjusted for household size, and no more than 30 percent of the monthly household income is paid for monthly housing expenses. (Housing expenses for ownership housing include mortgage and mortgage insurance, property taxes, property insurance, and homeowner dues. Housing expenses for rental housing include rent and appropriate utility allowance.)

4. Program Administrator. The administrator has the authority to implement, administer, and manage the program, including, without limitation, the authority to interpret the program and this ordinance. Notwithstanding this broad authority, the administrator will act reasonably, in compliance with applicable federal, state, and local laws, regulations, and ordinances, and in a manner the

administrator reasonably believes is in URA's best interests. The decision of the administrator on any given matter will not set any precedent nor bind future decisions of the administrator.

5. Appropriation. Available program funds will be determined and subject to appropriation each fiscal year by resolution of the URA. The amount of financial assistance may be increased or decreased at any time by URA resolution. URA may limit or elect not to provide funding for the program in any fiscal year. URA will attempt to provide notice of available program funding (if any) each fiscal year; provided, however, URA will attempt to provide additional notice of any program funds available after April 1. If program fund requests exceed funding provided by the URA, URA will determine program participation based upon what the URA determines is in URA's best interests. At all times, URA's financial assistance under the program will be based on availability of funds in URA's program budget at the time of application and, if applicable, any subsequent fiscal year(s). Notwithstanding anything contained in this ordinance to the contrary, URA will not be obligated to provide any program funding if sufficient funding is not then available.

6. Funding. Subject to the provisions of this ordinance, URA may, in URA's sole discretion, grant and/or loan program funds to an applicant satisfying all program requirements in an amount not to exceed the amount requested in the applicant's application. Program funds provided to an applicant may consist of grant funds, loan funds, and/or a combination of grant and loan funds. Notwithstanding anything contained in this ordinance to the contrary, grant and/or loan funds provided under the program will be used for qualified expenses and for no other purposes.

7. Minimum Eligibility Requirements. In addition to any eligibility requirements and/or conditions that the administrator may impose, to be eligible for program funds, an applicant must demonstrate compliance with all eligibility requirements and conditions imposed under this ordinance, including, without limitation, the following minimum requirements: (a) the applicant must be (i) a housing authority, (ii) a qualified non-profit organization that constructs affordable housing, or (iii) a for-profit developer of affordable housing of workforce housing units; (b) the project for which program funds are sought must be an eligible qualified project as defined in this ordinance; and (c) the applicant must timely apply for program funds on URA's then current program application and in such manner as the administrator may prescribe.

8. Application Review.

8.1 Applications. Application forms for program funds will be available at the Sisters City Hall. Each application must be filed with the administrator no later than April 1 immediately preceding the fiscal year in which the applicant desires to obtain program funds. Notwithstanding the immediately preceding sentence, if the URA has not awarded all program funds appropriated for the fiscal year, an application may be filed with the administrator after April 1 subject to the provisions of this ordinance. Each application must contain all information and documentation URA may require, including, without limitation, the following:

(a) The date of the application and the applicant's name, address, contact information, and the signature of the applicant's authorized representative.

(b) A description of the proposed project, including, without limitation, the type of housing, the proposed project location (i.e., identification of the real property of which the proposed project concerns), a timeline for project completion, and such additional information URA

deems necessary or appropriate to demonstrate that the proposed project will satisfy the eligibility requirements of a qualified project.

(c) The amount of program funds requested and the purposes for which the program funds will be used (including, without limitation, identification of all eligible qualified expenses).

(d) The project pro forma, including, without limitation, identification of funding sources to be used in connection with the proposed project. Applications must include evidence that all other funding commitments (e.g., conventional construction and permanent loans, subsidies and loans, and/or low-income housing tax credits) have been, or are anticipated will be, obtained. If applications to other funding programs are due after submission of the program application, the applicant will submit documentation that the proposed financing structure is expected to meet other source requirements and the timeline for applying and receiving award notification from other funders. If requested by the administrator, the applicant will provide a copy of the application to be submitted to other funding sources.

(e) Certification that that the applicant is current on all URA accounts. The applicant may not be delinquent on any URA accounts (e.g., utility accounts) and all property taxes for the property(ies) identified in the application must be paid at the time of application.

(f) All other information that the administrator deems necessary and/or appropriate to enable URA to review the application and determine eligibility for the program funds.

8.2 Preliminary Review. Each application will be reviewed and processed by the administrator in order of receipt. The administrator will perform a preliminary review of each application and conduct whatever investigation the administrator deems necessary or appropriate to determine whether the application is complete, the statements made therein are true and accurate, and whether the application complies with this ordinance. URA reserves the right to request additional documentation and information as needed. If, after a preliminary review, the administrator determines that the application does not include all required materials and/or information, the administrator will return the application and notify the applicant, in writing, of the deficiencies. If, after a preliminary review, the administrator determines the application is complete, the administrator will forward the application to council for review and evaluation along with the administrator's recommendations.

8.3 Evaluation; Criteria. Applications will be evaluated by the URA to determine whether to approve the application and award program funds (or any portion of program funds requested) or deny the application. The URA may request additional documentation and/or information to render a decision on an application. The URA may approve, approve with conditions, or deny an application. Applications (and the amount of funds provided) will be evaluated on criteria, including, without limitation, the following:

(a) Qualified Expenses. Applications will list specific qualified expenses for which the program funds are sought. URA may give priority to certain types of expenses, including, without limitation, requests for program funds to assist with land use fees, building permit fees, material and supply costs and expenses, and other fees, costs, and expenses arising out of the construction of a new qualified project. Preference may be given to projects where other public funders have made their maximum award.

(b) Type of Housing; Needs. URA may consider factors relating to the type of housing to be constructed, including, without limitation, whether URA is experiencing a shortage of certain types of housing (e.g., multi-family housing), the percentage of units in a project that will be offered as workforce housing units, and/or whether the project addresses city's housing needs as identified in city's housing needs analysis and/or city's then current housing goals.

(c) Applicant History. URA may evaluate whether the applicant has previously received funding under the program and the applicant's compliance with the provisions of this ordinance. URA may consider the applicant's history of constructing and offering workforce housing in URA and/or the region.

The URA may establish the relative weight (value) of any criteria for purposes of evaluating applications. The administrator will provide the applicant written notice of the URA's decision on an application. The URA's decision will be final and binding on the date the decision is mailed to the applicant. The decision of the URA on any application or given matter will not set any precedent nor bind future URA decisions.

9. Program Participation Requirements.

9.1 Affordability Period. As a condition to receiving funds under the program, during the affordability period a project must continue to satisfy the eligibility requirements contained in this ordinance, including, without limitation, continuing to be a qualified project. Subject to the provisions of this ordinance, URA will record documentation, in form and content satisfactory to URA, of the program grant and/or loan (and affordability requirements) with the Deschutes County Clerk's office upon commencement of the affordability period.

9.2 Documentation. The applicant must enter into and sign all then-applicable program documents as a condition to receiving funds under the program. The program documents will contain terms and conditions acceptable to URA, including, without limitation, (a) disbursement procedures, (b) conditions to disbursement of program funds, (c) the timeframe within which funds must be used, and (d) such restrictive covenants, deed restrictions, and/or related instruments to ensure the continued affordability of the qualified project in accordance with this ordinance. Notwithstanding anything contained in this ordinance to the contrary, program documents will contain such terms and conditions reasonably requested by the URA manager and/or URA attorney and will be subject to the review and approval of the URA manager and URA attorney.

9.3 Security. A recipient must perform all recipient obligations contained under this resolution and all program documents. To this end, a recipient's obligations to URA under this resolution and the program documents may, as determined by URA in URA's sole discretion, be secured and/or evidenced by a deed restriction and/or perfected security interest in the following real and/or personal property (collectively, the "collateral"): (a) the subject project property and all improvements, fixtures, equipment, and other articles of personal property located on and used in connection with the subject project property; (b) all present and future leases, rents, accounts, deposit accounts, general intangibles, and income and revenues of any nature relating to the subject project property; and (c) all products and proceeds of the foregoing. URA's security interest in the collateral may, as determine by URA in URA's sole discretion, be evidenced by, and each recipient will execute and deliver to URA (and/or cause any other person to execute and deliver to URA), such deed restrictions, trust deeds, security agreements, assignments, Uniform Commercial Code financing statements, certificates of title, subordination agreements, guarantees, and all other documents and/or instruments URA may request

from time to time (each in form and substance acceptable to URA) to evidence, secure, grant, preserve, protect, perfect, and continue the validity and priority of URA's security interest in the collateral. The URA may, from time to time, prescribe the type of documentation and/or instrument required for purposes of evidencing URA's security interest in the collateral. URA may distinguish documentation and/or instrument requirements on the basis of award amount and/or award type.

9.4 Affordability Certification. During the affordability period, the recipient will maintain such documentation and information necessary to demonstrate that the project is occupied by income-qualified person(s) and continues to meet the eligibility requirements of this ordinance. For each owner-occupied single-family residence, the recipient will certify to URA, in form and content satisfactory to URA, that the project meets the eligibility requirements upon any transfer of the project occurring during the affordability period; for all other projects, the recipient will certify to URA, in form and content satisfactory to URA, that the project meets the eligibility requirements upon any transfer of the project and on or before January 1 of each year during the affordability period.

10. Disqualification. If, during the affordability period, a project ceases to qualify as a qualified project, the recipient will repay all program funds to URA immediately upon URA's demand, plus interest at the statutory rate for interest on a judgement from the date of the document recording described in Section 9.1.

11. Denial; Suspension; Repayment.

11.1 Grounds for Denial. URA may deny an application for the following: (a) the application is incomplete and/or fails to meet the requirements under this ordinance; (b) fraud, misrepresentation, and/or false statement(s) contained in the application and/or willful withholding of information or incomplete disclosure concerning any matter required to be furnished in connection with any such application; (c) failure to satisfy the eligibility requirements under this ordinance, including, without limitation, disqualification under Section 10; and/or (d) failure to comply with any applicable federal, state, and/or local law, regulation, and/or ordinance, and/or any agreement with URA.

11.2 Remedies. In addition to any other remedy available to URA, URA reserves the right to demand immediate repayment of program funds (or any portion thereof) if a recipient violates the provisions of this ordinance. The remedies provided in this Section 11.2 are not exclusive and will not prevent URA from exercising any other rights and/or remedies available under law. URA will be entitled to collect from any recipient violating or otherwise failing to comply with this ordinance URA's reasonable attorney fees and all other fees, costs, and expenses incurred by URA to enforce this ordinance.