



Technical Memo No. 2 – URA Plan Adoption Procedures

To: Michele Parry, Town Formation and Plan Manager
From: Nicholas Green, President, Catalyst Public Policy Advisors, LLC
CC: Lakeview URA Board of Directors
Date: March 28, 2023
Re: Lakeview Urban Renewal Agency Plan Adoption Procedures

This memo updates the URA board on the URA Plan and Report adoption status.

Plan Adoption

As required by ORS 457, Lakeview's URA Plan includes each of the following criteria:

- 1) A description of each urban renewal project to be undertaken;
- 2) An outline for the development, redevelopment, improvements, land acquisition, demolition and removal of structures, clearance, rehabilitation, or conservation of the urban renewal areas of the plan;
- 3) A map of the urban renewal areas of the plan by tax lot;
- 4) An explanation of the plan's relationship to definite local objectives regarding appropriate land uses and improved traffic, public transportation, public utilities, telecommunications utilities, recreational and community facilities, and other public improvements;
- 5) An indication of proposed land uses, maximum densities, and building requirements for the urban renewal area;
- 6) A description of the methods to be used for the temporary or permanent relocation of persons living in, and businesses situated in, the urban renewal area of the plan;
- 7) An indication of which real property may be acquired and the anticipated disposition of such real property, whether by retention, resale, lease or other legal use, together with an estimated time schedule for such acquisition and disposition;
- 8) If the plan provides for a division of ad valorem taxes under ORS 457.420 to 457.470, the maximum amount of indebtedness that can be issued or incurred under the plan; and
- 9) A description of what types of possible future amendments to the plan are substantial amendments and require the same notice, hearing, and approval procedure required of the original plan under ORS 457.095 as provided in ORS 457.220, including but not limited to amendments:
 - (a) Adding land to the urban renewal area if the addition results in a cumulative addition of more than one percent of the urban renewal area.
 - (b) Increasing the maximum amount of indebtedness that can be issued or incurred under the plan.

Report Accompanying the Plan

Catalyst created the Urban Renewal Report to accompany the Plan in accordance with ORS 457.087.

The Report includes each of the following:

- 1) A description of the physical, social and economic conditions in the urban renewal areas of the plan and the expected impact, including the fiscal impact, of the plan in light of added services or increased population;
- 2) Reasons for the selection of each urban renewal area in the plan;
- 3) The relationship between each project to be undertaken under the plan and the existing conditions in the urban renewal area;
- 4) The estimated total costs for each project and the sources of moneys to pay the costs;
- 5) The anticipated completion date for each project;
- 6) The estimated amount of moneys required for each urban renewal area under ORS 457.420 to 457.470 and the anticipated year in which indebtedness will be retired or otherwise provided for under ORS 457.420 to 457.470;
- 7) A financial analysis of the plan with sufficient information to determine the feasibility of the plan;
- 8) A fiscal impact statement that estimates the impact of the tax increment financing, both until and after the indebtedness is repaid, upon all districts levying taxes upon property in the urban renewal area.

Next Step – Notice to Planning Commission and Affected Tax Districts

The Lakeview planning commission has reviewed the Plan but has not had an opportunity to review the Report as we were waiting for the final legal description, which was received last week.

The URA board must transmit the Plan and Report to affected tax districts within Lake County and the Planning Commission in accordance with ORS 457.089.

The planning commission and affected taxing districts will provide recommendations before Town Council approves.

We have prepared a notice for the Lakeview urban renewal agency to forward the Plan and accompanying Report to the Lakeview planning commission for recommendations before presenting the plan to the Town's town council for approval under ORS 457.095.

Final Step – URA Public Hearing and Plan Adoption

The governing body of each taxing district shall have 45 days following receipt of the Plan and Report to submit written recommendations to the urban renewal agency. In adopting the Plan, the municipality's governing body shall accept, reject or modify the recommendations of each taxing district.

Catalyst shall prepare a non-emergency ordinance for Town's town council to adopt to approve the Plan.

The form and substances of this ordinance (Ordinance No. 2) shall be prepared in accordance with ORS 457.095 Approval of plan by ordinance; required contents of ordinance; notice.

This ordinance shall include determinations and findings for the Town's town council that:

- 1) Each urban renewal area is blighted;
- 2) The rehabilitation and redevelopment is necessary to protect the public health, safety or welfare of the municipality;
- 3) The urban renewal plan conforms to the comprehensive plan and economic development plan, if any, of the municipality as a whole and provides an outline for accomplishing the urban renewal projects the urban renewal plan proposes;
- 4) Provision has been made to house displaced persons within their financial means in accordance with ORS 35.500 to 35.530 and, except in the relocation of elderly individuals or individuals with disabilities, without displacing on priority lists persons already waiting for existing federally subsidized housing;
- 5) If acquisition of real property is provided for, it is necessary;
- 6) Adoption and carrying out of the urban renewal plan is economically sound and feasible; and

- 7) The municipality shall assume and complete any activities prescribed it by the urban renewal plan.

We will also prepare the Notice of Public Hearing for the adoption of Ordinance No. 2, which the Town shall cause to be mailed to each individual or household in one of the following groups:

- (a) Owners of real property that is located in the municipality;
- (b) Electors registered in the municipality;
- (c) Sewer, water, electric or other utility customers in the municipality; or
- (d) Postal patrons in the municipality.

Upon adoption of the Plan following the public hearing, Catalyst shall prepare the post-plan Adoption Notice, which Town shall cause to be published in the newspaper in accordance with ORS 457.115 Manner of newspaper notice.

We will also prepare a copy of Ordinance No. 2 approving the Plan to be sent by the Town’s town council to the Town’s urban renewal agency, which the urban renewal agency shall then cause to be recorded with the Lake County Clerk, in accordance with ORS 457.125 Recording of plan upon approval.

Timeline and Milestones

In order to adopt the plan and make it effective this fiscal year, the following timelines are recommended:

Task	Start Date	Due Date	Duration
Notice to Planning Commission and Affected Tax Jurisdictions	April 7	May 22	45 Days
Publication of Notice of Intent to Adopt/Notice of Public Hearing before Town Council	May 10	May 17	7 Days
URA Board Review and Incorporation of Jurisdiction Comments	May 23	May 23	1 Day
Final Plan and Report posted to Town Website	May 24	May 24	1 Day
Notice of Hearing Mailed to Property Owners	May 17	May 17	1 Day
Public Hearing and Plan Ordinance Adoption	June 13	June 13	1 Day
Notice of Ordinance Adoption Published	June 14	June 16	3 Days

Anticipated dates for these board meetings are:

- **URA Meeting – April 6, 2023** (Approve URA staff to transmit the Plan and Report to Planning Commission and Tax Jurisdictions)
- **URA Meeting – May 23, 2023** (Approve/Reject/Incorporate Comments)
- **Town Council Meeting – June 13, 2023** – Final Public Hearing and Ordinance Adoption

Summary and Recommendations

The URA board should make a motion to approve Ms. Parry as the URA Director to transmit the Plan and Report to the Planning Commission and affected tax jurisdictions.