



CITY OF LA PINE, OREGON

REGULAR CITY COUNCIL MEETING

Wednesday, October 25, 5:30 p.m.

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/86926577238>

The meeting location is accessible to persons with disabilities. A request 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 to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

The Regular City Council meeting is a business meeting of the elected members of the La Pine City Council, in which matters that have come before the City in application, or legislatively/judicially by process can be acted upon under Old and New business. Matters that are not formally before the City or have yet to be initiated by application cannot be officially acted upon. If any party would like to initiate an action through process or application, city administrative staff are available during the regularly scheduled business hours of City Hall to provide assistance.

AGENDA

REGULAR COUNCIL MEETING

CALL TO ORDER

ESTABLISH A QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Public Comments provide an opportunity for members of the community to submit input on ongoing matters within the city. Any matter that warrants testimony and rebuttal may be debated during a public hearing on the matter.

Public Comments are limited to three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits. The acting chair may elect to respond to comments if the matter is within the jurisdiction of the city or defer to city staff for response.

ADDED AGENDA ITEMS

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the City Council

CONSENT AGENDA

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

- 1. La Pine Chamber of Commerce FY23-24 Quarterly Report.....3.

PRESENTATIONS:

None

PUBLIC HEARING:

None

OLD BUSINESS:

- 1. City of La Pine - Low-Income Rental Housing Tax Exemption (LIRHTE) Policy
 - a. Staff Report.....7.
 - b. Resolution 2023-09, Allowing Property Tax Exemption for Low-Income Rental Housing.....9.
 - c. City of La Pine Low-Income Rental Housing Tax Exemption Policy Document.....10.
 - d. City of La Pine Low-Income Rental Housing Tax Exemption (LIRHTE) Application.....14.
- 2. DANCO Proposal
 - a. Staff Report.....18.

NEW BUSINESS:

- 1. Resolution 2023-10
 - a. Staff Report.....20.
 - b. Resolution 2023-10, Adopting the Master Fee Schedule.....21.
 - c. Exhibit A. Master Fee Schedule (Revised).....23.
- 2. COIC Appointment of Members to Regional Housing Council
 - a. Staff Report.....27.
 - b. Letter from COIC.....28.
 - c. COIC Pilot Program Proposal.....29.

OTHER MATTERS

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

STAFF COMMENTS

MAYOR & COUNCIL COMMENTS

ADJOURNMENT

EXECUTIVE SESSION (if necessary) per ORS 192.660



PO Box 616, La Pine, OR 97739
51375 Huntington Road, La Pine
541.536.9771
info@lapine.org

October 6, 2023

To: City of La Pine, City Councilors, City Manager
Re: TRT funds report for Fiscal Year 2023/2024 - 1st quarter

Chamber Board 2023

Jeremy Johnson, Pres.
Integrity Auto
541-876-5432

Aaron Schofield, Treas.
First Interstate Bank
541-593-8101

Mary Thorson, Secty.
Thorson Bookkeeping
541-536-2912

Rex Lesueur
Bancorp Insurance
541-536-1726

Stacia Ash
The Studio La Pine
808-298-9270

Helen Marston
Helen's Real Estate

Patrick Jackson
Mann Mortgage
541-536-9771

Ethel Dumon
St. Vincent de Paul
541-536-1956

Ann Gawith
Executive Director

Greetings!

As you might imagine this has been a challenging few months. We finalized the lease on our new location July 1. On July 8, we started remodeling the new location to suit our purposes, and started moving in the month of August.

We kept the doors open at the old Visitor Center until September 1, and reopened at the new location on September 5. It has been an ongoing process, of course, trying to find a place for everything in about 1,000 square feet less space that we previously enjoyed. My team has been amazing and we have been conducting business pretty much as usual with no real interruption in service. We plan on having our Grand Opening November 1. Keep an eye out for the flyer and details, and be sure to come check it out!

In the midst of all the hubbub of relocating we have been planning the concept for the new Visitor Guide that will be out in June 2024, as well as committing to marketing our area and our events throughout Oregon. I am proud to say we have not really allowed the move to impact our operations negatively.

We appreciate the continued support from the City of La Pine and look forward to making our new location as popular as the old one was ... for visitors and locals.

A handwritten signature in cursive script that reads "Ann Gawith".

La Pine Chamber of Commerce

Profit & Loss

July through September 2023

	<u>Jul - Sep 23</u>
Ordinary Income/Expense	
Income	
Chamber Income	
General Operating	
Membership	
New Membership	3,025.00
Renewals	7,196.00
Membership - Other	-24.00
Total Membership	<u>10,197.00</u>
Total General Operating	10,197.00
Program Income	
Annual Banquet	
Silent Auction	-135.00
Total Annual Banquet	-135.00
Breakfast	
Breakfast Club	2,025.00
Breakfast Sponsor	150.00
Regular Attendance	761.00
Total Breakfast	<u>2,936.00</u>
Events	
Miscellaneous Events	371.00
Total Events	371.00
Facilities Income	
Frontier Days Assoc	250.00
KNCP Radio	250.00
Total Facilities Income	500.00
Other Program Income	
Weekly Buzz Sponsors	100.00
Total Other Program Income	<u>100.00</u>
Total Program Income	<u>3,772.00</u>
Total Chamber Income	13,969.00
South County Shopper	18,800.00
Visitor Center Income	
Made In La Pine Store	6,209.75
TRT from City of La Pine	18,700.00
Visitors Guide 2023	8,800.00
Total Visitor Center Income	<u>33,709.75</u>
Total Income	<u>66,478.75</u>
Gross Profit	66,478.75
Expense	
Chamber Expense	
General Operating	
Miscellaneous Operations	
Bank Service Charges	14.00
Credit Card Processing	41.19
Total Miscellaneous Operations	<u>55.19</u>
Total General Operating	55.19

La Pine Chamber of Commerce
Profit & Loss
 July through September 2023

	Jul - Sep 23
Program Expense	
Breakfast	900.00
Total Program Expense	900.00
Total Chamber Expense	955.19
Facilities	
Cascade Natural Gas	63.20
Connection Fee	2.50
Electric	644.29
Garbage & Recycling	89.84
Rent	4,000.00
Repair/Maintenance/Upgrade	7,192.17
Sewer	455.56
Water	357.59
Total Facilities	12,805.15
General Operating	
Insurance	
Business Auto & GL	232.36
Directors & Officers	265.51
Workers Comp	41.76
Total Insurance	539.63
Total General Operating	539.63
Miscellaneous Operations	
Accounting Fees	2,400.00
Advertising-Chamber Activities	847.64
Bank Service Charges	55.33
Contract Services	65.25
Credit Card Processing	482.50
Misc Expense	185.00
Software	44.97
Volunteer Appreciation	497.95
Total Miscellaneous Operations	4,578.64
Office Equipment & Supplies	
General Supplies	578.36
Printer Costs	273.88
Printer Lease	592.33
Office Equipment & Supplies - Other	539.83
Total Office Equipment & Supplies	1,984.40
Payroll Expenses	
Executive Director	8,241.45
Office Staff-Part Time	6,511.71
Payroll Expenses Other	426.00
Payroll Taxes	4,452.67
Total Payroll Expenses	19,631.83
SCS Expenses	
SCS Ad Sale Commissions	4,922.75
SCS Contract	4,000.00
Total SCS Expenses	8,922.75
Visitor's Center Expenses	
Program Expense	
Advertising	3,617.08

La Pine Chamber of Commerce
Profit & Loss
 July through September 2023

	Jul - Sep 23
Visitors Guide	
Ad Sales Commission	3,000.00
Printing Costs	39,529.20
Visitors Guide Distribution	404.86
Total Visitors Guide	42,934.06
Visitors Guide 2021	1,850.00
Visitors Guide 2022	
Ad Sales Commission 2022	3,468.00
Total Visitors Guide 2022	3,468.00
Program Expense - Other	372.50
Total Program Expense	52,241.64
Total Visitor's Center Expenses	52,241.64
Visitor's General Operating	
Made in La Pine Store	
Maint/Supplies	40.00
Paid to Vendors	7,973.61
Total Made in La Pine Store	8,013.61
Miscellaneous Operations	
Membership Dues	300.00
Total Miscellaneous Operations	300.00
Total Visitor's General Operating	8,313.61
Total Expense	109,972.84
Net Ordinary Income	-43,494.09
Other Income/Expense	
Other Income	
Interest from Checking Account	23.90
Interest from Savings 0704 VG	9.98
Other Income Misc - Other	197.53
Total Other Income	231.41
Net Other Income	231.41
Net Income	-43,262.68



CITY OF LA PINE

STAFF REPORT

Meeting Date: October 25, 2023

TO: City Council

FROM: Geoff Wullschlager, City Manager 

SUBJECT: City of La Pine – Low-Income Housing Tax Exemption (LIRHTE) Policy

<input checked="" type="checkbox"/>	Resolution	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	No Action – Report Only	<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Formal Motion	<input checked="" type="checkbox"/>	Other/Direction: Please see below

Councilmembers:

As directed by Council, City Administration has developed the instruments necessary for consideration of a Low-Income Housing Tax Exemption Policy in concert with guidance from City Tax Counsel. The policy is represented by a number of elements that are covered by this staff report, which are broken down below into different sections, with separate actions for each. This consolidated approach will present you with each mechanism required to initiate a City policy, that works progressively from initial legislative action to conclusion at the administrative function required for disposition on/for any given application.

1. Resolution 2023-09 – Allowing Property Tax Exemption for Low-Income Rental Housing:

As a political subdivision of the state, the City of La Pine must consider the formalized adoption of a legislative action adopting the provisions of Oregon Revised Statutes 307.515 through 307.523 if it is to participate in a property tax exemption program. This recognition of that statutory range is what empowers the City to provide an exemption process. The resolution itself does not outline program guidance, but through its adoption the Council would be accepting the attached policy which presents program criteria, assessment processes, and governance.

It should also be noted that the adoption of this legislative action does not extend an exemption to any specific application, which could only be initiated after the receipt and review of a completed application, followed by a legislative act specific to said application.

Suggested Action – Review the resolution and the attached policy. If there are any questions, concerns, additions, or redactions to be made, please discuss amongst the other members of Council. It should be noted that the City’s Tax Counsel has approved this draft and feels that it offers sufficient flexibility and protection to the City in employing a low-income housing tax exemption program.

If a quorum of the Council is in support of approval or denial, **please make a motion to approve/deny “Resolution 2023-09, A Resolution of the La Pine City Council Adopting the Provisions of Oregon Revised Statute 307.515 to 307.523 Allowing Property Tax Exemption for Low Income Rental Housing.”**, followed by a second and a role call vote of the Council.

2. City of La Pine Policy on Low-Income Housing Tax Exemption:

Any formal action necessary for the approval or denial of this policy will be addressed by the action of the initiating legislation (Resolution 2023-09). If the adjoining resolution is approved, this will activate the policy as presented.

This policy should be reviewed and considered prior to any action on proposed Resolution 2023-09.

3. City of La Pine Low-Income Housing Tax Exemption (LIRHTE) Application:

For administrative staff to act on any proposed application seeking tax exemption in concert with qualified low-income housing, the above referenced policy requires an administrative application process. In delivering a vehicle for the process, city staff have drafted an application for Council comment. This is not a policy matter and therefore is not presented for Council approval or denial but has been offered for Council to understand and comment on the extended process of adopting and implementing a low-income housing tax exemption course of action. No formal action is required/necessary of the Council.

RESOLUTION NO. 2023-09

A RESOLUTION OF THE LA PINE CITY COUNCIL ADOPTING THE PROVISIONS OF OREGON REVISED STATUTE 307.515 TO 307.523 ALLOWING PROPERTY TAX EXEMPTION FOR LOW-INCOME RENTAL HOUSING

WHEREAS, the La Pine City Council believes that the availability of affordable housing is a critical aspect of a healthy community; and

WHEREAS, the La Pine City Council recognizes that the supply of affordable and adequate rental housing in La Pine is insufficient to meet the community's current housing needs; and

WHEREAS, the La Pine City Council believes that engaging in the implementation of solutions to affordable housing issues is an important and appropriate role for local government while also maintaining observance of the overall needs and capacity of the community; and

WHEREAS, the La Pine City Council supports the efforts of low-income housing developers subject to the provisions and limitations of this Resolution to provide high quality, stable housing for the community's lower-income residents;

NOW, THEREFORE, THE CITY OF LA PINE RESOLVES AS FOLLOWS:

The attached City Council policy allowing for consideration of property tax exemption for low-income rental housing developments (authorized by Oregon Revised Statute 307.515 to 307.523) is hereby adopted.

ADOPTED by the City Council and approved by the Mayor on this day of 25th day of October, 2023.

Daniel Richer, Mayor

ATTEST:

Geoff Wullschlager, City Manager

City of La Pine
Policy on Low-Income Rental Housing Tax Exemption

Section 1. Purpose

The purpose of this policy is to establish a procedure to consider and/or provide property tax exemption for low-income rental housing, as allowed under ORS 307.515 to ORS 307.523. The policy is intended to provide a mechanism through which the City Council can contribute to and support the development of low-income rental housing in La Pine.

Section 2. Policy Statement

It shall be the policy of the City of La Pine to consider and/or provide property tax exemption for properties used for, or held for the development of, low-income rental housing, in accordance with the provisions of ORS 307.515 to ORS 307.523 and the provisions of this policy.

Section 3. Definitions

For purposes of this policy, the following words and phrases are defined as:

City Manager The City Manager of the City of La Pine, or the City Manager's designee.

Lender The provider of a loan secured by the recorded deed of trust or recorded mortgage made to finance the purchase, construction, or rehabilitation of a property used for low-income rental housing under the criteria listed in this policy.

Low-income Income at or below 60 percent of the area median income as determined by the State Housing Council based on information from the United States Department of Housing and Urban Development.

Section 4. Criteria for Tax Exemption

Factors to be considered as criteria for approval of projects, include but are not limited to:

4.1 Properties or portions of properties meeting the following criteria shall be eligible for property tax exemption as provided in ORS 307.515 to 307.523 if:

- A. The property is:
 - 1) Offered for rent; or
 - 2) Held for the purpose of developing low-income rental housing, for a period not exceeding a reasonable maximum period, if any, adopted by the governing body.
- B. The property, if occupied, is occupied solely by low-income persons with non-material exceptions.
- C. The required rent payment reflects the full value of the property tax exemption.
- D. The forecasted rent reduction (savings) materially exceeds the forecasted property tax exemption.
- E. The applicant at the time of application has displayed as part of their financial application to the state, or through contract with the City, a contribution to the City's community giving fund, to be made on an annual basis, and for the regulated life of the project.
- F. The exemption has been approved as provided in ORS 307.523 (Time for filing application), pursuant to an application filed before July 1, 2030.
- G. The housing units on the property were constructed after the local governing body

adopted the provisions of ORS 307.515 to 307.523.

H. For any given project, the amount of the developer fee will be examined as a part of the application process on a case-by-case basis, but in no event may the developer fee be in excess of that allowable (or for projects not receiving Oregon Housing and Community Services support, would be allowable) by Oregon Housing and Community Services.

I. The proposed project must have received land use application approval accompanied by all associated studies or other application requirements from the City of La Pine and have all required Deschutes County or other agency regulatory permits approved. This does not include final inspections for public improvements, conformance with building, electrical, structural, or plumbing code or other final occupancy requirements.

J. The proposed project should project a Community Services/Social Services element to the benefit of the low-income residents as identified and evidenced by a service contract or MOU with a management agency which defines the programs or services to be provided, and to extend for the twenty-year regulatory period of the project.

K. The information on the application filed pursuant to ORS 307.521 (Application for exemption) meets any other criteria adopted by the governing body.

4.2 For the purposes of this policy, a person that has only a leasehold interest in the property is deemed a purchaser of that property if:

- A. The person is obligated under the terms of the lease to pay the ad valorem taxes on the real and personal property used in this activity; or
- B. The rent payable has been established to reflect the savings resulting from the exemption from taxation.

Section 5. Application for Exemption

5.1 Persons seeking tax exemption for eligible property shall submit an application on a form provided by the City of La Pine and pay the fee established by the City Council and set forth in the City of La Pine fee resolution. The application shall contain the following information:

- A. The applicant's name, address, and telephone number; and
- B. A legal description of the property for which the exemption is requested; and
- C. If only a portion of the property is eligible, a description of the eligible portion of the property for which the exemption is requested, including the number of affordable housing units; and
- D. A description of the purpose of the project and whether all or a portion of the property is being used for that purpose; and
- E. A certification of income levels of low-income occupants; and
- F. A description of how the tax exemption will benefit project residents.
- G. A description of the plans for development (in conformance with Section 4.1 I.) of the property if the property is being held for future rental housing development; and
- H. A list of secured lienholders with addresses of the lienholders; and
- I. A burden of proof statement demonstrating how the applicant has met the criteria as established in Section 4. of this policy.
- J. Such other information as requested by the City of La Pine.

5.2 The applicant shall verify that everything is true, correct, and complete under penalty of perjury. An authorized officer of the applicant shall sign and verify.

5.3 An application which does not contain all of the information required by this section and/or is not accompanied by the payment of the proper fees shall be returned. Any application returned for these reasons shall be deemed not to have been filed.

5.4 An application must be filed on or before December 1 of the calendar year immediately preceding the first assessment year for which the application is requested and shall be accompanied by the application fee required by the City. However, if the property is acquired after November 1, the application shall be made within 30 days after the date of acquisition.

Section 6. Review of Application

6.1 The City Manager or his or her designee shall have the authority to interpret all provisions of this policy.

6.2 Applications for the low-income rental housing property tax exemption shall be filed with the City Manager or his/her designee.

6.3 The City Manager or his/her designee shall process each application and make a written recommendation to the Council.

6.4 Upon receipt of the City Manager's recommendation for approval or denial, it is anticipated that the Council will consider the application and determine if the applicant qualifies for the exemption. Within 60 days of the filing of the application, the Council shall adopt a resolution or ordinance approving or denying the application as filed or taking such other or further action as the Council deems appropriate.

6.5 If the application is approved, the resolution or ordinance shall contain findings on the criteria for approval and shall certify to the Deschutes County Tax Assessor that all or a portion of the property shall be exempt from the ad valorem property tax levy of the City of La Pine.

6.6 If the application is denied, the City shall state in writing the reasons for denial and send the notice of denial to the applicant of the right to appeal under ORS 307.533.

6.7 On or before April 1 following approval, the City shall file with the Deschutes County Assessor and send the applicant a copy of the resolution or ordinance approving or denying the application. If the application is approved, the copy shall contain or be accompanied by a notice explaining the grounds for possible termination of the exemption prior to the end of the exemption period or thereafter, and the effects of termination. In addition, the City shall file with the county assessor on or before April 1 a document listing the same information otherwise required to be in a resolution as to each application deemed approved.

6.8 It is a delegation of authority to the city manager or his or her designee which shall take all actions appropriate and necessary for implementation of the City Council's action.

Section 7. Property Tax Exemption

7.1 Property tax exemptions approved under this policy shall be for a period not to exceed 20 years. For example, in the event that an exemption is initially approved for an undeveloped parcel and later the exemption was extended to include subsequent construction, the total duration of the exemption shall not be increased but shall run for a maximum of 20 years from the initial approval.

7.2 Applications for property tax exemption under this policy may be eligible for property tax exemptions for tax years beginning on or before July 1, 2024.

7.3 The exemption provided herein shall be in addition to any other exemption provided by law.

7.4 If a property is held for the purpose of developing low-income rental housing, the project must commence construction within twelve months of the day of exemption approval and receive any and all final inspections for, public improvements, conformance with building, electrical, structural, or plumbing code and all other final occupancy certificates and be habitable no later than eighteen months from the day of exemption approval.

Section 8. Termination

Termination of tax exemption will be accomplished under the conditions pursuant to the procedures and subject to the remedies contained in ORS 307.515 to 307.523.

Section 9. Regulatory Power

The City Manager may issue rules necessary for the implementation of this policy.

DRAFT



Community Development Department
PO Box 2460 16345 Sixth Street
La Pine, Oregon 97739
Phone: (541) 536-1432 Fax: (541) 536-1462
Email: info@ci.la-pine.or.us

Low-Income Rental Housing Tax Exemption (LIRHTE) Application

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Please complete all sections of this application. For sections that require attachments, exhibits, expanded narrative, or other guiding documents, please make notation in the space provided and indicate the document number or other identifying characteristic. Attachments, exhibits, and other guiding documents shall be listed in chronological order and provide a table of contents following this application document.

Fee \$ 1,000.00

File Number #

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name: _____ Phone: _____ Fax: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Email: _____

Property Owner: _____ Phone: _____ Fax: _____

Address: _____ City: _____ State: ____ Zip Code: _____

Email: _____

PROPERTY DESCRIPTION

Property Location (address, intersection of cross street, general area): _____

Legal Description: T____R____ Section: ____ Tax Lot(s): _____

Present Zoning: _____ Total Land Area: _____ (Square Ft.): _____ (Acres): _____

Present Land Use:

PROPORTIONAL PROJECT*

Description of the eligible portion of the property: _____

Number of Units: _____

*If only a portion of the property is eligible, please provide a description of the eligible portion of the property for which exemption is requested, including number of affordable housing units, and a description of the purpose of the project.

DESCRIPTION & PURPOSE

Please provide a description of the purpose of the project and indicate whether all or a portion of the property is being used for that purpose: _____

CERTIFICATION OF INCOME

Please provide certification of income levels, or instrument that will ensure compliance with Section 3. of the City of La Pine Policy on Low-Income Rental Housing Tax Exemption Policy for income levels, of low-income occupants:

TAX EXEMPTION BENEFIT

Please provide a description of how the tax exemption will benefit project residents:

DESCRIPTION OF PLANS FOR DEVELOPMENT

Please provide a description of the plans for development (in conformance with Section 4.1 I. of the City of La Pine Policy on Low-Income Rental Housing Tax Exemption Policy) of the property **if the property is being held** for future residential housing development:

SECURED LIENHOLDERS

Please provide a list of secured lienholders, with addresses thereof:

BURDEN OF PROOF

Please submit a burden of proof statement demonstrating how the applicant has met the criteria as established in Section 4. of the City of La Pine Policy on Low-Income Rental Housing Tax Exemption Policy. Section 4. criteria are listed below.

Factors to be considered as criteria for approval of projects, include but are not limited to:

4.1 Properties or portions of properties meeting the following criteria shall be eligible for property tax exemption as provided in ORS 307.515 to 307.523 if:

- A. The property is:
 - 1. Offered for rent; or
 - 2. Held for the purpose of developing low-income rental housing, for a period not exceeding a reasonable maximum period, if any, adopted by the governing body.
- B. The property, if occupied, is occupied solely by low-income persons with non-material exceptions.
- C. The required rent payment reflects the full value of the property tax exemption.
- D. The forecasted rent reduction (savings) materially exceeds the forecasted property tax exemption.
- E. The applicant at the time of application has displayed as part of their financial application to the state, or through contract with the City, a contribution to the City's community giving fund, to be made on an annual basis, and for the regulated life of the project.
- F. The exemption has been approved as provided in ORS 307.523 (Time for filing application), pursuant to an application filed before July 1, 2030.
- G. The housing units on the property were constructed after the local governing body adopted the provisions of ORS 307.515 to 307.523.

- H. For any given project, the amount of the developer fee will be examined as a part of the application process on a case-by-case basis, but in no event may the developer fee be in excess of that allowable (or for projects not receiving Oregon Housing and Community Services support, would be allowable) by Oregon Housing and Community Services.
- I. The proposed project must have received land use application approval accompanied by all associated studies or other application requirements from the City of La Pine and have all required Deschutes County or other agency regulatory permits approved. This does not include final inspections for public improvements, conformance with building, electrical, structural, or plumbing code or other final occupancy requirements.
- J. The proposed project should project a Community Services/Social Services element to the benefit of the low-income residents as identified and evidenced by a service contract or MOU with a management agency which defines the programs or services to be provided, and to extend for the twenty-year regulatory period of the project.
- K. The information on the application filed pursuant to ORS 307.521 (Application for exemption) meets any other criteria adopted by the governing body.



CITY OF LA PINE

STAFF REPORT

Meeting Date: October 25, 2023
TO: City Council
FROM: Geoff Wullschlager, City Manager 
SUBJECT: DANCO Proposal

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input checked="" type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: Please see below |
-

Councilmembers:

At our October 3, 2023 Special Meeting, the Council was offered a formal presentation from The Danco Group representing their proposed development, “Huntington Apartments”, which they endeavor to build in La Pine.

Following this presentation, staff provided the following document inventory with discussion and explanation on each element:

Consideration of DANCO Communities multifamily housing proposal

- a. Staff Report
- b. DANCO responses
- c. DANCO updated application/model (Spreadsheet will be displayed during open session)
- d. Latino Community Association MOU
- e. NeighborImpact MOU
- f. Resident Services Plan – Huntington Apartments
- g. Millage Table
- h. Forecasted Exemption Schedule
- i. Forecasted Financial Impact Table
- j. Resolution 2023-XX & La Pine Low-Income Rental Housing Policy (Draft)

At the time of The Danco Group’s presentation and staff’s analysis, the City had neither a low-income housing tax exemption policy, enacting resolution, or administrative application review in place by which to measure the Danco proposal. Instead, the City had presented The Danco Group with a series of questions and assessments, prior, to which they responded and provided sufficient answers.

Additionally, as The Danco Group had expressed that time was of the essence in a policy determination for the success

of their project, staff has since developed a formalized assessment and associated policy elements to provide process for the request. This, if passed by Council, will provide the necessary recognition by the City to be able to enact and extend a low-income housing tax exemption program, but it does not speak to The Danco Group's specific application assessment, as the formal process has only been available as of date of this staff report.

As The Danco Group has provided all requested materials to date to staff satisfaction, and per Mayor Richer's inquires with the following communities (Rio Dell, CA., Arcata CA., Fortuna, CA.) exhibiting The Danco Group's successful performance history and commitment to meet project requirements, it is anticipated that they will complete the formal application process. Therefore, it is suggested that the Council take the following formal action:

Action:

If Council has enacted Resolution 2023-09, please make a motion to "Conditionally approve a tax exemption under the City of La Pine Low-Income Rental Housing Policy, subject to adequate completion and approval of the LIRHTE Application.". Please follow this with a second and a roll call vote of the Council.

This motion will provide The Danco Group with a commitment of the City to extend the tax exemption, which will be formalized by Resolution following staff review and recommendation of their application, and contingent on The Danco Groups completion of all application elements to staff satisfaction and Council approval.



CITY OF LA PINE

STAFF REPORT

Meeting Date: October 25, 2023
 TO: City Council
 FROM: Ashley Ivans, Finance Director *Ashley Ivans*
 SUBJECT: Adopting Current Fee Schedule

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: Please see below |

Councilmembers:

As part of our Low-Income Rental Housing Tax Exemption policy an application will need to be submitted and evaluated by City Staff. In order to complete this application, review the City will need to collect a fee for the time allocated by staff. City Manager Wullschlager, along with 3 other staff members appointed at his direction, will review these applications. We believe that 4 staff members will provide a fair analysis of these documents.

It is expected that this review will take 1-2 hours. Based on discussions we have determined that a fair fee for this process will be \$1,000. This will essentially cover the staff time for 4 employees for 1-2 hours, and the staff time during the pre-application process, based on the administration’s recent staff contributions to proposed applications.

Please see below where the fee was added into the schedule. There are no other changes to the Master Fee Schedule.

Miscellaneous Planning Fees		
Hearing Fee for Council or Commission	\$ 1,200.00	
Hearings Officer	\$ 1,200.00	
Advanced Planning Fee	0.25%	Of building valuation, collected by County
Lot of Record Verification	\$ 800.00	
Modification of Approved Decision	\$ 500.00	
Research	\$ 75.00	Per hour
Printed - Comprehensive Plan Copy	\$ 50.00	
Printed - Development Code Copy	\$ 25.00	
Derelict Structure Fee	\$ 600.00	
Low-Income Rental Housing Tax Exemption (LIRHTE) Application	\$ 1,000.00	

Included with this staff report is the draft resolutoin, including Exhibit A (the “Master Fee Schedule”).

Recommended Motion: “I move that we approve Resolution 2023-10, A RESOLUTION OF THE CITY OF LA PINE ADOPTING A MASTER FEE SCHEDULE AND ESTABLISHING AND/OR ADJUSTING CERTAIN CITY FEES, RATES, AND CHARGES”

RESOLUTION NO. 2023-10

A RESOLUTION OF THE CITY OF LA PINE ADOPTING A MASTER FEE SCHEDULE AND ESTABLISHING AND/OR ADJUSTING CERTAIN CITY FEES, RATES, AND CHARGES.

WHEREAS, the City of La Pine (“City”) has previously established and adjusted its fees, rates and charges by separate resolutions of the La Pine City Council (the “Council”) for the different types of services and/or materials provided by City; and

WHEREAS, City staff has identified the need to consolidate City’s fees, rates, and charges into a master fee schedule; and

WHEREAS, by adoption of this Resolution 2023-10 (this “Resolution”), the Council desires to (a) adopt a master fee schedule, and (b) establish and/or adjust the City fees, rates, and charges included in this Resolution; and

WHEREAS, the fees, rates, and charges established and/or adjusted by this Resolution are intended to recover those costs and expenses incurred by City for providing the respective services and/or materials.

NOW, THEREFORE, BE IT RESOLVED, by and through the Council meeting in regular session, the following:

1. Findings. The above-stated findings are hereby adopted.
2. Fee Schedule Adopted. The Council hereby establishes and adopts the master fee schedule attached hereto as Exhibit A (the “Master Fee Schedule”). The fees, rates, and charges contained in the Master Fee Schedule are hereby adopted and/or adjusted effective October 26, 2023. Effective October 26, 2023, the fees, rates, and charges provided in the Master Fee Schedule amend, replace, and supersede in all respects those fees, rates, and charges established by prior resolutions.
3. Adjustments. Except as expressly provided otherwise by City ordinance, the Council may, from time to time, establish and/or adjust its fees, rates, and charges by resolution. New fees established by City will be incorporated into the Master Fee Schedule.
4. Miscellaneous. This Resolution (and the provisions contained herein) amend, replace, and supersede any resolution (or portion thereof) in conflict with this Resolution. The fees, rates, and charges in this Resolution may, from time to time, be modified by resolution of the Council. The provisions of this Resolution are 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 constitutionally of the remaining portion of will (a) yield to constriction 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. The property tax limitation of Article XI, section 11 of the Constitution. This Resolution may be correct by order of the Council to cure editorial and/or clerical errors. This Resolution will be in full force and effect from and after its passage and adoption.

APPROVED, ADOPTED, AND MADE EFFECTIVE by the La Pine City Council this 25th day of October 2023.

Daniel Richer, Mayor

ATTEST:

Geoffrey Wullschlager, City Manager

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
Administration		
Public Records Request		
Cost per Standard Copy	\$ 0.25	Per sheet
Cost per Certified Copies	\$ 5.00	Per copy
Copy of Sound Recording	\$ 10.00	Per copy
Copies of Maps and non-standard documents	Actual Cost	
Records on CD	\$ 10.00	
Records transmitted via Fax or Email (first page)	\$ 2.00	\$0.50 each additional page. Limit 25 pages
Records transmitted via Fax or Email (Concurrent pages)	\$ 2.00	\$0.25 Per page
Labor Costs	Actual Cost	
Delivery and Postage	Actual Cost	
Attorney Fees	Actual Cost	
Business Licensing		
Annual	\$ 45.00	July 1st to June 30th annually
Temporary	\$ 25.00	Less than 30 days
Change Fee	\$ 15.00	
Non-Profit	\$ -	
Liquor Licensing		
New Application	\$ 150.00	
Annual Renewal	\$ 25.00	
Temporary Liquor Permit	\$ 25.00	
Recreational Marijuana Permitting		
Initial Permit Application	\$ 200.00	
Permit Renewal Fee (Annual)	\$ 70.00	July 1st to June 30th annually
Application Change Fee	\$ 25.00	
Social Gaming License		
Annual	\$ 100.00	July 1st to June 30th annually
Miscellaneous Fees		
Recording Fee	\$ 100.00	
Event Plan Application Processing	\$ 50.00	
Returned Check Charge	\$ 25.00	
Copies	\$ 0.25	Per page
Transient Room Tax	7%	Of rent
Franchise Fees		Set by agreement
Mobile Food Vendor Permit Application	\$ 150.00	
Community Development		
Code Enforcement		
Nuisance Abatement Procedures	\$ 175.00	
Land Use Review Fees		
Accessory Dwelling	\$ 500.00	
Annexation	\$ 5,000.00	
Appeal	50% of the application fee	
Cell Tower	\$ 10,000.00	
Conditional Use	\$ 1,500.00	
Exceptions Request	\$ 1,500.00	
Extension Fee (First)	\$ 200.00	
Extension (Second)	\$ 400.00	
Fence (over 3 ft) permit on street frontages	\$ 500.00	
Final Plat Review/Condominium Plat Review	\$ 500.00	
Home Occupation	\$ 300.00	
Lot Line Adjustment hydrant	\$ 500.00	
Attorney Fees	Actual Cost	Other permits, applications, agreements, easements, attorney fees actual cost
Partition/Replat	\$ 1,600.00	
Pre-Application/Design Review	\$ 110.00	Per hour (1st hour free)
Site Suitability Check/LUCS	\$ 150.00	
Subdivision/Replat	\$ 4,000.00	Plus \$50 per lot
Temporary Use Permit for Seasonal Sales	\$ 75.00	Per year
Temporary Use Permit for Medical Hardships	\$ 250.00	
Text Amendment	\$ 1,500.00	

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
Vacation of Right-of-Way	\$ 1,000.00	
Variance	\$ 1,500.00	
Zone Change/Comp Plan Amendment	\$ 6,000.00	
Zoning Permit Application	\$ 500.00	
Master Planned Development		
0-4.99 Acres	\$ 3,000.00	
5-10 Acres	\$ 4,000.00	
More than 10 Acres	\$ 6,000.00	
Maps		
Small (8 1/2 x 11)	\$ 5.00	
Medium (11 x 17)	\$ 15.00	
Large (24 x 36 or larger)	Actual Cost	
Sign Permits		
Primary Signs	\$ 200.00	
Temporary Sign Permit	\$ 50.00	
Portable Sign	\$ 30.00	
Site Plan Review		
Less than 1,000 sq. feet	\$ 2,000.00	
1,001 - 5,000 sq. feet	\$ 2,500.00	
5,001- 10,000 sq. feet	\$ 3,500.00	
More than 10,000 sq. feet	\$ 4,000.00	
Miscellaneous Planning Fees		
Hearing Fee for Council or Commission	\$ 1,200.00	
Hearings Officer	\$ 1,200.00	
Advanced Planning Fee	0.25%	Of building valuation, collected by County
Lot of Record Verification	\$ 800.00	
Modification of Approved Decision	\$ 500.00	
Research	\$ 75.00	Per hour
Printed - Comprehensive Plan Copy	\$ 50.00	
Printed - Development Code Copy	\$ 25.00	
Derelict Structure Fee	\$ 600.00	
Low-Income Rental Housing Tax Exemption (LIRHTE) Application	\$ 1,000.00	
Public Works		
Cemetery		
Cemetery Plot	\$ 450.00	
Headstone Deposit	\$ 300.00	
Sewer Utility Service		
Commercial Rates		
5/8" Base Rate	\$ 27.86	
3/4" Base Rate	\$ 27.86	
1" Base Rate	\$ 47.10	
1 1/2" Base Rate	\$ 79.18	
2" Base Rate	\$ 117.66	
3" Base Rate	\$ 220.28	
4" Base Rate	\$ 335.73	
6" Base Rate	\$ 656.41	
Volume Charge	\$ 8.13	Per 1000 gallons of water usage
Residential Rates		
5/8" Base Rate	\$ 27.86	
3/4" Base Rate	\$ 27.86	
1" Base Rate	\$ 47.10	
1 1/2" Base Rate	\$ 79.18	
2" Base Rate	\$ 117.66	
3" Base Rate	\$ 220.28	
4" Base Rate	\$ 335.73	
6" Base Rate	\$ 656.41	
Volume Charge	\$ 4.39	Per 1000 gallons of winter usage average (November - March of prior year)
Outside Septage Dumping		
Within 97739 and 97737 Zip Codes	\$ 0.06	Per gallon

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
All other Zip Codes	\$ 0.09	Per gallon
System Development Charges		
5/8" Water Meter	\$ 6,663.00	Increases by MCE factor (contact City Hall)
Water Utility Service		
Commercial Rates		
5/8" Base Rate	\$ 32.53	
3/4" Base Rate	\$ 32.53	
1" Base Rate	\$ 81.31	
1 1/2" Base Rate	\$ 162.62	
2" Base Rate	\$ 260.17	
3" Base Rate	\$ 520.36	
4" Base Rate	\$ 813.06	
6" Base Rate	\$ 1,626.10	
Volume Charge	\$ 2.81	Per 1000 gallons of water usage
Residential Rates		
5/8" Base Rate	\$ 32.53	
3/4" Base Rate	\$ 32.53	
1" Base Rate	\$ 81.31	
1 1/2" Base Rate	\$ 162.62	
2" Base Rate	\$ 260.17	
3" Base Rate	\$ 520.36	
4" Base Rate	\$ 813.06	
6" Base Rate	\$ 1,626.10	
Volume Charge - Tier 1 (0-3600 gallons)	\$ 1.35	Per 1000 gallons of water usage
Volume Charge - Tier 2 (3601-7200 gallons)	\$ 2.03	Per 1000 gallons of water usage
Volume Charge - Tier 3 (>7200 gallons)	\$ 3.38	Per 1000 gallons of water usage
Hydrant Meter Services		
Hydrant Checkout fee	\$ 150.00	
Hydrant Water Fee	\$ 5.00	Per 1000 gallons of water usage
Inactive Services Fees		
5/8" or 3/4" service	\$ 200.00	
1" service	\$ 510.00	
1 1/2" Service	\$ 990.00	
> 1 1/2" Service	\$ 1,130.00	
Meter Fees - Testing or Changing		
Testing or Changing - 3/4" meter or smaller	\$ 58.00	
Testing or Changing - 1" meter	\$ 69.00	
Testing or Changing - 1 1/2" meter	\$ 85.00	
Testing or Changing - 2" meter	\$ 113.00	
Testing or Changing - 3" meter	\$ 145.00	
Testing or Changing - larger than 3"	Cost + 15%	
Meter Fees - Hot tapping		
3/4" service	\$ 339.00	
1" service	\$ 452.00	
Meter Fees - Installation		
Installation - 3/4" meter or smaller	\$ 300.00	
Installation - 1" meter	\$ 375.00	
Installation - 1 1/2" meter	\$ 575.00	
Installation - 2" meter	\$ 1,625.00	
Installation - 3" meter	\$ 2,000.00	
Installation - larger than 3"	Cost + 15%	
Miscellaneous Public Works Fees		
Delinquent Account Trip Fee	\$ 50.00	
Inactive Status Charge	\$ 175.00	For customers requesting inactive billing status
Reconnection Fee	\$ 25.00	
New Account Set up Fee	\$ 35.00	
Cut lock, lock replacement	\$ 200.00	
Meter Stop Replacement	\$ 200.00	
Landowner notification fee	\$ 15.00	
Cross Connection Fee	\$ 2.50	Added monthly to utility bill
Door Hangar Notice	\$ 25.00	
Deposits for new accounts	\$ 150.00	

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
After Hours Service (Non-emergency)	\$ 60.00	Per hour/per person
Fire Flow Testing Fee	\$ 125.00	
Sewer Tank Lid Replacement	\$ 100.00	
Septic Tank Filter	\$ 100.00	
Labor by the hour	\$ 125.00	Per hour/per person
Equipment Rental	\$ 250.00	Per hour
Meter Tampering Fee	\$ 500.00	
System Development Charges		
5/8" Water Meter (July 1 - December 31, 2019)	\$ 3,871.00	Increases by MCE factor (contact City Hall)
Streets Fees		
Transportation SDC		
Transportation SDC	\$ 4,409.00	Per EDU, based on Transportation EDU Schedule



CITY OF LA PINE

STAFF REPORT

Meeting Date: October 25, 2023
TO: City Council
FROM: Ashley Ivans, Finance Director *Ashley Ivans*
SUBJECT: COIC Appointment of Members to Regional Housing Council

<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	No Action – Report Only	<input type="checkbox"/>	Public Hearing
<input checked="" type="checkbox"/>	Formal Motion	<input type="checkbox"/>	Other/Direction: Please see below

Councilmembers:

Central Oregon Intergovernmental Council (COIC) is requesting an appointment of one staff member and one council member to their Regional Housing Council (RHC). The RHC will be partnering with the Coordinated Houseless Response Office, a group currently working on houselessness in the region. The purpose of the RHC is to discuss various issues related to housing needs in Central Oregon. The RHC will be comprised of community leaders, elected officials, and Housing/houselessness stakeholders from Deschutes, Jefferson, and Crook Counties. The concept is to gather as a region to address Central Oregon’s housing issues with the state and federal governments.

The RHC will decide what issues are most important. A list of potential functions is listed on pages 2-4 of the enclosed letter and Pilot Proposal. COIC will be staffing the committee and hosting meetings. The meeting times will be established at the first meeting, which is slated for December 2023. For more specific information please read the letter and Pilot Proposal included with this staff report.

Staff is recommending that Rachel Vickers, Associate Planner, be the staff representative for this endeavor. If, for some reason, Rachel cannot be the staff representative, Brent Bybee, Principal Planner, will be the City’s staff representative.

Please consider amongst yourselves the person most fit to serve on this committee as a representative for La Pine. Once that member has been selected, please ratify this decision by making the motion outlined below.

Recommended Motion: “I move that Council Member _____ be appointed to COIC’s Regional Housing Council.”



October 3, 2023

Geoff Wullschlager, La Pine City Manager
City of La Pine
PO Box 2460
La Pine, Oregon 97739

Dear Mr. Wullschlager,

As you know, a lot has been happening with regard to housing and houselessness within Deschutes County and our Central Oregon region during 2023. With current changes to the Coordinated Houseless Response Office (CHRO) now in place, we are at a point where we would like to begin thoughtfully moving forward at a regional level.

In 2022 COIC presented the idea of establishing the Central Oregon Regional Housing Council (RHC), in response to requests from service providers, funders, and regional housing and houselessness leaders. The RHC is designed to be a body of elected officials and ex-officio decision makers that identify and fill gaps in housing and homelessness programs, systems, and policies. Additionally, the RHC is an opportunity to communicate regional priorities to the State and a space to communicate on local and regional housing issues and best practices.

With the inclusion of CHRO appointees, COIC is proceeding with its official request for a City Council Member and staff liaison from each of Central Oregon's other jurisdictions and a County Commissioner and staff liaison from Jefferson and Crook Counties to serve on the RHC. COIC anticipates monthly meetings during the formation phase of the RHC, likely reducing in frequency to quarterly over time. The RHC membership will make its own determination regarding meeting frequency and priority focus. More information on the RHC is attached to this letter.

Please submit the City of La Pine's CHRO designees asap and no later than October 20, 2023 by emailing their names and contact information to our consultant Jen Rusk at jen.rusk@gmail.com. Afterwards, COIC staff will contact the designees to on-board and prepare them for the first RHC meeting, which is expected to be held in early December 2023.

We look forward to working with CHRO representatives and those of other Central Oregon jurisdictions and Counties to meet the region's housing and houseless response needs. Thank you for your time and for your service to the region's livability and vitality.

Sincerely,

A handwritten signature in blue ink that reads "TBaney".

Tammy Baney, COIC Executive Director

encl: Regional Housing Council Pilot Proposal (2022)

Regional Housing Council Pilot Proposal

Overview

The Central Oregon Intergovernmental Council (COIC) is forming a Regional Housing Council (RHC) to strengthen the region's response to housing and houselessness needs in Central Oregon.

The RHC will be a representative body of community leaders, elected officials, and housing/houselessness stakeholders to engage in mutual learning, identify shared priorities, and serve as a regional voice. The RHC value proposition is to provide all communities in the Central Oregon region – cities, counties, and tribes – the ability to work together on shared needs, build coordinated approaches, and provide unified feedback to State agencies. The RHC will draw from shared knowledge and resources to identify and advocate for regional needs and priorities. The regional nature of the RHC also permits an economies of scale model to increase the capacity and efficiencies of smaller communities.

Note: While the RHC will likely engage in some activities and discussions relating to the land use system, the RHC will not have a formal role in land use studies and adoption products; the creation of the RHC would neither eliminate nor change the statutory land use role and/or requirements for cities and counties.

The RHC is designed to address housing needs across the communities in our regional housing market as well as engage with the State to provide a cohesive "Central Oregon Voice" as the region advocates at the state-level. The combination of this local and statewide role allows the RHC to serve as a nexus between the top-down and the bottom-up and will provide a means for state and federal partners to efficiently engage with local communities. The RHC will also create a process for regions to pool resources and identify priorities; and to communicate those priorities with government partners in an efficient manner.

Functions

A **menu** of potential functions for the Regional Housing Council follows. The RHC membership will decide for itself what roles it wants to focus on, and will develop its own set of priorities.

1. IDENTIFY AND ADDRESS SYSTEM GAPS AND NEEDS THROUGH COLLABORATION

- a. Identify existing programs to meet priority needs and support the programs by:
 - i. Identifying resources and support resource development
 - ii. Providing a space for dialogue, planning, and execution of a seamless program
- b. Generate new projects and programs to meet priority needs by:
 - i. Defining the need and potential solutions
 - ii. Identifying and facilitating key partners to shape the project or program
 - iii. Identifying resources and supporting resource development
 - iv. Monitoring projects from planning through implementation and evaluating against established benchmarks.
- c. Build a high-level Regional Housing Strategy or Framework rooted in data and collaborative priorities.

2. CENTRALIZE INFORMATION AND RESOURCES

- a. Map the housing and houseless services and organizations within the region
- b. Research and disseminate best practices in policy and program development (in partnership with H4A)
- c. Empower members to feel confident making referrals and connections to:
 - i. local service providers,

- ii. data needs,
- iii. information,
- iv. topical and regional expertise,
- v. and collaborative impact needs.

3. PROMOTE EDUCATION & ADVOCACY

- a. Conduct outreach and campaigns for public and stakeholder awareness and education
- b. Coordinate symposiums, webinars, and events to advocate for housing and shared knowledge
- c. Coordinate community events for public engagement and input on housing-related issues
- d. Evaluate local, regional, state, and federal policies and initiatives for endorsement or opposition
- e. Communicate local housing needs and interests to legislators and elected officials

4. COLLABORATE TO GATHER AND REVIEW DATA

- a. Serve as a regional clearinghouse of information on housing and houseless-related information for the benefit of RHC members and regional and statewide housing partners.
- b. Identify and address priority unmet data needs:
 - i. Identify systemic data gaps and develop partnerships to fill gaps. *E.g. creating a shared data system for law enforcement, homelessness service providers, and health care (from the H4A work plan).*
 - ii. Engage with the state's Regional Housing Needs Analysis. If ultimately implemented by the state, we propose that Regional Housing Councils serve as a regional Advisory Committee and manage regional engagement with the RHNA and subsequent housing unit allocation process. This does not mean that the RHC would manage the RHNA, but rather will develop a regular system of data gathering and needs assessment to provide additional information appropriate for each region, including contextual information of the unique communities in the region that is not possible through a standardized statewide methodology. In this way, local communities in the Central Oregon region can speak to the specific and unique elements of their housing and houseless challenges.

For example:

- 1. Provide local knowledge regarding population growth dynamics, local priorities for housing provision (e.g. regional goals regarding provision of housing for homeless populations, low income populations, "missing middle" housing, etc. – as well as local and regional context regarding the potential impacts of different types of housing development), and local understanding of the dynamics of different policy interventions.
- 2. Gather qualitative data on the diverse experiences of those who are most affected by the housing crisis.
- 3. Use the above information to work with the state to create locally relevant housing production strategies – acknowledging that barriers to development and type of housing needed are not necessarily identical in cities across a region, nor from region to region in Oregon. *Recognizing and understanding this will help focus limited resources on best addressing the barriers in each community.*
- 4. Partner with the State to address data source limitations which have had the effect of separating Crook and Jefferson counties from being included in a housing market region with Deschutes County in the state's RHNA process – this does not reflect the real-world regional housing market condition. Because the Central Oregon region is a single, interconnected commute-shed, the housing and homelessness concerns of one jurisdiction affects the others.

5. COMMIT TO DIVERSITY, EQUITY & INCLUSION (DEI)

Prioritize DEI and transparency in the RHC Charter and in its actions. The DEI policy will be foundational and active in the membership seats and recruitment process, in selecting projects, and in funding decisions.

Geography

The Central Oregon RHC will work within the Central Oregon housing market, including Crook, Deschutes and Jefferson counties, the communities therein, and the Confederated Tribes of Warm Springs (if the Tribes wish to participate).

Membership and Participation

The Area Commissions on Transportation provide a useful model in ensuring that local governments, tribes, authorities, and other partners are represented in regional funding and needs prioritization under the Oregon Department of Transportation purview. The RHCs could have a similar role and composition:

- Geographic/communities: including local elected representatives and/or senior administrative staffs from local jurisdictions.¹
- OHCS and DLCD
- Governor's Regional Solutions Coordinator
- Executive Director of the regional Community Action Agency (NeighborImpact in Central Oregon)
- Executive Director of the regional Housing Authority (Housing Works in Central Oregon)
- Chair of the Continuum of Care (Homeless Leadership Coalition in Central Oregon)
- Chair of Housing for All
- As desired, appointed issue area representatives – builders/developers, rental owners and tenant groups, advocacy organizations, public health, Coordinated Care Organizations (CCOs), public safety, schools, public land managers, Coordinated Entry, employers, land use groups, etc.

In addition, the RHC may form a Technical Advisory Committee (TAC) to assist in data gathering and needs assessment, program/policy review, and to build and oversee any pilot projects.

Staffing

In Central Oregon, staff services will be provided by COIC and may also include contract services for technical analysis. Staff services would include:

- Supporting meetings by building packets, hosting and facilitating meetings
- Managing correspondence and outreach
- Program development and project management for priority needs
- Grant writing, resource development, and grant administration when needed
- Technical assistance to jurisdictions and partners, as requested
- Track progress on action items
- Contractor procurement and management
- Data and information collection
- Research
- Program outcomes reporting

Budget

¹In order to maximize coordination and efficiency, we have requested that the jurisdictions participating in the Deschutes County Coordinated Homeless Response Office (CHRO) appoint the same individuals to the Regional Housing Council that serve on the CHRO board.

The initial RHC budget is estimated to be a baseline of \$50,000 per year not including start-up or contracting costs. COIC has secured funding for a two-year pilot with the hope that costs thereafter would be supported by funding from the State of Oregon.

Outcomes

Potential outcomes could include:

1. Improve regional elected officials and other decision-maker awareness of housing and houseless issues, the impacts of the housing crisis, and identify solutions that have made impacts in other communities.
2. Build integrated (multi-agency, multi-issue), collaborative approaches to serving regional housing and houseless needs and opportunities.
3. Energize private market strategies to meet identified housing needs.
4. Create collaborative regional priorities, leading to the development of regional plans for funding and policy and program development.
5. Help communities identify housing and homelessness needs and solutions to achieve housing goals through regional economies of scale.
6. Serve as the nexus between bottom-up (local) and top-down (state and federal) policy and program development
7. Identify and collect contextual and additional data beyond that used in the state RHNA to establish regional housing and houseless trends, obstacles, and opportunities.
8. Yield information and direction for the model to be replicated across the state.