

**Madras Redevelopment Commission**  
**New Housing Development Assistance Program**



*125 SW "E" Street  
Madras, OR 97741  
541-475-2344  
[www.ci.madras.or.us](http://www.ci.madras.or.us)*

## OVERVIEW

In 2018, the Madras City Council approved the City's Housing Action Plan that included a provision to consider establishing an urban renewal district to help address the financial components of housing construction in the City. In 2020, the City established the Housing Urban Renewal District (HURD) that is over 710 acres in area that includes large tracts of land available for residential development and the adjoining rights-of-way where infrastructure improvements are needed to serve future housing development. Accordingly, the MRC has established the New Housing Development Assistance for housing developers to utilize the tax increment generated from new housing development in the HURD to mitigate financial barriers related to housing construction.

This program is designed to achieve the Housing Action Plan's goals to construct the following housing over 5 years:

- 40 units of housing affordable to low-income households, who have annual earning of less than \$30,360 in 2017 dollars. These units will be government-subsidized housing, most likely townhouses or apartments.
- 75 units of housing affordable to moderate- and middle-income households, who have annual earnings of between \$30,360 and \$60,720 in 2017 dollars. These units may include lower-cost, single-family detached housing, townhouses, cottage housing, duplexes, tri- and quad-plexes, and apartments.
- 50 units of housing affordable to higher-income households, who have annual earnings of more than \$60,720 in 2017 dollars. These units may include any type of housing.

This program provides the following three options for incentives to housing developers:

1. Lump Sum: Receive incentive at certificate of occupancy, but only equal to 50% of the total incentive amount.
2. Tax Rebate: Receive 100% of incentive through equal installment payments over the course of seven years.
3. Infrastructure: City builds infrastructure improvements required as a condition of development with a cost up to 100% of total incentive. Timing of improvements to be determined by City. This analysis assumes that infrastructure improvements occur on average, three years after certificate of occupancy.

Before applying for New Housing Development Assistance program incentives, developers will be required to obtain the necessary land use approval(s) for their proposed development. After the land use decision(s) are final, developers can file an application requesting incentives under the program. Applications approved by the MRC will be formalized in a Development Agreement between the MRC and the developer that will specify that The New Housing Development Assistance program does not provide upfront incentives to housing developers. Rather incentives are provided after development has received Certificate of Occupancy and the property taxes have been paid in full. Furthermore, the Development Agreement will specify which incentive option (see above) the developer will receive as a result of the development occurring.

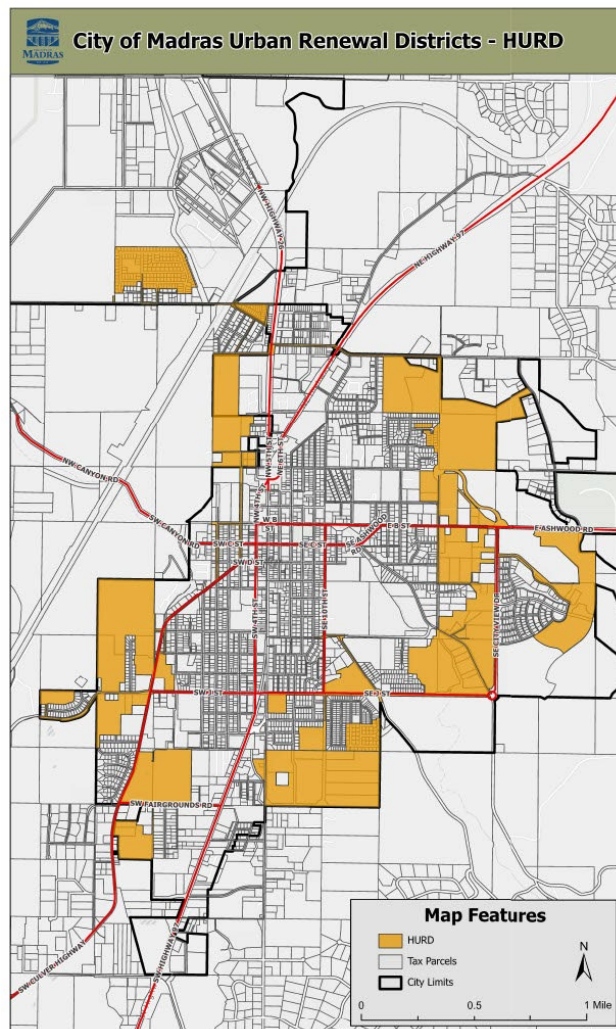
New Housing Development Assistance applications will be reviewed through a Type C review process, which requires pre-application meetings with City staff, complete applications to filed before they are

reviewed, and two MRC meetings for the Commission to consider approving. At the two MRC meetings, the Commission will provide an opportunity for the applicant present their project, request a staff report, and allow public comments on the matter. The MRC intends to take formal action to make a decision on a Building Improvement or Adaptive Reuse application with through the Type C review process in less than 120-days.

## ELIGIBILITY

1. The subject property is located within Housing Urban Renewal District boundary (see Figure 1).
2. All necessary land use approvals have been obtained.
3. Property owner/business' utility accounts with the City of Madras are in good standing.
4. There are no outstanding City Code violations on the subject property.
5. Applicants may be:
  - An Individual
  - A For-Profit Business Tenant (with written approval from the building's owner)
  - Property or Business Owner

Figure 1. Housing Urban Renewal Areas.



## AVAILABLE FUNDING

The Madras Redevelopment Commission will allocate grant funding for Redevelopment/New Development Assistance Program in their biennial budget. The MRC will consider awarding grant funding for applications as funding is available and at their discretion based on the approval criteria stated herein.

## APPROVAL CRITERIA

The MRC has mandatory and discretionary approval criteria for both the Redevelopment/New Development Assistance Program as shown in Tables 1 and 2 below. Applications for the Program will need to satisfy these criteria. Applications that do not satisfy the approval criteria will be at risk of MRC denying funding approval.

Table 1. Mandatory Approval Criteria.

MANDATORY APPROVAL CRITERIA Redevelopment/New Development Assistance Program	Standard Met?	
	Yes (X)	No (X)
1. Project is located in the HURD?		
2. Project is compliant with the applicable City of Madras Development Code?		
3. Project is compliant with the applicable City of Madras Public Improvement Design & Construction Standards?		
4. The proposed development is not a tax-exempt entity (i.e., subject to property taxes).		
5. The property owners and/or business owners City utility accounts are in good standing?		
6. The business owner possesses, or can reasonably obtain, a valid business license from the City.		

Table 2. Discretionary Approval Criteria.

DISCRETIONARY APPROVAL CRITERIA Redevelopment/New Development Assistance Program	Information Required?	
	Yes (X)	No (X)
1. MRC funding is consistent with current HURD debt financing strategy.		
2. The proposed housing is needed as identified in the City's 2018 Housing Action Plan or Housing Production Strategy, whichever is in effect and most current		
3. Tax-exempt entities requesting incentives propose to construct housing for household incomes earning less than 120% of the Area Median Income (AMI).		

## MRC REVIEW PROCESS

New Housing Development Assistance projects will require applicants to have obtained the necessary land use approvals. New Housing Development Assistance applications will be reviewed through the MRC's Type C Review process which is a 120-day review process that includes a 30-day completeness review by City staff after the application is filed. If there are any missing information, documentation, or otherwise, staff will notify the applicant accordingly. The applicant can provide the missing information

or request that the application be reviewed and considered by the MRC as proposed. This is not recommended as the funding request is more likely to not be approved. Following the application being complete, City staff will have a 90-day period to review the proposal and draft a recommendation to the MRC based on the approval criteria stated herein. Then the MRC will consider the application over two public meetings. During the first meeting the MRC will receive a staff report and recommendation on the request, a presentation from the applicant, allow public comments. The MRC will not make a decision during the first public meeting on the matter. At the second public meeting, the MRC will receive a staff report, additional information from the applicant, accept public comments, and then consider formal action on the matter based on the proposal's consistency with the approval criteria. This process may be completed in less than 120-days depending on the complexity of the proposal. In any case, the MRC is not bound to make a decision within 120-days but strives to do so to provide consistency and predictability in the review process when considering New Housing Development Assistance projects.

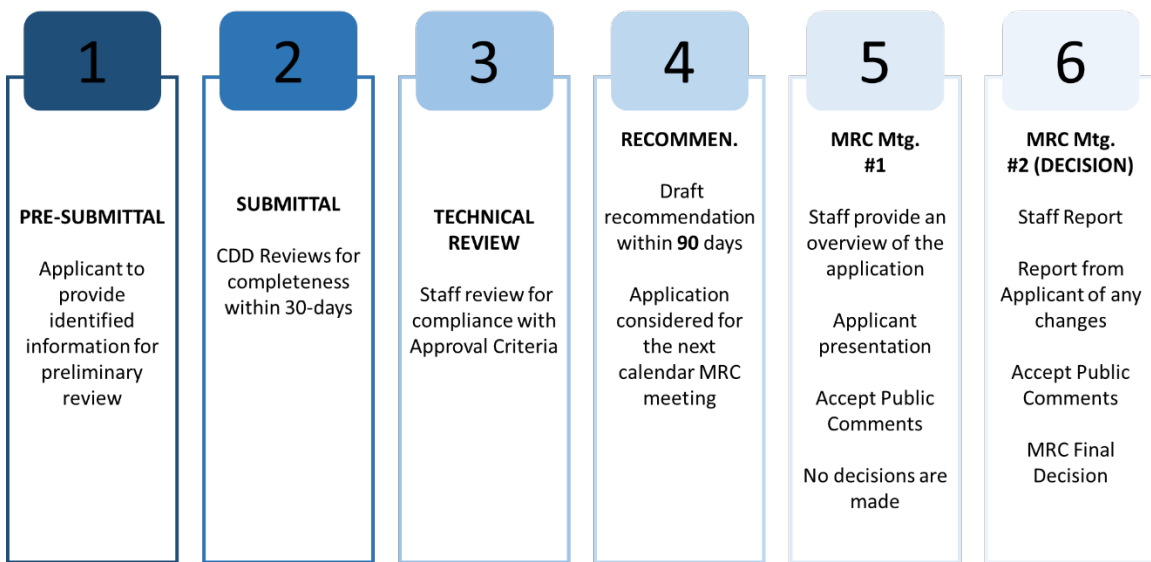
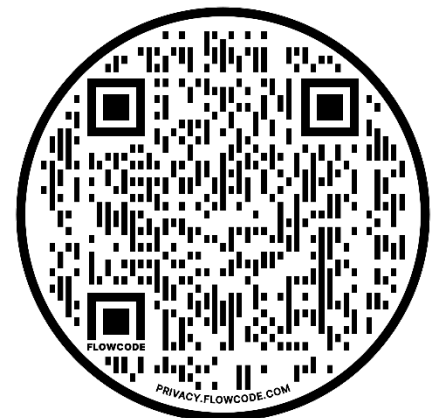


Figure 2. Type C Review Process

**Questions?**

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 Community Development Director  
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 Madras, OR, 97741  
 541-475-2344  
[nsnead@cityofmadras.us](mailto:nsnead@cityofmadras.us)



scan the QR code to view the application

**CITY OF MADRAS**  
 125 SW E Street, Madras, Oregon 97741  
 Telephone 541-475-2344

**Madras Redevelopment Commission Program Application**

<b>Project Type</b>		
Check only one:		
<input type="checkbox"/> Design Assistance	<input type="checkbox"/> Building Improvement	<input type="checkbox"/> New Housing Construction
<input type="checkbox"/> Paint Improvement	<input type="checkbox"/> Adaptive Reuse	
<input type="checkbox"/> Window Improvement	<input type="checkbox"/> Commercial New Development	

<b>Applicant Information</b>	
Name:	
Business Name:	
Address:	
City:	State:
Phone:	Email:
Applicant is the: Business Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other <input type="checkbox"/>	

<b>Property Owner Information</b>	
Name:	
Address:	
City:	State:
Phone	Email:

<b>Architect Information</b>	
Name:	
Business Name:	
Address:	
City:	State:
Phone	Email:

<b>Engineer Information</b>	
Name:	
Business Name:	
Type of Engineer: <input type="checkbox"/> Civil <input type="checkbox"/> Mechanical <input type="checkbox"/> Structural <input type="checkbox"/> Surveying	
Address:	
City:	State:
Phone	Email:

<b>Subject Property Information</b>	
Address:	
Map & Tax lot:	
Size (acres):	Current Zoning:
Located in Floodplain: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

**APPLICATION MATERIALS**

Application Materials New Housing Development Assistance Program	Information Required		Information Provided	
	Yes	No	Yes	No
Assessor’s Summary Report for the property(ies)				
Deed for property(ies) from County Clerk				
State of Oregon Business Registry Report for Business				
Legal Description of property(ies)				
Title Report for property(ies)				
W-9 for Business				
<a href="#">Business’ financial information deemed appropriate by COIC Loan Officer</a>				
Copy of all final land use decision issued by the City of Madras related to the development.				
Site Plan drawn to scale:				
Adjacent Streets				
Points of access				
Existing & proposed easements				
Existing & proposed utilities (e.g. sewer, water, electric, gas, power)				
Location of Fats, Oil, Grease Separator				
Location of existing & proposed fire hydrants				
Existing & proposed water meter size				
Proposed improvements to public Rights-of-Way				
Off-and-On-Street Parking				
Area (sq. ft.) of impervious surfaces on property(ies)				
Sidewalks, patios, courtyards, and decks.				
Fences, screens, and retaining walls, incl. height and materials				
Existing & proposed structures				
Existing & proposed uses on the property				
Existing & proposed signage				
Existing & proposed trash & trash enclosure, incl. screening				
Photos of existing conditions of property & building(s)				
Elevation drawings for the structures proposed to be improved				
Floorplan for building &/or tenant spaces proposed to be improved				
Existing & proposed Occupancy for building &/or each tenant space				
Materials demonstrating compliance w. Residential Design Standards				
Itemized Cost Estimate incl. land acquisition, Design Services, Permit fees, & Contingency				
Construction Bids				
Estimated construction costs				

I, as the applicant, property owner, or representative thereof, have signed this application consenting to the filing of this application, proposed improvement(s). As such, I have examined all statements, information and all attached exhibits contained herein, and certify them to be true, correct, and accurate. I understand that any false statements may result in this application being denied. I authorize the City of Madras staff to enter the property for inspection of the site in conjunction with this application and all other associated permits, review, and inspections.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date