BURNS URBAN RENEWAL AGENCY
(URA)

August 16, 2023

The Burns Urban Renewal Agency met on August 16, 2023, at 6:00 p.m. Members present were as follows:

Chairperson: Jen Keady -Via Zoom
Members: Jen Hoke
Heather Smith
Bobby Long
Tod Gahley
Jerry Woodfin - Excused

Also in attendance were Interim City Manager Judy Erwin, City Clerk Tiffany Leffler, and guest Forrest Keady.

Chairperson Jen Keady Called the meeting to order at 6:00 p.m.

PUBLIC COMMENT

There was no public comment given.

REVIEW AND APPROVE MINUTES

Tod Gahley made a motion to approve the minutes from June 21, 2023. Bobby Long seconded the motion. All ayes.

REVIEW AND APPROVE BILLS

There were no bills to review or approve at that time.

NEW BUSINESS

New Applications – Kaino – 340/348 North Broadway – Kyle Kaino said they were getting ready to do renovations for two Commercial Units down stair and two Residential Units upstairs. They have received the Commercial Permit to continue downstairs and they now have the approval from the city for the upstairs. They are just waiting on the engineered plans which he said should be in within the month.

Chairperson Jen Keady asked if they had any pictures of the property.

Kyle Kaino informed her that he did not at that moment but would get them to the URA. He asked if they wanted interior and exterior photos.

Chairperson Jen Keady said some before photos would be good so they can be used for comparison with the finished product. She informed him that the whole purpose of the URA is to diminish blight. The photos would be helpful to see how it looked then as apposed to when it is finished.

Kyle Kaino said he would get the photos to the URA.

Jen Hoke asked the Kaino's if they had any plans for the Commercial Businesses that were going to go in.

Mr. Kaino said there had been people that have approached them but it's so far out still they haven't decided on anything specific. He said just their Commercial Permit, structural only, was six and a half months to get back from the State. That was with engineered plans sent in with the original application. At this point he said they don't have a lot of faith in the Commercial Department.

Chairperson Jen Keady asked if he had spoken with a Richard Rogers yet. She said after the meeting she would get the Kaino's Mr. Rogers contact info. He was basically the head of the State Department and they have personally delt with him on their projects. She thought it may help move things along a little faster for them.

Kyle Kaino said the plans were the issue with the review and there seemed to be a little inexperience with the State because the engineer had to correct the State several times. There were concerns and about nineteen of them were included in the plans and two that weren't.

Heather Smith made a motion to approve the Kaino's URA Application for the properties 340/348 North Broadway pending photos. Jen Hoke seconded the motion. All ayes.

OLD BUSINESS

Previous Application and Updates:

Tharp – finished project - Tax Lot 9100 – Christina Tharp informed the URA that the home was placed, and they got the final approval as far as building. They are still in the process of waiting for the street cut to be filled because she said the plant was not open yet. She also informed the agency that someone was living in the house currently.

Chairperson Jen Keady asked her what their plans for the driveway were.

Christine Tharp said their plans were to put up a single car carport and a gravel driveway on the side of Harney.

Chairperson Jen Keady wanted to know how they were planning on doing the driveway gravel.

Jeremy Tharp said he was planning on putting down a layer of three-quarter minus for right now. He would eventually like to do sidewalks to the house. Basically, it will be gravel to the edge and a single car carport for now. He wants to still leave access to the back because he left it open for a potential garage or shop.

Chairperson Jen Keady also asked if they were planning any type of yard to be put in.

Jeremy Tharp said they have pulled weeds, but they are in the process of building a fence. There will be a yard in the back, possible 20x20 but they are hoping to go a little more natural with water use and not put in a big yard.

Chairperson Jen Keady said she believed that in the URA there was nothing that specifically lists out what needs to be done but the whole spirit of the URA is to diminish bight. She believed that having some sort of plan for landscaping would be great because she felt using the word "natural" left a lot open for interpretation.

Jeremy Tharp said there will be bushes and shrubs.

Chairperson Jen Keady asked if they were planning on selling the house or if it was just going to be rented.

Christina Tharp said it was rented right now but may be selling it to that tenant if and when she was ready.

Jen Keady asked if all their permits had been signed off on by the Building and Planning Department.

Christina Tharp informed her that all were except the plumbing.

Jeremy Tharp said that Howard had already signed off on the final inspection. He said the only thing they were waiting on was the street to get patched from the cut.

Bobby Long asked what type of material they were going to use on the carport and would it be an actual structure with foundation.

Mr. Tharp explained to the council the process and materials he would use. He said there would be tin colored shingles on the roof, which were the same as is what is on the house.

Christina Tharp informed the URA that this had not been a pleasant experience all the way through because of some of the back lash she felt they were getting. They have been working hard on this project to bring additional housing to the community. She said taking on a program like the URA has been a great experience learning the ropes and being able to provide the feedback as the agency learns their bylaws. She said the city reached out to them to be a part of the URA. Recently she had received a call from the city hounding them about why they hadn't gotten the street cut filled. Later she said they received another call from the city hounding them about why they hadn't gotten it done and telling them they needed to give authorization for it to be fixed. She informed them she would not authorize it without a quote or estimate. She said that she got the run around on who they were supposed to call to get it fixed, so she didn't know. They called Harney Rock and Paving, and they were told they would not be available for another week, and they were not getting an estimate. Mrs. Tharp felt she got attitude for not returning a phone call within twelve hours. She said she keeps getting calls on when they are going to get the street cut filled and she has tried to get an estimate from Harney Rock and Paving but got no calls back. She felt it was being held over their heads that their application would get pulled out and withdrawn because they didn't finalize their plumbing permit when they can't. She was very upset about it and the way it was handled. That morning she received a call from the City Manager, and she felt it was very unprofessional. She also felt it was a personal problem for her, so much that she drove by their property and then proceeded to tell them the property looked

worse than it did before. She informed the URA that there were unfinished projects still, but it felt like the City manager saw it on the agenda as a finished project and took it upon herself to take it up with her on why all these things were not done when it said it was finished on the agenda. She is very offended by that whole process because the city should understand how hard it is to find help, materials, and other things needed for a project like this. Christina informed the URA that Jeremy had done most the work himself.

Chairperson Keady said she wished them the best of luck in getting that all wrapped up and is sorry that she is frustrated about how things have gone the last couple of days. She understands it's not finished. She was the one that wrote the agenda, and she takes full responsibility for that. She had thought that at one point Christina had emailed her that they were done but maybe just the structure was done. She then informed the Tharps that when everything is finished the URA has an Exit Application where they can fill in all the appropriate boxes. She said in the spirit of the URA and diminishing blight and adding housing, she appreciated all the work they were doing. It was there very first application and there were still some kinks they need to work out but if they continue to work together, she thinks they will get to a good place.

SOPs – Consider Amendment to Section 2.3a and 2.3b:

Chairperson Jen Keady said that the verbiage they use in those sections is that they "must have" a walk through with the city or they "may have to" a walk through with planning. Her recommendation was for the agency to change the verbiage to "may need", because not everyone will have to do that depending on the project.

Bobby long asked if the reason was because everyone did not have to have those requirements and wanted to know what dictated whether they have those requirements or not. He was worried the "may" instead of "must" could cause same issue if someone ended up having to have those requirements. He thinks the agency should word it into the section on what those requirements for needing a walk through would be and not have either "must" or "may" in there.

Chairperson Jen Keady said if it read something like may be required to be further upon application review or something along those lines. She is worried it will hold up the process for someone to even put in their application when the agency is requesting applications before they even do any of the work. She believes people have already been snagged up on that.

Tod Gahley said it did not say prior to application but prior to approval. It read must have completed and approved land use review or site design review by city prior to receiving approval for the incentive program.

Chairperson Jen Keady said that was correct, but it was approval of their application. The issue she was having with it was that they don't approve their application until then.

There was more discussion on the wording that should be used.

Kim Rollins commented on Zoom asking, who got to decide that they must have or may need a walk through. He recommended everyone be treated the same and if they say they must then they can not decide they will not.

Bobby Long said he thinks they could maybe work the wording to say what the trigger is that would cause them to have to have something like that. That would then take away the "must" but also not diminish or negate it if it is needed.

Heather Smith said changing the wording in the SOP would be beneficial, but the agency would need to decide that trigger in addition to the actual application. It could also be a part of the agency's review process to make that decision. They would accept the application and through the URA's review process they would then decide if a walk through was needed on a case-by-case basis.

There was more discussion on the subject.

The URA agreed they would figure out what the trigger or triggers would be so they could objectively look at it and could be consistent even if it's not always required to have a walk through.

Bobby Long informed the agency that he would not be comfortable approving a project without a walk through.

Chairperson Jen Keady asked Interim City Manager Judy Erwin what projects need to go before the Planning Commission.

Interim City Manager Judy Erwin said minor projects don't have to go before the Planning Commission. If they need set back requirements and Land Use, the city does a Land Use Review, set back requirements on the property, and the actual use. The city must sign off on those before they are even able to get a permit. She thinks if someone is going to apply for a new build, a Site Plan Review is necessary. Whether it is done administratively or by the board is another issue. She felt it could be handled administratively with smaller projects and the larger projects will require a higher level of approval including going through the City's Land Use Planner.

Chairperson Jen Keady said that was not the URA's requirement but the city's requirements, but the applicant would have to have it regardless of the URA's SOPs.

Tod Gahley said he was thinking this may not have anything to do with the URA if it's handled administratively. He didn't think it would matter if it was a part of the URA's approval process because all those things are required regardless of whether they come for URA for money or not.

Chairperson Jen Keady just wanted to make sure the URA's SOPs are easy to read and understand for future people that come on board.

Interim City Manager Judy Erwin said that it read, it will have a Land Use Review and a Site Design Review by the city prior to receiving approval from the Executive Director.

Tod Gahley said he felt it was redundant because the URA is requiring something that is required already. It was the city and county's requirements not the URA's.

Bobby Long said it was under 2.3 eligibility, and these are required for them to be eligible for money not for them to do the building project.

Tod Gahley felt it was redundant because if they don't get the project done, they don't get the money. It wouldn't matter then because these things were already required by other government entities.

Bobby Long said then if their requirement for them to get the incentive is a finished project where they have gone through the proper channels, then the URA has found its trigger.

Interim City Manager Judy Erwin said she did not understand something with 2.3b. She wanted to know why it says that they must request an initial assessment of the plan improvements by the County Assessor prior to receiving approval for the Major Remodel Incentive Program and wanted to know what the goal behind that decision was.

Chairperson Jen Keady said the Tax Assessor would not do any type of tax assessment prior and it will just be based off the tax assessed value at the time of their application. She said this makes it sound like they must go to the Tax Assessor and have an assessment done.

Bobby long said if someone is going to ask something to be deemed a major remodel then they would want to see the difference between the assessed value now, the assessed value when the project is finished, and what that return on investment will be. He felt the Tax Assessor would be the best person to give a ballpark on those.

Chairperson Jen Keady informed him that they have invited the Tax Assessors to a few of the meetings and they kind of explained it or laid it out there that they would not be going into people homes and do any initial assessments or any of those types of things. She thinks that having that in the eligibility and part of the URAs SOPs is something they need to change.

Jen Hoke said she agreed with Tod Gahley about it being redundant. It is already apart of the process when someone is building or changing something. She also mentioned that she believed they were using the Tax Statements the applicants are getting every year and that they were not going out and doing another assessment. She said it was a process that was already in place by the city and the county, so going through all these things and reading it would be confusing and she thought it should be removed all together.

There was more discussion had.

Bobby Long made a motion to remove a and b from Section 2.3 Eligibility for the SOPs. Heather Smith seconded the motion. All ayes.

Interim City Manager Judy Erwin point out that under Section 5, Amendment of SOPs, they have to do this by Resolution, so they will need to get a resolution done to bring to the next meeting.

Funding Request to R3:

The URA was waiting for R3 to have an Executive Director, so they postpone this topic until a later time.

OPEN DISCUSSION

Christina Tharp wrote on Zoom that a blighted property is a physical space or structure that is no longer in acceptable or beneficial condition to its community. A property that is blighted has lost its value as a social good, economic commodity, or it's functional status as a livable space.

Chairperson Jen Keady said what they are working towards as a community is the whole picture. If someone drives by a property, you want it to be something they'd be proud to be the neighbor of. She felt it was in the terms of general cleanup and how everything looks and appears.

Heather Smith said what they are striving for is cleanup in the appearance, useable properties, and structures, and esthetically pleasing as much as usable.

Chairperson Jen Keady said the structure of what the city's Code Enforcement Officer is looking for is, if the weeds are getting overgrown, if grass is not mowed, and things like that. There are certain things that Code Enforcement is working towards getting under control. She believed if they bring these properties up to par and say that this is the standard the city is looking for, it may help him out a lot.

There was no further discussion.

The next meeting will be held on Wednesday, October 18, 2023, at 6:00p.m.

ADJOURN

Bobby Long made a motion to adjourn the meeting. Heather Smith seconded the motion. All ayes.

Tiffany Leffler, City Clerk

Chairperson, Jen Keady