

ROSEBURG URBAN RENEWAL AGENCY  
BOARD MEETING AGENDA  
APRIL 14, 2025



City Hall Council Chambers  
900 SE Douglas Avenue  
Roseburg, Oregon 97470

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***(Immediately Following the 7:00 p.m. City Council Meeting)***

1. **Call to Order:** Larry Rich, Chair
2. **Roll Call**

Tom Michalek	Andrea Zielinski	Vacant
Ruth Smith	Ellen Porter	Katie Williams
Zack Weiss	Shelley Briggs Loosley	
3. **Consent Agenda**
  - A. February 10, 2025 Meeting Minutes
4. **Department Items**
  - A. Resolution No. UR2025-02 – Approving a Property Tax Exemption for Sunshine Park Apartments located at 152 Sunshine Road in Roseburg, Oregon
5. **Audience Participation**
6. **Adjournment**

**\*\*\* AMERICANS WITH DISABILITIES ACT NOTICE \*\*\***

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**MINUTES OF THE ROSEBURG  
URBAN RENEWAL AGENCY BOARD MEETING  
February 10, 2025**

Chair Larry Rich called the meeting of the Urban Renewal Agency Board to order at 8:38 p.m. on February 10, 2025 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

Present: Board Members Shelley Briggs Loosley, Tom Michalek, Ellen Porter, Ruth Smith, Zack Weiss, Katie Williams, and Andrea Zielinski

Absent: Kylee Rummel

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Assistant Fire Chief Dave Newquist, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Ryan Herinckx, Finance Director Ron Harker, City Recorder Amy Nytes, and Management Assistant Grace Jelks

3. Consent Agenda

A. June 10, 2024, Meeting Minutes.

Member Briggs Loosley moved to approve the consent agenda. The motion was seconded by Member Zielinski and approved with the following vote: Members Briggs Loosley, Michalek, Porter, Smith, Weiss, Williams, and Zielinski voted yes. No Members voted no. The motion passed unanimously.

4. Department Items

A. Messenger presented Diamond Lake Urban Renewal Plan Minor Amendment Resolution No. UR-2025-01. Discussion ensued.

Member Smith's comments and questions included the benefits for being included in the Urban Renewal area, reaching the 25% cap, and whether more of the downtown area will be included so businesses can apply for grant funding.

Member Porter's comments and questions included clarification of the tax increment and how it is used, whether projects have been identified for funding, other funding available, and tax roll status.

Member Weiss' comments and questions included whether this project will take away funding from projects included in the Diamond Lake Renewal Plan, these spaces need a lot of work, whether the property will be removed from the tax roll, and clarification of approval authority.

Messenger clarified being included in the district allows the Urban Renewal Agency Board to fund projects in that area, projects funding can cover projects that include infrastructure, structural improvements, hazardous material abatement, this is a funding mechanism that does not exist unless they are in the district, the downtown area was included in the previous district, we have not reached the 25% cap, a major amendment can be considered in the future, it is not a good idea to remove parcels as they develop because that is the tax increment used to fund future projects, funding sources are limited without being

in the district, tax increments are used for projects, plans have not been made public, other funding might be identified after plans have been made, grant funds have been identified for some of the projects, Urban Renewal can provide matching funds, they are currently on the tax roll and the increment will increase after development, there will be a conversation about property staying on the tax roll before signing a contract to commit funds, this is just bringing the property into the district to provide options for development, and anything over \$100,000 comes to the Council or Board for approval.

Member Smith moved to adopt Resolution No. UR-2025-01, approving a Minor Amendment to the Diamond Lake Urban Renewal Plan. The motion was seconded by Member Zielinski and approved with the following vote: Members Briggs Loosley, Michalek, Porter, Smith, Weiss, Williams, and Zielinski voted yes. No Members voted no. The motion passed unanimously.

5. Audience Participation

None.

6. Adjourn

Chair Larry Rich adjourned the meeting at 8:55 p.m.

# ROSEBURG URBAN RENEWAL AGENCY AGENDA ITEM SUMMARY



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## RESOLUTION NO. UR2025-02 APPROVING TAX EXEMPTION FOR SUNSHINE PARK APARTMENTS LOCATED AT 152 SUNSHINE ROAD

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Meeting Date: April 14, 2025  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Resolutions  
Staff Contact: Amy Nytes, City Recorder  
Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

The City of Roseburg received an application from Opportunity Council in partnership with Sunshine Housing Associates Limited Partnership requesting a tax exemption for low-income housing located at 152 Sunshine Road.

### BACKGROUND

#### A. Board Action History.

February 14, 1994: Council adopted Ordinance No. 2849, adopting the standards under ORS 307.540 to 307.547 for tax exemption for non-profit low-income housing.

March 14, 2022: The Board adopted Resolution No. UR2022-01, approving a tax exemption for Opportunity Council property addressed as 152 Sunshine Rd.

March 13, 2023: The Board adopted Resolution No. UR2023-01, approving a tax exemption for Opportunity Council property addressed as 152 Sunshine Rd.

February 26, 2024: The Board adopted Resolution No. UR2024-01, approving a tax exemption for Opportunity Council property addressed as 152 Sunshine Rd.

#### B. Analysis.

In 2019, Wishcamper Development Partners contacted the City regarding a low-income housing project being planned in partnership with Opportunity Council, a 501(c)(3) nonprofit corporation, on Sunshine Road located within the Diamond Lake Urban Renewal Area. They applied for and were granted, tax exemption status under ORS 307.540 to 307.547. The property to be benefited by such exemption consists of a 144-unit affordable housing project, which is to be used exclusively by low-income persons with income under 60% of the Douglas County area median income.

In order to continue to qualify for tax exemption in the upcoming tax year, Opportunity Council must apply annually prior to March 1. An application was received by the City on February 8, 2024. The criteria to qualify for the tax exemption under ORS 307.541 includes:

- The property is owned by a 501(c)(3) corporation; and
- The property is occupied by low income persons; and
- The property, if occupied, is actually and exclusively used for the purposes described in which they qualified as a 501(c)(3) organization.

Per statute, the governing body must make a determination on whether the applicant qualifies for the exemption within 30 days of receipt of the application. Staff finds the applicant qualifies under ORS 307.540 to 307.547 for the requested tax exemption for non-profit low-income housing.

The exemption granted under the statutes noted above applies to all taxing districts in which the property is located, and must be approved by jurisdictions equaling 51% or more of the total combined rate of taxation. The property is located in the Diamond Lake Urban Renewal District and the combined rate of taxation of the City of Roseburg and Roseburg Urban Renewal Agency meet that requirement; therefore, the governing bodies of each must approve the request.

**C. Financial/Resource Considerations.**

The estimated tax savings on this property for this year is \$262,483 with approximately \$134,673 to the City and \$7,040 to the urban renewal district.

**D. Timing Considerations.**

Per ORS 307.547, the Council shall determine whether the applicant qualifies for the exemption within 30 days of receipt of the application. The 30-day time period ended March 21, 2025. Although the deadline was missed, it does not make the application automatically void, but action should be taken immediately. Following adoption, a certified copy of an approved resolution from both agencies must be submitted to the Douglas County Assessor's Office. The exemption is good for one tax year and an application for continued tax-exempt status must be submitted annually.

**BOARD OPTIONS**

The Board has the following options:

- Adopt a resolution approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg; or
- Request additional information; or
- Do nothing

**STAFF RECOMMENDATION**

Staff recommends the Board adopt a resolution approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg. In addition to meeting the requirements for tax exemption, this property helps fill the need for low-income housing.

**SUGGESTED MOTION**

***"I MOVE TO ADOPT RESOLUTION NO. UR2025-02 APPROVING A PROPERTY TAX EXEMPTION FOR OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN ROSEBURG, OREGON."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. UR2025-02

Attachment #2 – Application from Opportunity Council requesting a tax exemption

**RESOLUTION NO. UR2025-02**

**A RESOLUTION APPROVING A PROPERTY TAX EXEMPTION FOR  
OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN  
ROSEBURG, OREGON.**

**WHEREAS**, Opportunity Council has filed an application for property tax exemption under Ordinance No. 2849 and ORS 307.540 to 307.547; and

**WHEREAS**, the property to be benefited by such exemption consists of a 144-unit affordable housing project, which is to be used exclusively by low-income persons as defined by ORS 307.515; and

**WHEREAS**, the property is addressed at 152 Sunshine Road, Roseburg, Oregon, 97470, and is legally identified as Township 27 South, Range 05 West, Section 15C, Tax Lot 200, Tax Account Number 46031.03; and

**WHEREAS**, the applicant meets the criteria established under Ordinance No. 2849 and ORS 307.540 to 307.547.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE URBAN RENEWAL AGENCY OF THE CITY OF ROSEBURG, A PUBLIC BODY CREATED UNDER ORS 457.035 that:**

**Section 1.** The property described qualifies for an exemption from property taxation for so long as it meets the criteria established under Ordinance No. 2849 and ORS 307.540 to 307.547.

**Section 2.** The applicant must file an application for exemption with the governing body for each assessment year the corporation wants the exemption, on or before March 1 of the assessment year for which the exemption is sought. The annual application must provide a description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose, a certification of income levels of low income occupants, a description of how the development of the property will benefit project residents, and a declaration that the corporation has been granted exemption from income taxation under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) or 501(c)(4).

**Section 3.** This resolution shall become effective immediately upon adoption by the Urban Renewal Agency of the City of Roseburg.

**ADOPTED BY THE ROSEBURG URBAN RENEWAL AGENCY OF THE CITY OF  
ROSEBURG AT ITS REGULAR MEETING ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

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**Amy Nytes, City Recorder**

# CITY OF ROSEBURG, OREGON



## Application

Property Tax Exemption for Low-Income Housing  
(ORS 307.540 – 307-545)

Application Due Date: March 1

### ORGANIZATION INFORMATION

#### Applicant/Sponsor

Organization Name Opportunity Council		SSN/Tax ID 91-0787820
Address 1111 Cornwall Ave	City/State Bellingham, WA	Zip 98225
Contact Person David Foreman	Phone (360) 734-5121 x 1251	Fax
Email david_foreman@oppco.org	Additional Contact Information (if applicable) ocphadmin@oppco.org	

Is this entity a qualified 501(c)(3) or 501(c)(4) Non-Profit Organization? ☐ Yes ☐ No  
If not, is this entity a general partner of a Non-Profit partnership? ☐ Yes ☐ No

#### Entity Type (please check one)

☐ Partnership ☐ Other (specify) \_\_\_\_\_  
☒ Corporation

#### Property Owner (if other than Applicant)

Name Sunshine Housing Associates Limited Partnership	Signatory Name & Title Bret George, Member	
Address 131 S. Higgins Ave	City/State Missoula, MT	Zip 59802
Contact Person Bret George	Phone (406) 546-4537	Fax
Email bgeorge@wishcamperpartners.com	Additional Contact Information (if applicable)	

### Required Information

Description of the Property for which the exemption is requested (include Tax Lot # and/or Property ID#): \_\_\_\_\_  
Property ID #R34300 - Account #46031.03

Sunshine Park Apartments, 152 Sunshine Road, Roseburg

Description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose: The project provides 144 rent restricted apartment units to low-income individuals and/or families; 100% of the property is used for this purpose, which further the mission of Opportunity Council to help people improve their lives through education, support, and direct assistance while advocating for just and equitable communities.

# CITY OF ROSEBURG, OREGON



## Description of how the tax exemption will benefit project residents:

The tax exemption benefits project residents in that it allowed the owners to establish a 5-year reserve to provide resident services to the tenants. The non-profit activity is designed to assist residents in finding services of greatest need to their households, including rental assistance, energy assistance, employment, child care, food/nutrition supports, legal services, and similar services often needed by low-income households.

## Description of the development of the property if the property is being held for future low income housing development: n/a

### Required Documentation

- ☐ Certification of income levels of low income occupants.
- Income must be at or below 60% of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development (HUD)

# CITY OF ROSEBURG, OREGON



## DECLARATIONS (Please read carefully and sign before a notary)

1. I declare that my organization has been granted an exemption from income taxes under 26 U.S.C. Section 501(c)(3) or (4) as amended before December 1, 1984, and submit proof of that status with this application; **or** I declare that my organization is a general partner of a 501(c)(3) or 501(c)(4) partnership.
2. I have attached documentation as proof of the owner relationship to the name of the applicant.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540 – 307.545, as adopted by Roseburg Ordinance No. 2849 (February 14, 1994).
4. The above described property(ies) qualifies or will qualify upon completion of any rehabilitation improvement, and subsequent occupancy by low income residents for property tax exemption within 30 days of the March 1 application or the date of approval.
5. All the information in this application is true to the best of my belief and knowledge, and is for all purposes of determining eligibility for the tax exemption program authorized by Roseburg Ordinance No. 2849.

Name of Organization: Opportunity Council

Authorized Signer (please print): Greg Winter

Signature \_\_\_\_\_ Date 02/19/2025

STATE OF Washington )  
 ) ss.  
COUNTY OF Whatcom )

This instrument was acknowledged before me on the 19 day of February, 2025, by Amy Pemberton, as Notary of Opportunity Council, on behalf of said corporation.



Amy Pemberton  
Notary Public

My commission expires: 10/6/27

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

☐ Approved

☐ Not Approved