

**MINUTES  
OF THE SOUTH OGDEN CITY  
COMMUNITY DEVELOPMENT AND RENEWAL AGENCY BOARD MEETING  
Held Tuesday, January 7, 2014 in the Council Chambers of City Hall**

**BOARD MEMBERS PRESENT**

Chairman James F. Minster, Board Members Brent Strate, Russell Porter, Wayne Smith, Sallee Orr and Bryan Benard

**STAFF MEMBERS PRESENT**

City Manager Matthew Dixon, City Attorney Ken Bradshaw, Parks and Public Works Director Jon Andersen, Chief of Police Darin Parke, Special Events Coordinator Jill McCullough, Good Landlord Program Coordinator Ben Robbins and Recorder Leesa Kapetanov

**CITIZENS PRESENT**

Jim Pearce, Gary Boyer, Bethany Michaels, Alexandros Koloveas, Will Backman, Louis Cooper

(Motion from city council meeting to enter CDRA Board Meeting):

**Council Member Porter moved to recess into a CDRA Board Meeting. Council Member Smith seconded the motion. Council Members Smith, Porter, Benard, Orr and Strate all voted aye.**

**I. CALL TO ORDER**

Chairman Minster called the CDRA Board Meeting to order at 6:29 p.m. and moved to the first item on the agenda.

(Note: At this point, Board Member Orr left the meeting).

**II. CONSENT AGENDA**

**A. Approval of December 3, 2013 CDRA Minutes**

The chairman asked if there were any questions concerning the minutes. There were no questions or discussion on the minutes, so a call for a motion was made.

**Board Member Porter moved to approve the consent agenda, with a second from Board Member Strate. Board Members Smith, Porter, Benard and Strate all voted aye.**

**The consent agenda was approved.**

Chairman Minster then indicated it was time to recess into a closed executive session, and called for a motion to do so.

**Board Member Benard moved to recess into an executive session. Board Member Porter seconded the motion. All present voted aye.**

Note: The Board moved to the adjacent conference room for the executive session at 6:31 pm).

### III. RECONVENE CDRA BOARD MEETING

At 6:53 pm, the board returned to the council chambers, and Board Chairman Minster called for a motion to reconvene the CDRA Board Meeting.

**Board Member Porter moved to reconvene the CDRA Board Meeting, with a second from Board Member Smith. All present voted aye.**

### IV. DISCUSSION/ACTION ITEMS

#### A. Discussion on Housing Loan/Grant Program

The chairman turned the time to City Manager Dixon to lead this discussion. Mr. Dixon gave the board a handout (see Attachment A) of the proposed program based on the board's previous discussion. He pointed out some of the notated questions on the handout; how did the board want to handle rental properties and multi-family buildings? Should the program apply to employees who live in the city or should they be exempt? What improvements should be allowed under the program? From last meeting's discussion, Mr. Dixon had gathered that the council only wanted to allow improvements that added "curb appeal" to a residence. However, he had left the previous list of improvements so the board could specify what they wanted; he had also added items f-h.

Board Member Porter said he would be fine with eliminating items b and c; d might also be eliminated, but if the electrical system was a fire hazard, perhaps it should be considered. Board Member Smith asked if the part mentioning fencing and sidewalks was only applicable to what was existing, or if the program would pay for new fences and sidewalks. The question was also raised as to whether the improvements should only be allowed for things in the front yard, or if they would apply to anything that could be seen from the street.

City Manager Dixon asked if the board wanted to open the grants/loans to multiple housing projects. The consensus from the board was that they would open it to them. Board Member Benard then asked if landscaping should be added to item g. Board Member Porter suggested adding landscaping to item g but removing sidewalks. The board agreed. They then discussed the wording of "front yards" in item g. Board Member Benard suggested adding the word curb appeal to the paragraph at the top of the Property Improvements section of the program. It should read "Property improvements shall include all those items which are necessary for a residence to meet the rehabilitation standards and/or improve curb appeal and may include, but are not limited to, the following structural or system work:".

City Manager Dixon pointed out the original intent of the program was probably for health, safety and welfare, but now the board was shifting it to an aesthetic program. He said staff would relook at the entire plan and modify it to reflect the new intent.

City Attorney Bradshaw suggested the board have the planning commission look at the program, and offer any suggestions and perhaps come up with a set of development standards for residential improvements that would tie into the program (i.e. should fences and sidewalks be included, should only things visible from the street be allowed, etc. ). Board Member Porter added he felt that city employees should not be exempt from the program, but elected officials should be.

Mr. Dixon asked if item d, electrical systems, should be left on the list. It was determined to take out items b, c and d, but leave windows from item c.

There was no more discussion

**B. Consideration of CDRA Resolution 14-01 – Approving a Participation Agreement With Young Automotive**

Chairman Minster asked if the board had any questions about the agreement. There was no discussion, so he called for a motion.

**Board Member Strate moved to adopt CDRA Resolution 14-01, approving a participation agreement with Young Automotive. The motion was seconded by Board Member Benard.** City Recorder Leesa Kapetanov pointed out the original agreement had been with Young Automotive, but the new agreement was with G42 and wondered if the motion needed to indicate that. City Attorney Bradshaw recommended that the motion be amended to say G42. **Board Member Strate amended his motion to approving a participation agreement with G42 LLC. The amended motion was seconded by Board Member Porter. Chairman Minster asked if there were any more discussion on the motion. There was no more discussion, so the vote was called:**

Board Member Strate-	Yes
Board Member Porter-	Yes
Board Member Smith-	Yes
Board Member Benard-	Yes

**The participation agreement was approved.**

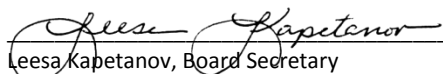
**V. ADJOURN**

The chairman indicated it was time to adjourn the CDRA Board Meeting.

**Board Member Porter moved to leave the CDRA Board Meeting and reconvene as the South Ogden City Council, with a second form Board Member Smith. In a voice vote Board Members Strate, Smith, Benard and Porter all voted aye.**

The CDRA Board meeting was adjourned at 7:12 p.m.

I hereby certify that the forgoing is a true, accurate and complete record of the South Ogden City Community Development and Renewal Agency Board Meeting held Tuesday, January 7, 2014.

  
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Leesa Kapetanov, Board Secretary

Date approved by the CDRA Board March 4, 2014

**Attachment A**  
CDRA Housing Program



Community Development and Redevelopment Agency  
of  
South Ogden City

**HOUSING PROGRAM**

1. The **HOUSING** to be rehabilitated may be an owner occupied residence or non-owner occupied residence located within the city limits of South Ogden City.
2. Annual household **INCOME** of the property owner, not renter (non-owner occupied), must not exceed 80% of the median annual income of the county, as verified by the applicant's federal income tax return. *(Please refer to the attached 'Household Income Guidelines')* The applicant, if applying for a loan, must also meet minimum underwriting criteria.
3. Rehabilitation **WORK** must qualify as to type and quality. *(Please refer to the attached 'Rehabilitation Standards and Property Improvements')*
4. **MAXIMUM LOAN** amount is **\$20,000**. Loan rate and repayment terms depend upon qualifying household income. *(Please refer to the attached 'Lending Parameters and Criteria')*
5. **MAXIMUM GRANT** amount is **\$5,000**. Actual grant amount depends upon qualifying household income. *(Please refer to the attached 'Lending Parameters and Criteria')*

For additional information, or to confirm your eligibility to apply for a rehabilitation loan, visit or telephone (Monday – Friday 8:00 a.m. – 5:00 p.m.).

In Person: CRDA Housing Program  
Attn: City Manager  
South Ogden City  
3950 S. Adams Ave.  
South Ogden, UT 84405

By Telephone: City Manager  
(801) 622-2702

**Comment [md1]:** How does this apply to apartments or condo projects? Does it apply to employees who live in South Ogden or should they be exempt? How are we going to market the program?

**CRDA Housing Residential Rehabilitation Standards  
and Property Improvements**

<p><b>Residential Rehabilitation, as defined in the ordinance, means the acquisition, construction, reconstruction, renovation, demolition, replacement, extension, repair, betterment, equipping, developing, embellishing, or otherwise improving Property consistent with the following standards:</b></p>	
<p><b>Rehabilitation Standards</b></p>	<p>1. All rehabilitation work shall be completed by the property owner, or his/her contractor, in such a manner as is consistent with existing standards of workmanship required for such work to be completed and as is called for in the existing South Ogden City codes, or any higher standard adopted by the CRDA.</p> <p>2. All rehabilitation work shall enhance usefulness, fire resistance, durability, and safety, so that the property is safe to occupy and is not conducive to ill health, transmission of disease, infant mortality, juvenile delinquency or crime because of any one or more of the following factors:</p> <p>a. Defective design and character of physical construction;</p> <p>b. Faulty interior arrangement and exterior spacing;</p> <p>c. Inadequate provisions for ventilation, lighting, and sanitation;</p> <p>d. Age, obsolescence, deterioration, dilapidation, mixed-character or shifting of uses.</p>
<p><b>Property Improvements</b></p>	<p>Property improvements shall include all those items which are necessary for a residence to meet the rehabilitation standards and may include, but are not limited to, the following structural or system work:</p> <p>a. Roofing systems.</p> <p>b. Plumbing system, including water heater and fixtures.</p> <p>c. Heating and cooling systems, (HVAC); Windows &amp; Insulation</p> <p>d. Electrical systems;</p> <p>e. Disability enhancements such as ramps, rails, and doorways.</p> <p>f. Exterior building, siding, brick, stucco, paint, or other as approved by the City</p> <p>g. Improvements to front yard fencing, sidewalks, walkways, driveways</p> <p>h. Other improvements as approved by the City in accordance with the objectives of this <u>Housing Program</u></p>

**Comment [md2]:** What improvements do we want to allow for under this program?

**Lending Parameters and Criteria  
Rehabilitation Loan & Grant Program**

For Owner and Non-Owner Occupied Real Properties within South Ogden boundaries\*

	<b>Very Low Income Borrower (max. \$20,000)</b>	<b>Low Income Borrower (max. \$20,000)</b>	
Maximum Household Income	50% of Median (per Income Schedule)	80% of Median (per income schedule)	
Interest Rate	No Interest 0.00 % APR	Fixed rate at 50% of the USA Today internet Prime Rate	
Loan to Value Ratio	80% of Appraised value (per county tax notice); or 95 % of estimated value after rehabilitation		
Payment	No monthly payment required	Automatic direct transfer monthly payments required based upon loan amount.  Loan < \$10,000 - 10 year amortization	
Requirements	Due in full upon the sale, transfer of ownership, or change of use of the property. Due in full upon 6 months following death of last surviving qualifying borrower(s) with interest to accrue at a rate of 12% APR from that date until full payment of principal and interest is received.		
Amounts	<b>Loan:</b> Maximum of \$20,000		<b>Grant:</b> Maximum \$5,000
Loans Secured by	1st, 2nd or 3rd mortgage (Combined total of which must not exceed Loan to Value Ratio)		
Loan Fees and Closing Costs	All actual 3 <sup>rd</sup> party costs incurred by the CRDA related to loan processing, document preparation, loan closing and recording will be charged to the borrower(s) and will be financed as part of loan amount.		

\*Grants and/or loans are available for property owners and **not renters** of the residential unit(s)

### Household Income Guidelines \*

# of Persons in Household	1	2	3	4	5	6	7	8
<b>Median Income</b>	\$49,600	\$56,700	\$63,750	\$70,800	\$76,500	\$82,150	\$87,800	\$93,500
<b>Low Income (80% of Median)</b>	\$39,700	\$45,350	\$51,000	\$56,650	\$61,200	\$65,750	\$70,250	\$74,800
<b>Very Low Income (50% of Median)</b>	\$24,800	\$28,350	\$31,900	\$35,400	\$38,250	\$41,100	\$43,900	\$46,750
	(70% of Base)	(80% of Base)	(90% of Base)	BASE	(108% of Base)	(116% of Base)	(124% of Base)	(132% of Base)

\*Source: HUD Guidelines per State of Utah CDBG – Fiscal Year 2013 (see [http://www.huduser.org/portal/datasets/il/il13/IncomeLimits\\_Section8.pdf](http://www.huduser.org/portal/datasets/il/il13/IncomeLimits_Section8.pdf))

Note: For each household member in excess of eight, 8% of the four-person base should be added to the eight-person income limit, e.g. nine-person-family is 140% of Base (132% + 8%).

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