



CITY OF COOS BAY

Community Development Department
500 Central Avenue, Coos Bay, Oregon 97420
Phone: 541-269-8918 | Fax: 541-269-8916
Email: permits@coosbayor.gov

Permit No. **187** - _____ - _____

Date Received: _____

Multiple-Unit Property Tax Exemption (MUPTE) Program

Thank you for your interest in applying for the City of Coos Bay's Multiple-Unit Property Tax Exemption (MUPTE) Program. This program is a tax incentive program designed to stimulate multiple-unit housing in the City's designated core areas, in transit-oriented districts, and within city limits when subject to low-income housing assistance.

Eligible projects are those that meet all of the following criteria:

- Include four (4) or more residential dwellings (ie. quadplex or multi-unit dwelling as defined in CBDC 17.150.020).
- Include three (3) or more elements benefiting the public as set forth in CBMC 3.70.050.
- Are located within 1/4-mile of a fixed route public transit service or in a designated core area, and anywhere within city-limits when subject to low-income housing assistance.
- Are not used for transient accommodations (rented for less than 30 consecutive days).
- Completed on or before January 1, 2032.

Process to apply for participation in the City's MUPTE Program:

- *Step 1 – Pre-Application Conference**. Contact the Community Development Department to schedule a pre-application conference no later than November 1st of the year immediately preceding the year for which the exemption is requested.
- *Step 2 – MUPTE Program Application*. Apply to the Community Development Department for participation in the MUPTE Program and pay the applicable application fee no later than January 1st of the year for which the exemption is requested.
- *Step 3 – Application Review*. Within 120-days of receipt of a complete MUPTE Program Application, the City Council shall take final action via resolution to approve, deny, or approve subject to reasonable conditions.
- *Step 4 – Application Approval/Denial*. If a MUPTE Program Application is approved, on or before April 1st City staff will forward to the County Assessor and to the applicant a copy of the resolution authorizing participation in the MUPTE Program. If a MUPTE Program Application is denied, City staff will notify the applicant in writing within 10-days of the decision to deny.

Attachments: Include the following and label as Exhibits A-E (all plans must be scaled to a min. 1-in = 20-ft)

***Pre-Application Request:** Applicant's contact information, a scaled preliminary site plan, and a written description of the project proposal including but not limited to the number of units and public benefit elements proposed.

Exhibit A: Legal Description of Site and Site Map.

Exhibit B: Evidence of Site Control.

Exhibit C: A description of the proposed project including information regarding any existing uses together with justification for the elimination of existing sound or rehabilitable housing, the number, size, and type of units, type of construction, open space and landscaping, parking and circulation plans, private and public access, public benefit elements, proposed rental or sale prices, and economic feasibility studies or market analysis when appropriate.

Exhibit D: Site Plan, to scale, which shows in detail the development plan of the entire project, including but not limited to existing and proposed development together with labeled public benefit elements.

Exhibit E: A list of any other public assistance including but not limited to grants, loans, loan guarantees, rent subsidies, fee waivers, or other tax incentives benefiting the project together with a description and monetary value of each.

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I. Applicant Information *(If the applicant is part of a LLC, S-Corps or Similar Member company, please provide legal documentation of the Company's formation and list of members, authorized to sign on the Company's behalf)*

Name:	Title:
Company / Organization:	
Street:	City, State, Zip:
Phone:	Email:

II. Applicant's Representative Information *(if different than above)*

Name:	Title:
Company / Organization:	
Street:	City, State, Zip Code:
Phone:	E-Mail:

III. Property Information

Project is located within the designated program boundary: **YES** **NO**

Applicant has site control: **YES** **NO**

Site Address: _____

Map No:	Tax Lot:
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Note: If property is only a fraction of a platted lot, indicate this fact and provide a metes and bounds description of the portion of the lot to be used.

Current Use of Site:	Current Zoning:
Assessor's Property Account Number(s):	Parcel Size:

IV: Project Information

Anticipated Construction Start Date:	Anticipated Completion Date:
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Desired Effective Date (tax year) for the MUPTE program: _____

Number, Size, and Type of Dwelling Units Proposed:

1 bedroom units:	Square feet:	Estimated Rental Rate/Sale Price:
2 bedroom units:	Square feet:	Estimated Rental Rate/Sale Price:
3 bedroom units:	Square feet:	Estimated Rental Rate/Sale Price:
Other Units:	Square feet:	Estimated Rental Rate/Sale Price:
Total Building Square Footage:		Dimensions of Building:

Lot Coverage: _____ % of Lot	Commercial Square footage (if any):
Occupant's Open Space: _____ total sq. ft. _____ p/unit	
Method of Construction:	Type of Materials:
Is other public financial assistance being requested for this project? <i>If yes, please attach description as Exhibit E</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
V. Land Use Planning	
Land Use Approval Obtained? If No, estimated date of application? _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
VI. Public Benefits (please check all that apply, a minimum of three are required to be eligible for MUPTE)	
<input type="checkbox"/> Units at rental prices which are accessible to a broad income range of the general public	
<input type="checkbox"/> Projects subject to a low-income housing assistance contract with an agency or subdivision of Oregon or the United States	
<input type="checkbox"/> Meets or exceeds 150% of the minimum density requirements for the zone	
<input type="checkbox"/> Recreation facilities	
<input type="checkbox"/> Open spaces	
<input type="checkbox"/> Common meeting rooms	
<input type="checkbox"/> Childcare facilities	
<input type="checkbox"/> Facilities supportive of the arts	
<input type="checkbox"/> Facilities for people with disabilities	
<input type="checkbox"/> Provision of pedestrian-oriented design features	
<input type="checkbox"/> Special architectural features	
<input type="checkbox"/> Development or redevelopment of underutilized or blighted property	
<input type="checkbox"/> Extra costs associated with infill or redevelopment projects	
<input type="checkbox"/> Service or commercial uses which are permitted and needed at the project site but not available for economic reasons	
<input type="checkbox"/> Development in structures that may include ground level commercial space	
<input type="checkbox"/> Development on sites with existing single-story commercial structures	
<input type="checkbox"/> Development on existing surface parking lots	
<input type="checkbox"/> Development constructed to be more resilient to hazards than the minimum standards required by law	
<input type="checkbox"/> Compliance with Leadership in Energy and Environmental Design (LEED) certification requirements	
<input type="checkbox"/> Inclusion of additional tenant amenities	
<input type="checkbox"/> Provision of amenities and/or programs supportive of the use of mass transit	
<input type="checkbox"/> Provision of a parking lot for public use with one or more EV charging stations	
<input type="checkbox"/> Provision of parking spaces within the footprint of the structure	
<input type="checkbox"/> Dedication of land or facilities for public use	
<input type="checkbox"/> Common meeting room	

VII. Guidelines for Determining Public Benefit (where further clarity is needed)

Units at sales prices or rental rates which are accessible to a broad income range of the general public. There are two ways the intent of this benefit could be met: by providing a variety of differently valued units within a development, or by providing units in a value range not well represented, as determined by economic studies or market analysis.

Recreation facilities. This would apply to the provision of recreation or park facilities over any required minimum open space (private or common). The term "recreation facility" is not defined, but given the other possible public benefits, should be construed rather narrowly to exclude entertainment venues like bingo halls or theaters.

Open spaces. This would apply to the provision of open spaces over any required by code (private or common). Generally, these are thought of as occurring at ground level but roof gardens are also considered open spaces.

Common meeting room. This would not refer to a conference room internal to a business, but rather one that is available for rent or free use by any group.

Childcare facilities. Childcare facilities where permitted in the underlying zone district.

Facilities supportive of the arts. This broadly stated category can be construed to include facilities like galleries, performance venues, offices for cultural groups, theatres, etc. It could also be fulfilled by the installation of sculptures, murals, or other forms of public art.

Facilities for people with disabilities. This should not be construed as simply providing compliance with ADA code requirements or other required minimum standards by CBMC. It would apply to provisions above and beyond those required by the code, such as including fully accessible dwelling units.

Special architectural features. This very broad category is difficult to interpret, and again the burden of proof lies with the proponent. It could be construed to include such things as the use of extraordinary materials, or the restoration of missing historical features based on photographic or physical evidence.

Dedication of land or facilities for public use. As used here, the term "public use" refers to dedications like park land or path right-of-way.

Development or redevelopment of underutilized or blighted property. Applicants must justify their reasoning in deciding that the subject property is blighted or underutilized.

Provision of pedestrian-oriented design features. As typically used the term "pedestrian-oriented" includes such amenities such as storefronts, sidewalk seating, drinking fountains, dedicated pathways, pedestrian crossing treatments, wayfinding signage, etc.

Development in structures that may include ground level commercial space. This would apply to the dedication of the majority of the first floor as commercial (beyond the minimum required by Code).

Development on sites with existing single-story commercial structures. This is for instances where the property only has commercial facilities currently and the project would be adding residential facilities.

Leadership in Energy and Environmental Design (LEED) Certification of the project. Note that the LEED designation is available at several different levels, e.g. platinum, gold, silver, bronze, of variant value as a public benefit. The applicant should provide preliminary certification in support of a claim under this category.

Inclusion of additional tenant amenities. Inclusion of Laundry, Storage or Covered Parking facilities on-site.

Projects that provide units that are or become subject to a low-income housing assistance contract with an agency or subdivision of this state or the United States. Projects that are receiving additional financial or technical assistance to provide low-income housing. The Council may weigh this factor as providing more than one public benefit.

More information about the City's MUPTE Program can be accessed at the City's website:

<https://www.coosbayor.gov/business/economic-development/mupte-program>

Questions? Reach out to permits@coosbayor.gov or call #(541) 269-8918.