

HOUSING IMPROVEMENT AREAS

CHECKLIST

1. Receive petition - must include at least 50% of the owners within the proposed area
 - Obtain names and addresses of all owners with in area (Assessing)
 - Notify Finance Department
 - Notify Inspections

2. Place petition on next City Council agenda
 - Memo to accept petition and set date for public hearing
 - Attach map of proposed area

3. Prepare hearing notices
 - Mail notice to owners (at least 10 days before hearing)
 - Publish notice once (at least 7 days before hearing)

4. Prepare ordinance establishing Housing Improvement Area & designate the HRA as the implementing agency (*optional*)
 - Memo to Council for introduction with copy to HRA
 - Memo to Council for adoption with copy to HRA
 - Memo to HRA Executive Directory with name of contact for the association re: who will file the required yearly financial statement

5. Mail copy, or summary, of adopted ordinance to owners (within 5 days of adoption)
 - Include notice of right to veto

6. Mail copy of ordinance to Department of Revenue

7. Determine amount to be assessed (total fees)

8. Prepare resolution setting hearing date on fees
 - Memo to Council with copies to Assessing and City Clerk

9. _____ Prepare hearing notice

_____ Mail notice to owners (at least 7 days before hearing), copies to County/City Assessing Department and City Clerk

_____ Publish notice of hearing (at least 10 days before hearing)

10. _____ Hold public hearing

_____ Memo for HRA (if designated - optional) and copy to Council

12. _____ Receive completed financial plan - by agreed upon independent 3rd party company

13. _____ City Council/HRA to adopt a resolution imposing the fee (within 6 months of public hearing date)

_____ Memo for HRA (if designated- optional) and copy to Council

14. _____ Mail copy of adopted fee resolution to owners (at least 5 days after adoption)

Include notice of veto right (owners have right to object and within 60 days the City must make a determination on that objection. The City's determination may be appealed to the District Court. If 45% of the

owners

object, the fee resolution does not become effective)

_____ Resolution takes affect 45 days after adopted

[OPTIONAL]

15. _____ Prepare fee consent form