

CITY OF VALDOSTA, GEORGIA TAX CREDIT PROJECT REQUESTS

POLICIES AND PROCEDURES

Purpose: It is the intent of the City Council of the City of Valdosta, Georgia to adopt policies and procedures relating to the review and consideration of requests for support of Tax Credit Projects. These affordable housing projects are funded through the Georgia Department of Community Affairs (DCA). These policies are in place to insure that there has been a review process of the proposed development by the adjacent neighborhoods, appropriate city staff and the elected officials of the city prior to submission to the DCA by the applicant.

Notification of Project: Prior to submission to the City Council for review, the applicant must submit a letter of notification to the City Manager clearly defining the parameters of the project no later than 120 days prior to the official submittal deadline as established on an annual basis by DCA. This letter will provide the City Manager preliminary notice of the impending project and the proposed location so that the city may answer any inquiries they may receive from elected officials or citizens of the community.

Public Meeting and Public Notice Requirements: Prior to the submission to the City Council for review, the applicant must hold at least one public comment meeting no later than 90 days prior to the official submittal deadline as established on an annual basis by DCA. The hearing must be held at a site that is the closest available public meeting site to the impacted neighborhood. The meeting must be legally advertised and adjacent residents in the area of the project must be notified, individually, in writing of the meeting. The City of Valdosta will determine the boundaries of the area in which property owners will be notified. The applicant must submit to the City Manager within one week after the hearing the following items: 1) list of all adjacent property owners to the site; 2) copy of letter of invitation to the public meeting to all adjacent property owners that must be sent no later than two weeks prior to the meeting; 3) copy of public notice of the meeting to be published in the Valdosta Daily Times at least two weeks prior to the meeting; 4) copy of the sign in sheet from the public meeting; and 5) a full transcript of all public comments received at the meeting. The applicant is required to send the public hearing notice to all elected officials and the City Manager of the City of Valdosta two weeks prior to the hearing so that they may have an opportunity to attend.

Requirements for Mayor and Council Consideration: The applicant must submit a complete City Council agenda item request no later than 60 days prior to the official submittal deadline as established on an annual basis by DCA. This request must be submitted in writing to the City Manager and will include copies of all items required herein, as well as a site plan that shows the proposed project site and surrounding areas to be impacted. For new construction, the request will also include the market/feasibility study supporting the need for the project, a detailed synopsis of the project showing the number of units to be constructed, the total construction cost of the project, identification of all project development partners and the anticipated amount of tax credits to be considered by the DCA. The applicant will be required to submit to the City Manager a duplicate copy of the entire package of information at the time it is submitted to DCA or by the required application deadline, whichever comes first.