

**POST FALLS URBAN RENEWAL AGENCY**

**Orders of Approval**

Subject: Agency Orders of Approval

Effective Date: April 19, 2012

Issued by: Tom Lien, Executive Director and Finance Committee Members

Purpose: To establish the process by which the Agency formally acts upon and documents matters associated with executed Owner Participation Agreements by adopting Orders of Approval at Commission meetings.

Policy: Orders of Approval shall be divided into three categories:

- 1. **Order of Reimbursement.** An Order of Reimbursement is a formal order making findings as to whether a Participant's submittal for reimbursement is in compliance with the terms of the Owner Participation Agreement, and that the constructed publicly owned infrastructure has been accepted by the City of Post Falls. Based upon such findings, the Order shall approve a lump sum amount eligible for reimbursement from available increment revenues attributable to the relevant urban renewal district.
- 2. **Order of Variance.** An Order of Variance is a formal order approving a request by a Participant to deviate from a portion of the project description included in the Participation Agreement, based upon a finding by the Commission that the request is consistent with the spirit and intent of the Plan, and that the deviation is in the best interest of the public.
- 3. **Order of Change.** An Order of Change is a formal order approving a request by a Participant that an estimated cost or costs included in the Participation Agreement be modified, based upon a finding that there has been a material change in circumstances, or that the estimate was the product of a good faith error.

An Order of Approval may include more than one category in the same Order so long as the requests are from the same Participant with reference to the same Participation Agreement.

Prior Policy reference: Orders of Approval adopted March 16, 2006 and restated herein for clarity.

Approved by the Post Falls Urban Renewal Agency Board of Commissioners:

POST FALLS URBAN RENEWAL AGENCY  
An Idaho Urban Renewal Agency

By: , Chairman

Approved this 10<sup>th</sup> day of April, 2012

**POST FALLS URBAN RENEWAL AGENCY**

**Orders of Approval**

WITNESSETH:

WHEREAS the following described Participant has either submitted a request for reimbursement pursuant to the terms of the following described Participation Agreement, and/or is requesting an amendment to the terms of the Participation Agreement:

(1) Participant: \_\_\_\_\_,

(2) Participation Agreement: \_\_\_\_\_,

(3) Requested Action: \_\_\_\_\_,

Hereinafter referred to as the Request, and

WHEREAS the Post Falls Urban Renewal Agency, hereinafter referred to as the Agency has had the Request reviewed by staff, and staff has submitted findings and recommendations to the Commission of the Agency.

NOW, THEREFORE, the Board of Commissioners of the Post Falls Urban Agency does hereby make the following findings of fact:

\_\_\_\_\_

BASED UPON THESE FINDINGS, the Commission does hereby approve the following:

\_\_\_\_\_

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

POST FALLS URBAN RENEWAL AGENCY

By: \_\_\_\_\_

Chairman