General Process For Establishing “Latecomer Reimbursement Areas”

Phase 1 - Scoping
1) Developer identifies need for reimbursement area
2) Developer requests initial scoping meeting with County
3) County assigns lead staff person to process request
4) Lead staff person reviews CCC 12.36
5) Scoping Meeting held between Developer and County

Phase 2 - Application
6) Developer prepares/submits draft Application for Reimbursement Area (CCC 12.36.030)
7) County reviews draft Application for general adequacy
8) Developer prepares/submits Revised Application (if required)

Phase 3 – Resolution of Sufficiency
9) County prepares Staff Report and Resolution of Sufficiency (CCC 12.36.050)
10) BOCC considers/adopts Resolution of Sufficiency on Consent Agenda

Phase 4 – County Evaluations
11) County makes detailed review of cost estimate submitted with Application including eligible County-incurred charges (CCC 12.36.070)
12) County makes detailed review of proposed reimbursement area boundaries, benefits determination, and cost recovery calculations
13) Coordination meeting between Developer and County to discuss any required changes to Application
14) Developer prepares/submits Amended Application (if required)
15) Schulte determines numerical designation for Reimbursement Area

Phase 5 – Legal Notifications
16) County establishes dates/times for BOCC Worksession and Public Hearing
17) County prepares Notice of Hearing with descriptive attachments for certified mailout to all property owners within proposed Reimbursement Area - mailout required 20 days before hearing (CCC 12.36.060.D)
18) County prepares Notice of Hearing for advertising in Columbian - required 10 days before hearing (CCC12.36.060.C)

Phase 6 – Resolution and Public Hearing
19) County prepares Resolution to Establish Reimbursement Area (CCC 12.36.060.A and B)
20) County prepares Staff Report in support of the Resolution and requesting that Director of Public Works be authorized to execute reimbursement Contract between Developer and County
21) County assembles Hearing Packet consisting of legal notices, Resolution, and Staff Report
22) BOCC Worksession regarding the Reimbursement Area proposal (optional)
23) BOCC Public Hearing to consider/adopt the Resolution to Establish Reimbursement Area (CCC 12.36.060.F and G)

Phase 7 – Developer Contract
24) County prepares Contract (i.e. Latecomer Agreement) between Developer and County regarding reimbursement provisions (CCC 12.36.090.A and B)
25) County and Developer execute reimbursement Contract
26) County records reimbursement Contract at County Auditor’s Office

Phase 8 - Closeout
27) County places “Holds” in SIERRA on all properties to be assessed within reimbursement area
28) County prepares Notice of Assessment including reimbursement Contract for certified mailout to all property owners within proposed Reimbursement Area (CCC 12.36.090.C)
29) Lead staff person notifies Public Works Finance Manager regarding the establishment of Reimbursement Area including the setup of a separate reimbursement account (CCC 12.36.080.B)