



**Tremonton City Corporation
Redevelopment Agency Meeting**

July 15, 2025

**Meeting to be held immediately following
Tremonton City Council Meeting which is scheduled at 7:00 p.m.
102 South Tremont Street
Tremonton, Utah**

AGENDA

1. Approval of agenda
2. Approval of minutes – June 17, 2025
3. New Council Business:
 - a. Discussion and possible action on adopting Resolution No. RDA 25-08 awarding the 2025 Moderate Income Housing Grant to Habitat for Humanity
4. Adjournment

Persons with disabilities needing special assistance to participate in this meeting should contact Cynthia Nelson no later than 48 hours before the meeting.

Anchor location for Electronic Meeting by Telephone Device. With the adoption of Ordinance No. 13-04, the Board may participate per Electronic Meeting Rules. Those eligible to request participation by electronic means should contact Cynthia Nelson, City Recorder, no later than 48 hours before the meeting to make arrangements.

Notice was posted July 11, 2025 a date not less than 24 hours prior to the date and time of the meeting and remained so posted until after the said meeting. A copy of the agenda was delivered to the Leader (Newspaper) on July 11, 2025.

Cynthia Nelson, City Recorder

Draft Minutes

TREMONTON CITY CORPORATION REDEVELOPMENT AGENCY JUNE 17, 2025

Board Members Present:

Lyle Holmgren, Chairman
Wes Estep, Board Member
Beau Lewis, Board Member
Bret Rohde, Board Member
Lyle Vance, Board Member
Blair Westergard, Board Member
Bill Cobabe, Executive Director
Cynthia Nelson, Executive Secretary

Chairman Holmgren called the Tremonton Redevelopment Agency Meeting to order at 9:27 p.m. The meeting was held in the City Council Meeting Room at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Chairman Holmgren, Board Members Estep, Lewis, Rohde (via Zoom), Vance and Westergard, Executive Director Cobabe, and Executive Secretary Nelson. Also in attendance was Assistant City Manager Linsey Nessen and Finance Director Curtis Roberts.

1. Approval of agenda:

Motion by Board Member Vance to approve the June 17, 2025 agenda. Motion seconded by Board Member Estep. Vote: Board Member Estep - yes, Board Member Lewis - yes, Board Member Rohde - yes, Board Member Vance - yes, Board Member Westergard - yes. Motion approved.

2. Approval of minutes – June 3, 2025

Motion by Board Member Westergard to approve the minutes of June 3, 2025. Motion seconded by Board Member Lewis. Vote: Board Member Estep - yes, Board Member Lewis - yes, Board Member Rohde - yes, Board Member Vance - yes, Board Member Westergard - yes. Motion approved.

3. Public Hearing

Chairman Holmgren called a Public Hearing to order at 9:28 p.m. to consider adopting the annual budget listed below. There was one person in attendance.

- a. Public Hearing to consider adopting the Annual Budget entitled “The Redevelopment Agency of Tremonton City Annual Implementation Budget 2025-2026 for Tremonton West Liberty Foods EDA 172 and Fund 71 RDA District #2 – Downtown,” for the period commencing July 1, 2025 and ending June 30, 2026

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There were no public comments. Chairman Holmgren closed the Public Hearing at 9:28 p.m.

Chairman Holmgren called a Public Hearing to order at 9:28 p.m. to consider amending the annual budget listed below. There was one person in attendance.

- b. Public Hearing to consider amending the Annual Budget entitled “The Redevelopment Agency of Tremonton City Annual Implementation Budget 2024-2025 for Tremonton West Liberty Foods EDA 172 and Fund 71 RDA District #2 – Downtown, for the period commencing July 1, 2024 and ending June 30, 2025

There were no public comments. Chairman Holmgren closed the Public Hearing at 9:29 p.m.

4. New Council Business:

- a. Discussion and consideration of adopting the Annual Budget entitled “The Redevelopment Agency of Tremonton City Annual Implementation Budget 2025-2026 for Tremonton West Liberty Foods EDA 172 and Fund 71 RDA District #2 – Downtown,” for the period commencing July 1, 2025 and ending June 30, 2026

Motion by Board Member Vance to adopt the resolution. Motion seconded by Board Members Estep and Lewis. Roll Call Vote: Board Member Estep - yes, Board Member Lewis - yes, Board Member Rohde - yes, Board Member Vance - yes, Board Member Westergard - yes. Motion approved.

- b. Discussion and consideration of amending the Annual Budget entitled “The Redevelopment Agency of Tremonton City Annual Implementation Budget 2024-2025 for Tremonton West Liberty Foods EDA 172 and Fund 71 RDA District #2 – Downtown, for the period commencing July 1, 2024 and ending June 30, 2025

Motion by Board Member Westergard to approve the resolution. Motion seconded by Board Member Estep. Roll Call Vote: Board Member Estep - yes, Board Member Lewis - yes, Board Member Rohde - yes, Board Member Vance - yes, Board Member Westergard - yes. Motion approved.

- c. Discussion and consideration of adopting Resolution No. RDA 25-03 adopting the Tremonton City agency report for the Tremont Center Community Development Project Area for 2024 tax increment year

When the Board asked how much longer the RDA has to receive tax increment, Assistant Manager Nessen said there are seven years left. It was 15 years originally and was extended two years because of COVID. It was adopted in 2015. We have \$596,000 in tax increment this year that was reimbursed to the developer for burying the canal.

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Motion by Board Member Vance to adopt the resolution. Motion seconded by Board Member Westergard. Roll Call Vote: Board Member Estep - yes, Board Member Lewis - yes, Board Member Rohde - yes, Board Member Vance - yes, Board Member Westergard - yes. Motion approved.

5. Adjournment

Motion by Board Member Vance to adjourn the meeting. Motion seconded by consensus of the Board. Vote: Board Member Estep - yes, Board Member Lewis - yes, Board Member Rohde - yes, Board Member Vance - yes, Board Member Westergard - yes. Motion approved.

The meeting adjourned at 9:33 p.m.

The undersigned duly acting and appointed Executive Secretary for Tremonton City Corporation Redevelopment Agency hereby certifies that the foregoing is a true and correct copy of the minutes for the RDA Meeting held on the above referenced date. Minutes were prepared by Jessica Tanner.

Dated this _____ day of _____, 2025.

Cynthia Nelson, Executive Secretary



Staff Memo for the Tremonton City Redevelopment Agency

July 15, 2025

From: Bill Cobabe, City Manager

To: Tremonton City Redevelopment Agency

Re: Review and Recommendation – Affordable Housing Development Grant Application

I. Purpose

The purpose of this report is to present an application for Tremonton City Redevelopment Agency (RDA) Housing Grant funding to support the development of new affordable housing units within city limits. This report outlines the project scope, alignment with City goals, and the application's scoring based on the adopted 2025 Rating and Ranking Criteria.

II. Project Summary

- **Project Description:** Acquisition of 5–7 acres and phased construction of 6–10 affordable single-family and duplex housing units.
- **Target Population:** Households earning 30%–80% of Area Median Income (AMI), with priority given to working-class families.
- **Location:** Undetermined – discussions ongoing with local builders; all locations will be within Tremonton City.
- **Timeline:**
 - Land Acquisition and Builder Agreement: Q3 2025
 - Site Prep and Infrastructure: Q4 2025–Q2 2026
 - Phase 1 Construction: Q2 2026–Q1 2027
 - Phase 2 Completion: Q2 2027–Q4 2027
- **Funding Request:** \$400,000
- **Total Project Cost:** \$1,440,000
- **Match Contribution:** Over 70% (Homes for Humanity, private funds, in-kind)

III. Scoring Based on Rating & Ranking Criteria

Criteria	Max Points	Applicant Score	Notes
Capacity	6	4	Consistent project manager; local history; prior successful builds.
Housing Stock	8	6	6–10 units planned; eligible for full points.
Moderate Income Housing Plan	3	3	Advances goals in State Code and City MIHP.

Criteria	Max Points	Applicant Score	Notes
Very Low Income (\leq 30% AMI)	6	6	Units targeted to 30%–80% AMI; eligible for full credit.
Low Income (31%–50% AMI)	5	5	Mixed income levels planned.
Moderate Income (51%–80% AMI)	4	4	Full eligibility shown.
Presumed or Targeted LMI Groups	6	6	Targeted households <80% AMI.
Financial Match	5	5	Over 70% match from non-RDA sources.
Maturity of Project	6	5	Detailed timeline and budget provided. Some design documents pending.
Previous Tremonton City Grant Funding	3	3	No previous funding received.

Total Score: 47 / 52

IV. Staff Evaluation

The proposed project demonstrates strong alignment with Tremonton City's General Plan, Affordable Housing goals, and the adopted Moderate Income Housing Plan. The applicant has shown significant experience, realistic timelines, and broad financial leverage through private and nonprofit funding sources. While final site selection and architectural designs are not yet complete, staff finds the project to be mature and implementation-ready.

V. Recommendation

City staff recommends **approval** of the applicant's funding request in the amount of **\$400,000**, pending finalization of site selection and submission of finalized site plans and designs.

VI. Conditions for Approval (if desired)

1. Applicant shall submit finalized site plans and floor plans by [Insert Date].
2. Affordability covenants shall be recorded prior to issuance of building permits.
3. Funds shall only be used for capital construction or infrastructure improvements.
4. Applicant shall comply with reporting requirements and timeline benchmarks.

RESOLUTION NO. RDA 25-08

**RESOLUTION OF THE REDEVELOPMENT AGENCY OF TREMONTON CITY AWARDING
THE 2025 MODERATE INCOME HOUSING GRANT TO HABITAT FOR HUMANITY**

WHEREAS, the Tremonton City Redevelopment Agency (RDA) is committed to promoting the development of affordable and moderate income housing within the City of Tremonton; and

WHEREAS, the 2025 Moderate Income Housing Grant program is intended to support local organizations in their efforts to increase the availability of safe, decent, and affordable housing for moderate income households; and

WHEREAS, Habitat for Humanity has submitted a proposal to utilize grant funds to support the construction and development of affordable housing units for moderate income families in Tremonton; and

WHEREAS, after review and consideration of the submitted proposal and the anticipated community benefit, the Tremonton City RDA has determined that awarding the grant to Habitat for Humanity aligns with the Agency's goals and priorities; and

WHEREAS, the Tremonton City RDA desires to award the sum of Four Hundred Thousand Dollars (\$400,000) to Habitat for Humanity for the 2025 Moderate Income Housing Grant.

NOW, THEREFORE, BE IT RESOLVED by the Tremonton City Redevelopment Agency as follows:

1. The Tremonton City RDA hereby awards the 2025 Moderate Income Housing Grant in the amount of \$400,000 to Habitat for Humanity to support their affordable housing development efforts within the City of Tremonton.
2. The Executive Director of the Tremonton City RDA is authorized and directed to execute any agreements and take all actions necessary to implement the provisions of this resolution and to administer the grant funds in accordance with applicable laws, rules, and regulations.
3. This resolution shall take effect immediately upon its adoption.

Adopted and passed by the Board of Directors of the Redevelopment Agency of Tremonton City this 15th day of July, 2025.

REDEVELOPMENT AGENCY

Lyle Holmgren, Chair

ATTEST:

Cynthia Nelson, Executive Secretary

EXHIBIT "A"



Tremontton City Affordable Housing Grant Application

Grant Year: 2025

Organization Name: Habitat for Humanity Northern Utah
Organization Address: 111 E Forest Street Suite A
Representative Name: Susie Witt
Representative Email Address: susie@hfhnu.com
Representative Phone Number: 435-723-7133
Grant Request Amount: \$ 400,000
Previous Year's Grant: _____

- Please provide (on a separate document) a narrative of the proposed project, including a detailed budget summary of how the proposed project funding will be utilized.
- If land is to be purchased, please indicate where (generally) this land is located within Tremontton.
- If the funding is for new construction, please provide any floor plans or other material that may be helpful in informing the City regarding how the construction will take place.
- Please review all of the criteria for rating and ranking of applications and respond to each criterion regarding how your project meets the goals and objectives of the grant.
- Please be as specific as possible, including timelines, number of people served, additional/matching funds (if any), etc.
- If the project is to be implemented over several years, please indicate what will be accomplished this funding year.

The City reserves the right to request additional information as needed to help inform the review committee regarding funding requests. Failure to submit a complete application may result in a rejection of the application; however, reasonable accommodation will be made to each applicant to submit revised/additional information if a deficiency in the application is noted.

Tremonton Affordable Housing Development – Project Narrative & Budget Summary

Project Narrative

Project Overview:

This project proposes the acquisition of land and the construction of affordable housing units in Tremonton, Utah, for households earning between 30% and 80% of the Area Median Income (AMI). We aim to address the region's increasing need for quality, moderate-income housing and to support long-term community stability for working families and individuals. We have been in the community for 43 years. We have a reliable Contractor and Project Manager who have completed four houses in the last four years and are currently working on rehabbing one now.

Location:

We are currently communicating with local home builders to establish a partnership, as the final selection will depend on the available properties.

Construction & Design:

This initiative will be implemented in collaboration with local builders who have development plans already underway or shovel-ready projects that align with our affordability goals. We are focusing on single-family homes and duplexes, with unit sizes ranging from 2 to 4 bedrooms. When finalized, preliminary floor plans and elevations will be submitted.

Project Goals and Objectives:

- Construct between 2 and 4 units of affordable housing over a two-year period.
- Serve approximately 8–24 individuals. Depending on household size.
- Ensure long-term affordability through deed.
- Strengthen local workforce housing stock by engaging builders and subcontractors based in Box Elder County or Weber County.
- We will provide affordable housing for working-class families in Tremonton.

Tentative Timeline:

- **Q3 2025:** Land acquisition and builder agreements finalized.
- **Q4 2025–Q2 2026:** Site preparation, permitting, and utility infrastructure.
- **Q2 2026–Q1 2027:** Phase 1 construction (6–10 units).
- **Q2 2027–Q4 2027:** Phase 2 construction (remaining units and final site improvements).

Matching & Additional Funds:

We are actively seeking matching funds from the following sources:

- Private foundations focused on housing.
- Our Restore and Homes for Humanity.
- In-kind support and discounted services from local trades.

Budget Summary (Estimated)

Item	Cost	Funding Source
Land acquisition (5–7 acres)	\$300,000	Grant + Matching Funds
Site infrastructure (roads/utilities)	\$50,000	Grant
Construction (per unit avg. \$210K x 4 units)	\$840,000	Grant + Homes for Humanity
Soft costs (permits, legal, design)	\$50,000	Grant + Homes for Humanity
Contingency (10%)	\$200,000	Grant
Total Project Cost	\$1,440,000	

Requested Grant Funding: \$400,000

Response to Rating Criteria

- 1. Consistency with City Goals:**
This project supports Tremonton’s housing and community development objectives by providing affordable homes for local families, promoting smart growth, and leveraging local economic resources.
- 2. Community Impact:**
Will directly serve 2–4 families, increasing access to stable housing, improving health and education outcomes, and supporting workforce retention.
- 3. Feasibility and Readiness:**
Project timeline is structured to begin implementation within 3–6 months of funding.
- 4. Use of Funds:**
Funds will be dedicated to land acquisition, infrastructure, and vertical construction.
- 5. Long-Term Viability:**
We are looking into deed restrictions, a shared appreciation will be on the home for 10 years with a soft second that preserves equity and has to be paid off if sold.
- 6. Leverage of Additional Resources:**
We are pursuing additional grants, builder equity, and municipal incentives to multiply the impact of public funds.

Activities This Funding Year (2025–2026)

- Finalize land purchase
- Complete all site prep and utility installations
- Begin construction on 6–10 units
- Establish affordability covenants and program intake criteria