



Tillamook Urban Renewal Agency
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TURA Workshop Meeting
Tuesday, June 23rd, 2009
5:30 P.M.

Chairman Don Hurd called the meeting to order at 5:30 P.M.

Board Members present: Don Hurd, Sally Clay, Sean Lambert, Aaron Zimmerman

Board Members Absent: Carolyn Decker, Suzanne Weber

Staff Present: Mark Gervasi - City Manager

Public: Steve Forster, Doug Henson, Alene Allen

Hurd asked if everyone had a chance to look at the packets. **Clay** mentioned each person was given an assignment. **Zimmerman** remarked he would like to know just what needs to go into the packet.

Clay explained the documents handed out, Loan/Grant Program Process and Loan/Grant Guidelines. The discussion was about:

1. Letter Of Intent
2. Onsite Inspections
3. Application Process
4. TURA Review
5. Project Monitoring
6. Project Completion

In the discussion about the Design Plan it was determined that a minimum of 3 written bids would be needed for projects over \$5000 up to \$150,000. **Hurd** mentioned Janac would have over \$300,000 invested in the first floor only. **Clay** said each project would have to be looked at individually and that a building could have more than one project involved. There was a discussion about the design plans and projects.

The next part of the discussion was about the review by the TURA and how results would be submitted to the applicant. **Hurd** asked if any of the other URA's met with the applicant prior to submission of the application. **Lambert** said in Medford a sub-committee meets with applicants. **Gervasi** mentioned to determine if the project meets requirements applicants are required to meet with the URA. **Clay** wondered if a committee would be considered a quorum and **Gervasi** explained sub-committees, quorums and that all public meetings should have notices posted to allow public comment regardless if a quorum is present. The City Council Committee's meeting notices are posted. He explained it is in the best interest of the TURA to post notices on all meetings.

Clay would like to see written notices sent to any applicant that is being rejected along with clarification as to why they are being denied funding. **Hurd** would also like to include information in the letter as to what the applicant might be able to change in their application in order to fit into the TURA plan.

The next items discussed were the monitoring of the project and project completion. **Lambert** and **Hurd** agreed that signed contracts would need to be implemented and that these contracts would be ready for an applicant to take to an attorney for review.

Clay and **Lambert** both worked on the documents presented. **Lambert** explained in more detail the guideline document. **Zimmerman** mentioned that all required permits must be in order at the beginning of the project but that it was not the responsibility of the TURA to monitor the permits later on.

There was a discussion about contractors and requirements for construction. **Zimmerman** thought the wording may need to be broader to allow for different projects that do not require a contractor. **Clay** would like to contact the county and see how they handle permits for non-contractors and whether or not there are different regulations for commercial building as opposed to residential buildings. She wondered what the requirements are for property owners who do the work on their own commercial buildings.

There was a discussion about the 50/50 matching funds part of the Guideline document and how to handle things when the property owner could not meet this requirement. It was a consensus that each project and applicant would have to be looked at individually.

Hurd would like to see a Recommendation Committee come back with ideas for each guideline. **Zimmerman** does not like the idea of giving free money to applicants. There was a discussion about funding projects.

Hurd thought the TURA might be able to join with the City of Tillamook in their façade program. **Gervasi** spoke about how the new Safeway Store, the Bank of Astoria, the remodel of the old library building all complied with the guidelines of the City town center plan. The City and the TURA should have input on the designs brought forth. TRA also has guidelines for design standards.

Hurd explained building codes and there was a discussion about codes. **Clay** would like to talk to the county about commercial codes.

There was a discussion about payments and reimbursements and how the money would be disbursed. **Lambert** explained how disbursements could be done and then it was discussed. **Gervasi** thought a building agreement would work. **Hurd** said TLC offered to disburse funds as they do on a construction loan. **Gervasi** mentioned that the county building inspectors would be involved in any project.

Lambert explained disqualifications and deviations. There was a discussion about how to best protect TURA member in case of breach of contract. **Clay** will contact the attorney and see what her thoughts are.

Clay mentioned they will be meeting with TLC at 11:30 am on June 24th.

Hurd asked **Gervasi** to talk to the county about property owners and contractors who do their own work.

Zimmerman will work on the application template using the Medford and Independence application forms for an example. The application will be a check list type application.

Gervasi explained contracting laws and Model Contracting Rules. The TURA will need to adopt the rules and form a contract review board in the near future. The TURA board can be their own contract review board.

Zimmerman mentioned the Oregon Public Meeting laws and there was a discussion about ORS 174.130 which is Quorum Requirements and ORS 192.640 which is Public Notice laws. **Zimmerman** does not want to break the law.

Allen asked if she might ask about building codes and permits that are required. She asked if the TURA would be asking for background and credit checks on applicants. There was a discussion about possible situations involving fraud.

Hurd noted the next meeting date is June 25th, 2009 at 5 pm for the budget adoption. **Gervasi** will have the hearing script ready for **Hurd** to read.

Hurd, Clay and **Gervasi** went to TLC about the Short-Term Debt. TLC needs a letter explaining how the money will be used. **Hurd** and **Gervasi** will draft up a letter.

Hurd mentioned the bylaws need to be corrected in some places. **Gervasi** will look into this. He will also speak to Kurt Olsen of the Lincoln City URA about acquiring property. There was a discussion about the errors in the TURA Plan.

Hurd noted for the time being, the TURA will need to meet twice a month in order to keep the process moving. There was a brief discussion about the meeting.

The next meeting date is set for July 7th, 2009 at 5:30 pm at City Hall. **Hurd** adjourned the meeting (no time was stated).

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman

Agency Board Members:

Don Hurd, Chair; Sally Clay, Vice-Chair;

Members At Large: Carolyn Decker; Suzanne Weber, Sean Lambert, Aaron Zimmerman

City Administrator: Mark Gervasi, Staff: Debbi Reeves