



**Tillamook Urban Renewal Agency  
210 Laurel Avenue  
Tillamook, Oregon 97141**

**Phone: 503-842-2472**

**Fax: 503-842-3445**

**Public Meeting Notice  
October 12, 2011 - 5:30 PM**

Tillamook City Hall – 210 Laurel Avenue – Tillamook Oregon 97141

**Meeting Agenda**

1. **Call to Order and Roll Call**
2. **Approval of Minutes:** Regular Meeting Minutes of September 28, 2011
3. **Approval of Bills:** \$20,114.85
4. **Approval of Financial Report:** None
5. **Public Non-Agenda Items:** Public Concerns/Comments (5 minute limitation).
6. **Pending Business:**
  - a) 3<sup>rd</sup> Street Improvement Project – Liane Welch: Tillamook County Public Works Director, Mark Labhart: Tillamook County Commissioner, Arley Sullivan: City of Tillamook Public Works Director
  - b) Streetscapes Pilot Project Proposal – Board Discussion
7. **New Business:**
  - a) City Council Appointment to TURA Board
  - b) Bank Signature Card Changes
8. **Committee Reports and Project Updates:**
  - a) Streetscapes Committee Report
  - b) Plan Amendment Update
  - c) 1<sup>st</sup> Street Parking Lot Contract Update
  - d) Beals Building Update
  - e) Elks Lodge Update
9. **Correspondence/Information:** None
10. **Concerns of the Board/ Non-Agenda Items**
11. **TURA Meetings:**
  - a) Regular Board Meetings – October 26, 2011 @ 5:30 pm
12. **Adjournment**

This is a public meeting per ORS Chapter 192. The Board reserves the right to adjourn into Executive Session per ORS 192.660. The meeting location is accessible to persons with disabilities. Please contact the office of the City Manager of Tillamook at 503-842-2472 should special accommodations be required for citizens with visual or hearing impairment. Persons with hearing impairments may contact the Oregon Relay Service at 1-800-648-3458 (TDD) OR 1-800-648-4442 (VOICE)

**Posted October 10, 2011**

**Tillamook Fire District \* Tillamook City Hall \* Tillamook County Library \*Tillamook County Court House**

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Agency Board Members:

Chair: Don Hurd; Vice-Chair: Carolyn Decker

Cheryl Davy, John Sandusky, Alene Allen, Lynda Casey, Dave Schrom

Administrator: Paul Wyntergreen, Executive Assistant: Debbi Reeves



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**TURA Regular Meeting**  
**Wednesday – September 28, 2011 - 5:30 P.M.**

**Board Members Present:**

Chairman Don Hurd  
Vice Chair Carolyn Decker  
Alene Allen  
Lynda Casey  
Dave Schrom  
John Sandusky  
Joe Martin

**Staff Present:**

Debbi Reeves: Executive Assistant

**Guests/Public:**

None

- 1) **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:30 p.m. Reeves did the roll call of the board. Sandusky was absent at the time of the roll call but came into the meeting at 5:35 pm. All other board members were present.
- 2) **Approval of the Minutes:** Chairman Hurd asked if there were any corrections or additions to the minutes. Casey and Schrom both asked about the contract with Elaine Howard. Reeves said Elaine Howard has Professional Liability coverage of \$1 million and the other concerns were explained satisfactorily. The contract was signed. There were no further comments or questions.
  - Schrom made a motion to approve the minutes of September 14, 2011 as submitted. Decker seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.
- 3) **Approval of the Bills:** None
- 4) **Financial Report:** Chairman Hurd asked Reeves if there was anything to report regarding the August 2011 Financial report. She had nothing to comment on and said the report looked good. Several board members noted they like the format of the report. Consensus of the board was to accept the report as presented.
- 5) **Public Non-Agenda Items:** None

6) **Pending Business:**

- a. **3<sup>rd</sup> Street Improvement Project:** **Chairman Hurd** announced that neither **Liane Welch** or **Mark Labhart** from the county were able to attend the meeting therefore they would be rescheduled to the October 12<sup>th</sup> meeting. **Chairman Hurd** did explain the situation with the costs of the water lines and why they were almost double the original quote. He commented on ODOT involvement and what might be done to bring the project back into an affordable amount. Phase 2 was also talked about and **Hurd** said the county has already explained they would not have any dollars to add to this part of the project. The board discussed the \$420,000 amount the TURA would have to commit to for Phase 2, the bidding process, ODOT involvement, and the water line bids. **Allen** asked about NW Engineers and **Schrom** noted his experience with the firm. **Decker** mentioned she would not like to see TURA over-extend as there are several upcoming projects. There was discussion about Local Improvement Districts (LID) and how to implement one. Annexation was also discussed. **Hurd** would like the board to consider everything that has been discussed as well as any other questions and have them ready for the next meeting with the county representatives.
- b. **Plan Amendment:** **Chairman Hurd** said he thought **Howard** had most of the data gathered to move forward. **Hurd** asked when the next meeting date with **Howard** is set for which **Reeves** will check on.

**Hurd** also mentioned he, **Casey** and **Tom Connaughton** had walked the downtown core area to assess what building and businesses could potentially have façade upgrades.

**Hurd** went on to speak about the meeting with the representatives of the **Elks Lodge**. *(Note: Hurd handed out a quote from Josh Matsell Construction regarding the removal of the metal siding on the front of the Elks Lodge)* **Hurd** explained the quote from **Matsell Construction** to the Tillamook Elks Lodge and what TURA is looking to do on the building. TURA would like to remove the siding and repair the windows on the front if possible. The contractor has looked and determined there are windows and they could possibly be repaired or replaced. Safety glass, dry rot, and a type of faux window was discussed. **The Elks Lodge** has a painting bid of approximately \$15,000 which they will cover the costs of. TURA costs will be for restoring the front of the building for now.

➤ **Schrom made a motion to move forward with the removal of the metal on the front of the Elks Lodge and to approve spending \$1,680.00 as quoted by Josh Matsell Construction. Decker seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.**

**Hurd** then mentioned the **Napa** Building and their intent to paint the back wall of the building next to the 1<sup>st</sup> Street Parking Lot. Colors were discussed, as well as the possibility of a mural one day. **Hurd** said for now **Napa** will be painting the wall gray.

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Agency Board Members:

Don Hurd: Chairman; Vice Chair; Carolyn Decker  
 Joe Martin, John Sandusky, Alene Allen, Lynda Casey, Dave Schrom  
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- c. **1<sup>st</sup> Street Parking Lot:** **Hurd** has contacted attorney **Kuzma** but has not received a return call. **Reeves** will email **Kuzma** the information to be included in the contact.
- d. **Beals Building Project:** **Chairman Hurd** said the awning should be going up next week. **Reeves** has been in contact with **Saito** regarding the \$225 added cost to the painting quote. She also sent **Saito** the quote on repair and replacement of the lights under the front awning. **Saito** was concerned with the color of trim selected but had not seen it personally.
- e. **Streetscapes Pilot Project Proposal:** **Casey** presented the Streetscapes proposal to the board and explained Phase 1 and Phase 2. She went over the vacant window painting ideas and how to potentially implement the project. This was discussed. She also went over the ideas of street sculptures, metal art, flags, and banners. **Hurd** asked if the ODOT project would have an impact on anything done in the pilot project and **Casey** did not think it would since they will only work of the corners and not down 2<sup>nd</sup> Street. There was discussion about cost estimates for Phase 1 of the project. The board discussed the businesses that need assistance and business willingness to participate. There was discussion about the business listed in the proposal. **Chairman Hurd** would like the board to further review the proposal and come back to the next meeting for approval. **Hurd** will attend the next Streetscapes Committee meeting on October 11<sup>th</sup>.

7) **New Business:** None

8) **Committee Reports:** None

9) **Correspondence:** **Reeves** spoke about the Sense of Place graph included in the board information. This graph was obtained from the OPI Conference attended by the City Planner and since it pertained to urban renewal and streetscapes he thought TURA would be interested. **Reeves** went on to explain about the large area that TURA could potentially design on 1<sup>st</sup> Street when the ODOT intersection project takes place. There was discussion about this. **Sandusky** thought a design contest could be held. Discussion.

**Reeves** explained the Annual Report document handed out to the board. (*Note: Draft Annual Report for FY 2010-2011 per ORS 457-460*). She explained why this report is being presented to the board, which was discussed. Consensus of the board was to publish the report.

**Hurd** spoke about the Associations Committee and why he wrote a letter to them. This is a City committee. There was discussion about the role of the committee in community planning and how to involve each agency in community events. The next meeting of the Associations Committee will be held on October 10 at the TCCA meeting room.

10) **Concerns of the Board:** **Casey** asked about the By-Laws concerning where board members live and that only two members were allowed outside the city limits. There is a possibility she may have to move outside the City limits. This was discussed.

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**Casey** said she, **Hurd** and **Connaughton** had done a field trip looking at the **Elks Lodge**, the alley between the **Elks Lodge** and **Beals Building** regarding the loose wiring and fire escape, the **Elks Lodge** parking lot, and other alley issues. They also looked at the **Muddy Waters Cafe** building pertaining to front and back building and canopy repairs. They also looked at **Corky's Restaurant**. She noted there is a lot of cleanup needed. **Hurd** spoke about the parking lots behind the **Dutch Mill Restaurant** and the west side City parking lot and that the asphalt is breaking up. TURA could help with paving these lots. He also mentioned there is wiring around some of the buildings that need to be placed into conduit. There was discussion. The electrical meters on the side of the building on 2<sup>nd</sup> Street were also discussed as well as enforcing ordinances.

**Martin** handed in his written resignation from the TURA board effective immediately. He has discussed this with **Mayor Weber** and she will speak with the council about this at the next council meeting. He explained there are medical reasons why he feels unable to continue on the board. The board thanked **Martin** for his time served on the TURA board.

11) **Meetings:** The next regular TURA meeting is October 12, 2011 at 5:30 p.m.

12) **Adjournment:** **Chairman Hurd** adjourned the meeting at 7:15 P.M.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

\_\_\_\_\_  
Don Hurd – Chairman

# Memorandum



**To:** TURA Board of Directors  
**From:** Debbi Reeves, Executive Assistant  
**Date:** 10/5/2011  
**Re:** Explanation of the Bills

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I thought I should give a brief explanation of a few of the bills:

- 1) Check #582 - \$9,285.00 to A-1 Painting is the balance of the painting of the Beals Building.
- 2) Check #588 - \$1,970.00 to Pauley Rogers & Co CPA's is the pre-audit work. There is approximately \$1,700 left to pay on the contracted amount which will be in the next month.
- 3) Check #590 - \$1,028.75 is the monthly interest amount on the 3<sup>rd</sup> Street Line of Credit at TLC FCU.
- 4) Check #592 - \$6,469.45 is the quarterly payment to the City for Administrative Services (me) from July 1 to Sept. 30 for ½ of the wages and benefits. I spent approximately 188 hours working for TURA in 3 months.

I had an issue with my printer so there were 3 voided checks. :/

Please let me know if there are any questions. Thank you!

10:05 AM  
 October 10, 2011  
 Cash Basis

**Tillamook Urban Renewal Agency**  
**Check Report**  
 October 1 - 12, 2011

| <u>Date</u>           | <u>Num</u> | <u>Name</u>                    | <u>Memo</u>                                 | <u>Split</u>                           | <u>Paid Amount</u> |
|-----------------------|------------|--------------------------------|---|--|--------------------|
| <b>Oct 1 - 12, 11</b> |            |                                |   |  |                    |
| 10/3/2011             | 582        | A-1 Painting                   | 70100 Beals Building Painting               | 70100 · Streetscape Beautification     | -9,285.00          |
| 10/12/2011            | 583        | Pauly Rogers & Co PC           | VOID: 62142 FY 2010-2011 Audit              | 62142 · Financial/Audit Service        | 0.00               |
| 10/12/2011            | 584        | Tillamook County Assess & T... | 62141 Plan Amendment Research Fee           | 62141 · Consulting Fees                | -27.50             |
| 10/12/2011            | 585        | Tillamook PUD                  | VOID: 70106 Project Fees - Electrical 1...  | 70106 · Project Fees                   | 0.00               |
| 10/12/2011            | 586        | TLC Federal Credit Union       | 71151 Interest Payment LOC #151             | 71151 · TLC Loan #151 Parking Lot      | -373.84            |
| 10/12/2011            | 587        | TLC Federal Credit Union       | VOID: 71148 Interest Payment LOC #148       | 71148 · TLC Loan #148 3rd St Engine... | 0.00               |
| 10/12/2011            | 588        | Pauly Rogers & Co PC           | 62142 FY 2010-2011 Audit                    | 62142 · Financial/Audit Service        | -1,970.00          |
| 10/12/2011            | 589        | Tillamook PUD                  | 70106 Project Fees - Electrical 1st St P... | 70106 · Project Fees                   | -44.66             |
| 10/12/2011            | 590        | TLC Federal Credit Union       | 71148 Interest Payment - LOC #148           | 71148 · TLC Loan #148 3rd St Engine... | -1,028.75          |
| 10/12/2011            | 591        | Jeannette M Launer Attorney    | 62140 Attorney Service - Sept 2011          | 62140 · Legal Services                 | -135.00            |
| 10/12/2011            | 592        | City of Tillamook              | 62110 Quarterly Admin Services              | 62110 · IGA Services (City Tillamook)  | -6,469.45          |
| 10/12/2011            | 593        | City of Tillamook              | 62145 Web Service Sept 2011                 | 62145 · Internet Web Services          | -30.65             |
| 10/12/2011            | 594        | Bryan P. Fitzsimmons CPA       | 62142 Financial Service Sept 2011           | 62142 · Financial/Audit Service        | -750.00            |
| <b>Oct 1 - 12, 11</b> |            |                                |   |  | <b>-20,114.85</b>  |

# TURA Streetscapes Committee

## Pilot Program Recommendations



Second Street is recommended as the Pilot Program area for the downtown to be used to develop designs and themes for use by TURA on multiple east/west streets in coordination with the 2015 reconstruction of Highways 101 & 6. The resulting designs and themes can also be used by ODOT in their designwork for the north/south couplet which commences this winter 2012.

The Second Street Pilot Program would be divided into two phases (detailed below):

1<sup>st</sup> Phase – between Pacific & Ivy

2<sup>nd</sup> Phase – between Laurel & Stillwell

These two phases would each start with the easy-to-do, inexpensive, 'low-hanging fruit' and progress to the more expensive, capital projects. The architectural/street themes to be developed, in addition to building on the quilting theme, harken back to Tillamook's haydays in the 1930's & 40's with the eventual restoration of brick facades, vintage signage, and the reestablishment of acorn street lamps, & other classic street furnishings (benches, trash, spittoons, ash buckets, etc.).

### **Phase I – 2<sup>nd</sup> Street (Ivy to Pacific)**

#### **General Projects:**

Signs for free parking off second.

Request that the Public Works Committee evaluate one-way traffic patterns in vicinity.

Get all traffic/parking signs and poles (4x4 Port Orford Cedar in sleeves) uniform.

Keeping in mind vision clearances for cars, locate an appropriate number of sponsored benches, butt buckets, & flower arrangements/bushes in moveable pots/cages, and install flush 'no-trip' sleeves in sidewalks for flags/banners/ special event signs. Establish a seasonal round of vertical Banners

A tree program compliant with the Town Center Plan needs to be developed for 2<sup>nd</sup> Street, which keeps trees on southside of street low-growing due to power lines

overhead, but looks at other options on the northside where more shade is of benefit. A maintenance program should be part.

The stamping of street names in the concrete curbs on the street corners should be preserved even though the street names are different now.

Establish window painting program for vacant and/or willing store fronts that allows for differing artists to render depictions of local attractions and events as determined by the UR Agency (Debbi to circulate example memo at meeting). Needs to have a system for artist rotation, artist payment, owner permission, and removal upon demand.

Establish mural painting program that identifies key facades for public art.

Establish a system for weather durable sculptures that do not present a safety hazard (available for sale and periodic rotation) to be attached to sidewalks through the use of mollied-in 'no-trip' threaded sleeves.

Develop a common 1930's & 40's theme for signs, including sandwich boards, and UR offers to pay for such signs subject to certain restrictions on number and design.

Remove any related design barriers in Planning Codes.

**Events: (Coordinate them through a central clearinghouse calendar)**

Organize a 'Company's Coming'/'Paint the Town' event for next June to clean-up downtown, including all Awnings and weeding/replanting of planters.

Launch a Quilts, Wine, Arts, Cheese, & Chocolate (QWACC) walk

Expand the 'Garage Sale' weekend to include sidewalk sales downtown.

Develop a long-range program that spread events out around the calendar in order to keep dollars flowing all year and so that they are multi-day thereby enhancing lodging & the multiplier effect.

**Specific Projects:**

Rainy Day Books – Refurbish hanging sign @ corner, paint trim around windows on upper floor. Some sidewalk repair needed. Owner is open to assistance.

Facilitate the removal of the plywood on 2<sup>nd</sup> Street Market and replacement with entry.

Blue Moon –Encourage Agency to paint trim around windows and investigate the removal of the tin façade and refurbishing the tile work at the entrance

Develop a recommendation regarding electric boxes @ the southwest corner of 2<sup>nd</sup> & Main which Planning required building owners to screen: enforce or assist?

Alderman Bldg, 1914 2<sup>nd</sup> Street - The main entrance needs to be refurbished and the awnings need to be fixed, cleaned, and painted. Explore limbing up or removal of tree in front of 2<sup>nd</sup> Street Coffee.

Develop a recommendation for cleaning up the alley between 1908 2<sup>nd</sup> St. & 1910 2<sup>nd</sup> St. does not go through (deadends); vacate or develop into streetspace?

Masonic bldg. - Encourage Agency to investigate the removal of the tin façade. Repaint bench @ WCC and front brick.

Develop an ironwork or other streetscape design to frame the exterior of the parking lot on the corner of 2<sup>nd</sup> and Ivy on the south side. Encourage installation of an Electric Vehicle Refueling station at this intersection.

Paint front & side of former Lincare bldg. where Aaron K. Photo is now located. The back of the buildings around the parking lot need to be cleaned up and repainted.

Clean and touch-up the awnings and paint on the building which Anderson Florists is in. Improve loading zone along this frontage.

## **Phase II – 2<sup>nd</sup> Street (Laurel to Stillwell)**

### **General Projects:**

Incorporate pavers/ brickwork along the curb edge and/or embedded patterns into the sidewalk and consider the use of rolled curbing throughout. Standardize street lighting into historic acorn style.

Implement/build above-described 1930's & 40's theme for architecture/signs, and streetscape improvements and traffic pattern changes. Extend street improvements from end-to-end of project area.

Strive to enhance the 'Taste of Tillamook/Made In Tillamook' concept by encouraging niche businesses with a culinary focus. Tillamook was and is the center of commerce (not a beach town) for an extremely rich and productive region upon which we thrive, not by being competitive, but by being compatible and supportive. We should 'pair ourselves with cheese' and promote chocolates, small fruits, flowers, truck produce, beer, clams, crabs, oysters, and other sea harvests (The Coastal Cornucopia).

Promote Second-hand Centers ('Soon to be Antiques')

### **Events:**

Implement long-range event program developed above including cultural celebrations such as Carnivale/Chinese New Year/etc..

### **Specific Projects:**

Implement viable façade improvements identified above.