



**City of Sutherlin  
Urban Renewal Agency  
Monday, October 11, 2021 at 6:45 p.m.  
Civic Auditorium**

**AGENDA**

**Agency Members**

Chair – Tom Boggs

Vice Chair – Debbie Hamilton

Joe Groussman, Shawn Smalley, Michelle Sumner and Larry Whitaker

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. INTRODUCTION OF MEDIA**

**4. PUBLIC COMMENT**

[Citizen comment is to allow citizens to present information regarding agenda items only. A time limit of three minutes per citizen shall apply]

**5. CONSENT AGENDA**

a. September 13, 2021 Minutes

**6. AGENCY BUSINESS**

a. Business Improvement Grant Application Approvals

**7. REPORTS / DISCUSSIONS**

**8. ADJOURN**

*Members of the audience who wish to address the Agency will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Agency.*

**CITY OF SUTHERLIN**  
**Urban Renewal Agency Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, September 13, 2021**

**AGENCY MEMBERS:**

Tom Boggs, Joe Groussman, Debbie Hamilton, Shawn Smalley, Michelle Sumner, Seth Vincent, Larry Whitaker

**CITY STAFF:** City Manager, Jerry Gillham

Finance Director, Tami Trowbridge  
Urban Renewal Administrator, Pat Lynch  
City Recorder, Diane Harris  
Deputy City Recorder, Melanie Masterfield  
Community Development Supervisor, Kristi Gilbert  
Public Works Director, Aaron Swan  
City Attorney, Chad Jacobs (via Zoom)

**Audience:**

**Via Zoom:** Council President, Michelle Sumner; Media & Communications Coordinator, Nancy Rodriguez; Amber Vincent

Meeting called to order by Agency Chair Boggs at 6:30 p.m.

**Roll Call:** All present

**Introduction of Media:** None

**PUBLIC COMMENT**

- None

**CONSENT AGENDA**

- **August 16, 2021 Minutes**

**MOTION** made by Hamilton to approve Consent Agenda as presented; second by Groussman

Discussion: None

In favor: Agency Members Groussman, Sumner, Boggs, Hamilton, Whitaker and Vincent

Opposed: None

Motion carried unanimously.

**AGENCY BUSINESS**

- **Resolution UR-2021.02 – Parking Lot Purchase**

Staff Report – Urban Renewal Administrator, Pat Lynch, this resolution request is to authorize acquisition of the 0.13 acre vacant lot, located downtown (behind Central Park Plaza and Backside Brewing Co.), as described during the August 16, 2021 Urban Renewal Agency meeting, in the amount of \$40,000.

**MOTION** made by Whitaker to approve Resolution UR-2021.02 – Parking Lot Purchase; second by Sumner

Discussion:

- Whitaker questioned the purchase price. *Community Development Supervisor, Kristi Gilbert – As stated in the Staff Report from August 16, 2021, the vacant lot sole purchase price is \$40,000. The additional \$63,510 is for title/recording fees, surveying, engineering, construction, storm drainage, grading, asphalt and concrete.* Will another resolution be brought before the Agency for the balance of the purchase? *Lynch - The resolution is required for the*

*purchase of real property. City Manager, Jerry Gillham – The other portion of work will be brought before the Agency for a contractual agreement.*

- Groussman – How many purchases will be made to complete the project? *Gilbert – It's unknown at this time. Each individual property purchase will be brought before the Agency for approval when available. Community Development Director, Brian Elliott further clarified.*
- Boggs – Questioned specific verbiage in the resolution. *Lynch – The 0.13 acre lot development will only use specified funds that have been approved by the Agency. Gillham further explained.*

In favor: Agency Members Groussman, Sumner, Boggs, Hamilton, Whitaker and Vincent

Opposed: None

Motion carried unanimously.

#### **REPORTS/DISCUSSIONS**

- A business application has been received for the facade improvement grant from The Body Shop Total Fitness for additional improvements.

#### **ADJOURNMENT**

With no further business, meeting adjourned at 6:41 p.m.

Approved: \_\_\_\_\_

Jerry Gillham, City Manager

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

\_\_\_\_\_  
Tom Boggs, Agency Chair



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363

## Urban Renewal Agency

STAFF REPORT					
<b>Re: Urban Renewal Grant Applications</b>				Meeting Date:	10-11-2021
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Kristi Gilbert, Community Development Supervisor &amp; Pat Lynch, UR Administrator</b>				Administrator Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Grant Applications					

### WHAT IS BEING ASKED OF THE AGENCY?

The Urban Renewal Agency is being asked to approve funding requests for four grant applications, as recommended by the Urban Renewal Task Force, located in the downtown district. Grant application requests were received from The Body Shop Total Fitness, in the amount of \$25,000, Jeremy White (Sutherlin Rotary Club), in the amount of \$25,000; Jeremy White (Sutherlin Liquor Store/Smoke Shoppe), in the amount of \$25,000; and, Jeremy White (CG's Computer Repair Shop), in the amount of \$25,000.

### EXPLANATION

As part of the Urban Renewal/TIF (Tax Increment Finance) Plan, Downtown Development/Redevelopment was identified as one of the five project categories.

As part of the initial pilot project for the Downtown Development/Redevelopment project, applications are being accepted for property owner(s)/business owner(s) to apply for grants to improve their façade, signage, business relocation and/or other (i.e. interior remodel). Four new applications were received. Grant application requests were received from The Body Shop Total Fitness, in the amount of \$25,000 (second application request, as previously identified for the two story, 50 foot wide façade frontage), Jeremy White (Sutherlin Rotary Club), in the amount of \$25,000; Jeremy White (Sutherlin Liquor Store/Smoke Shoppe), in the amount of \$25,000; and, Jeremy White (CG's Computer Repair Shop), in the amount of \$25,000.

At the Urban Renewal Task Force meeting held on September 29, 2021, the Urban Renewal Task Force made a recommendation to the Urban Renewal Agency to approve the funding requests for The Body Shop Total Fitness, Sutherlin Rotary Club, Sutherlin Liquor Store/Smoke Shoppe and CG's Computer Repair, for their façade improvements.

### OPTIONS

To approve the funding requests for The Body Shop Total Fitness, in the amount of \$25,000, Jeremy White (Sutherlin Rotary Club), in the amount of \$25,000; Jeremy White (Sutherlin Liquor Store/Smoke Shoppe), in the amount of \$25,000; and, Jeremy White (CG's Computer Repair Shop), in the amount of \$25,000.

To deny the funding requests for The Body Shop Total Fitness, in the amount of \$25,000, Jeremy White (Sutherlin Rotary Club), in the amount of \$25,000; Jeremy White (Sutherlin Liquor Store/Smoke Shoppe), in the amount of \$25,000; and, Jeremy White (CG's Computer Repair Shop), in the amount of \$25,000.

### SUGGESTED MOTION(S)

To approve the funding requests for The Body Shop Total Fitness, in the amount of \$25,000, Jeremy White (Sutherlin Rotary Club), in the amount of \$25,000; Jeremy White (Sutherlin Liquor Store/Smoke Shoppe), in the amount of \$25,000; and, Jeremy White (CG's Computer Repair Shop), in the amount of \$25,000.

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**Terry Brock**

The Body Shop Total Fitness  
121 W Central Ave  
Sutherlin, Or  
97479

September 1 st 2021

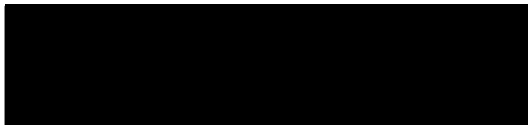
**City Of Sutherlin**

Urban Renewal District  
Grant Application

Dear City Of Sutherlin,

I'm asking the committee to consider my request for an additional 25,000.00.  
My building is 50 feet wide and is 2 story. This makes it one of the largest and  
most visible buildings in the Downtown area. I have plans to make the building  
stand out with a quality product once the facade project is complete. I am  
working with a well known contractor, and expect this to be a good investment  
to the Downtown area. Thank you for your consideration.

Sincerely,  
Terry Brock



/



CITY OF SUTHERLIN  
URBAN RENEWAL DISTRICT  
GRANT APPLICATION

Complete application and return to the City of Sutherlin  
Attn: Community Development Department, 126 E Central, Sutherlin, OR, 97479, 541-459-2856

DATE: 9-1-2021 GRANT REQUEST AMOUNT \$ 25,000.00

GRANT REQUEST TYPE:

☒ FAÇADE IMPROVEMENT ☐ BUSINESS RELOCATION ☐ SIGNAGE ☐ OTHER \_\_\_\_\_

PERSONAL INFORMATION

NAME Terry Brock

MAILING ADDRESS 121 W. Central Ave Sutherlin, OR 97479

PHONE 541-733-5164

EMAIL ThebodyshopTotalFitness@

outlook.com

PROPERTY OWNER INFORMATION

PROPERTY OWNER, IF OTHER THAN BUSINESS OWNER:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

BUSINESS INFORMATION

NAME OF BUSINESS The Body Shop Total Fitness

OREGON ASSUMED BUSINESS NAME (if different) \_\_\_\_\_

BUSINESS TYPE:

☐ SOLE PROPRIETORSHIP ☒ LLC ☐ CORPORATION ☐ S CORP ☐ OTHER

BUSINESS ADDRESS 121 W. Central Ave Sutherlin, OR 97479

MAILING ADDRESS (if different than above) \_\_\_\_\_

BUSINESS WEBSITE: N/A

BUSINESS HOURS & DAYS OF OPERATION 24/7

PHONE 541-459-3395 EMAIL ThebodyshopTotalFitness@outlook.com

EMPLOYER IDENTIFICATION NUMBER [REDACTED]

TYPE OF BUSINESS, GOODS, MERCHANDISE SOLD OR SERVICES TO BE CONDUCTED ON PREMISES:

Fitness Center

BUILDING TOTAL SQUARE FOOTAGE: 7,500 BUILDING LINEAR STREET FRONTAGE: 50 ft.

YOUR OCCUPANCY SQUARE FOOTAGE 800 PUBLICLY ACCESSIBLE SQUARE FOOTAGE 6,700

☐ SINGLE STORY ☒ TWO STORY ☐ MULTI-STORY (3 OR MORE)

HAVE YOU MADE ANY SUBSTANTIAL CHANGES TO YOUR FLOOR PLAN? ☐ YES ☒ NO

ARE THERE RESIDENTIAL LIVING QUARTERS WITHIN COMMERCIAL BUILDING? ☒ YES ☐ NO

IF YES, SQUARE FOOTAGE OF LIVING QUARTERS: 800

DO YOU STORE, HANDLE, OR DISPENSE HAZARDOUS MATERIALS? no

IF YES, PLEASE DESCRIBE: \_\_\_\_\_

REQUIRED ATTACHMENTS:

- ☐ PLANNING CLEARANCE WORKSHEET
- ☐ SITE PLAN
- ☐ ARCHITECTURAL DRAWINGS OR ARTIST'S CONCEPTION
- ☐ FLOOR PLAN DRAWINGS
- ☐ APPROVED DOCUMENTATION OF LIVING QUARTERS
- ☐ DRAWINGS OF PROPOSED SIGNAGE WITH DIMENSIONS
- ☐ LANDLORD/TENANT AGREEMENT/OWNER AUTHORIZATION
- ☐ ASSESSOR MAP (WITH LOT DIMENSIONS)
- ☐ BUSINESS REGISTRATION
- ☐ OTHER \_\_\_\_\_

OWNER SIGNATURE

DATE:

9/1/2021

OWNER PRINTED NAME:

Terry L. Brock

TITLE:

Owner

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPLICANT PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

CONSENT TO AUTHORIZE A PRE-FIRE INSPECTION OF THE BUSINESS PREMISES TO ALLOW DIAGRAMING THE INTERIOR OF THE BUILDING AND TO IDENTIFY FEATURES RELEVANT TO FIRE SUPPRESSION:

PLEASE SIGN HERE \_\_\_\_\_

**Office use only:**

Data entry date: 09-01-2021

**Building and Structures:**

☐ Fire ☐ Structure

☐ Basement ☐ Second Story or higher ☐ Fire Suppression System ☐ Living on premises

☐ Alarm Alarm Company/Phone: \_\_\_\_\_

**Zoning:**

☐ Approved ☐ Denied

**Planner**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Chief**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Action: \_\_\_\_\_

**Please attach inspection results and recommendations**

**Office use only:**

**URBAN RENEWAL TASK FORCE MEETING DATE:** \_\_\_\_\_

**APPROVED: Y or N (TO AGENCY BOARD)**

**RECOMMENDATION (INCLUDING AMOUNT):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**URBAN RENEWAL AGENCY MEETING DATE:** \_\_\_\_\_

**APPROVED: Y or N**

**CONDITIONS OF APPROVAL / REASON FOR DENIAL:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AMOUNT APPROVED: \$** \_\_\_\_\_ **(ATTACH CONDITIONS OF APPROVAL)**





Community Development  
126 E Central Avenue  
Sutherlin, OR 97479  
(541) 459-2856

**CITY OF SUTHERLIN  
PRE-APPLICATION WORKSHEET  
CONSTRUCTION**

<b>WORKSHEET NUMBER</b>  <b>2021-21</b>	<b>APPLICANT</b> <b>BROCK, TERRY</b> <b>SAME AS OWNER</b>	<b>OWNER</b> <b>BODY SHOP TOTAL</b> <b>FITNESS LLC</b> <b>121 W CENTRAL AVE</b> <b>OAKLAND OR 97479</b> <b>541-733-5164</b>
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**SITE INFORMATION**

<b>SITE ADDRESS</b> <b>121 W CENTRAL AVE</b>	<b>PROPERTY ID NUMBER</b> R55988	<b>M-TL</b> <b>25-05-17DC-7000</b>	<b>SIZE (ACRES)</b> 0.11
<b>IMPROVEMENT</b> FAÇADE REPLACEMENT/IMPROVEMENT TO EXISTING COMMERCIAL BUILDING			
<b>EXISTING STRUCTURES (NUMBER AND TYPE)</b> EXISTING COMMERCIAL BLDG		<b>DISTANCE OF BUILDING SITE FROM SURFACE WATER</b> <b>&gt;50 FEET</b>	
<b>DIRECTIONS FROM CENTRAL AVENUE</b> EAST ON CENTRAL AVE, TO ADDRESS ON LEFT			
As, for, or on behalf of, all property owners:  <b>SEE ATTACHED</b>			
Applicant Signature: _____		Date: _____	

**PLANNING DEPARTMENT INFORMATION**

<b>ZONING</b> <b>C-1</b>		<b>OVERLAYS (WETLANDS, FP, ETC)</b> <b>N/A</b>		
<b>SETBACKS</b>				
<b>FRONT GARAGE</b> <b>N/A</b>	<b>FRONT PROPERTY LINE</b> <b>0 FT</b>	<b>REAR</b> <b>0 FT</b>	<b>SIDE</b> <b>0 FT</b>	<b>EXT. SIDE</b> <b>0 FT</b>
<b>SIGN CODE</b> <b>3.7.250</b>	<b>SPECIAL SETBACK</b> <b>N/A</b>	<b>PARKING SPACES REQUIRED</b> <b>N/A</b>		
<b>BUILDING HEIGHT</b> <b>50FT</b>	<b>BACKFLOW DEVICE</b> <b>YES/NO</b>	<b>BACKFLOW DEVICE INSPECTED</b>		
<b>CONDITIONS OF APPROVAL:</b>		<b>REFER TO: Douglas County Building</b>		
<b>MUST MEET ZONE/SETBACK REQUIREMENTS. FAÇADE REPLACEMENT/IMPROVEMENT TO EXISTING COMMERCIAL BUILDING ONLY. IMPROVEMENT TO INCLUDE: FAÇADE, WINDOWS, AWNING, BLOCK PILLARS (REPLACING EXISTING PILLARS, NO NET INCREASE INTO ROW).</b>				
<b>APPROVED BY</b> <b>JLC</b>		<b>DATE</b> <b>APRIL 19, 2021</b>	<b>EXPIRATION DATE</b> <b>APRIL 19, 2022</b>	
<b>FEES</b>	<b>\$50.00</b>	<b>RECEIPT #</b>	<b>555682</b>	
<b>PUBLIC UTILITES</b>	<b>CITY WATER</b> <b>NO</b>	<b>CITY SEWER</b> <b>NO</b>	<b>ACCESS PERMIT</b> <b>NO</b>	



**CITY OF SUTHERLIN  
PLANNING PRE-APPLICATION  
WORKSHEET NO. 2021-24**

☐ New Construction ☐ Manufactured Home ☐ Manufactured Home in Park  
☐ Remodel ☐ Demolition ☐ Sign Permit ☒ Other *-facade*

**\* PLEASE PRINT \***

**STEP 1. INFORMATION PROVIDED BY APPLICANT:**

Property Owner BODY SHOP TOTAL FITNESS LLC Phone 541-733-5164

Mailing Address 121 W CENTRAL AVE

City SUTHERLIN State OR ZIP 97479

Contractor Terry Brock CCB No. \_\_\_\_\_ Phone 541-733-5164

Mailing Address 121 west Central City Sutherlin State OR ZIP 97479

Address of Building Site 121 W CENTRAL AVE Parcel Size 0.11

Zone C-1 Tax ID No. R55988 T 25 R 05 S 17DC Tax Lot # 7000

Proposed Improvement Build new face to Building, Black Pillars, Stucco face  
new awning new windows

Intended Use Fitness center

Describe all buildings or structures currently on property (number and type) \_\_\_\_\_

Building 50' x 100'

Distance of building site from river, creek or stream bank > 50 FT

Directions to property from Central Avenue Property face Central, is on  
North side of Central

City Utilities Required: ☐ Water ☐ Sewer ☒ None

This application represents: ☐ New Development ☐ Re-development ☒ Change of Use

Other \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date 4/13/2021

# CITY OF SUTHERLIN BUILDING LOCATION PLAN

PRE-APPLICATION WORKSHEET # 2021-24

APPLICANT'S NAME Terry Brock PHONE 541-

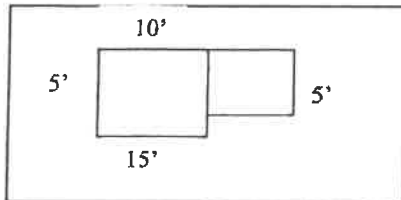
SITE ADDRESS 121 W CENTRAL AVE TAX ID # R55988

**WAIVER:** I understand that approval of this Pre-application Worksheet and Site Plan does not release me from compliance with private covenants, restrictions, or easements affecting this property. ESB  
Initials



North

EXAMPLE



## INFORMATION NEEDED

1. ASSESSOR'S MAP T \_\_\_\_\_ R \_\_\_\_\_ SECT \_\_\_\_\_ TAX LOT \_\_\_\_\_
2. PROPERTY LINES.
3. PERMANENT LANDMARKS (ROADS, STREAMS, and RIVERS).
4. DISTANCE FROM LANDMARKS AND PROPERTY LINES TO BUILDING SITES.
5. LOCATION AND IDENTIFICATION OF OTHER STRUCTURES ON PROPERTY.
6. LOCATION OF ACCESS.

NAME OF STREET OR ROAD

Central Av. ←



Side walk

Salon

Baglin  
He. slts

← 50' →  
Body Shop  
Total Fitness

100

Rotary

Liquor  
store

alley



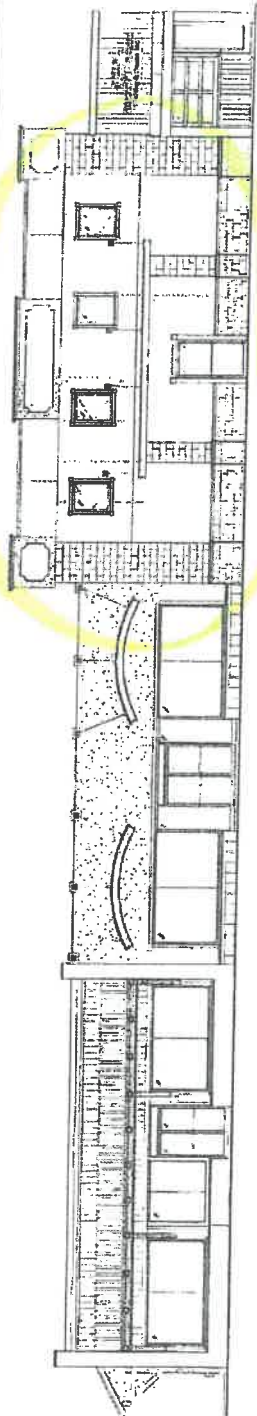
**BUGLIN' HEIGHTS**  
DRAFTING AND DESIGN, INC.  
1000 NE Oregon Street  
Portland, Oregon 97232  
(503) 643-4998  
www.buglinheights.com

DATE	REVISIONS

**Body Shop Total Fitness LLC**  
Addition / Remodel  
121 W. Central Avenue  
Salem, Oregon 97331



**21-002**  
Title: **T**  
Author: **T**  
Check: **T**  
Scale: **1/8" = 1'-0"**  
Sheet: **COVER**



# THE Body Shop Total Fitness LLC

Sutherland Oregon

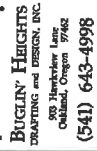
**Buglin' Heights Drafting and Design, Inc.**  
#getyourbuglinon

<b>GENERAL NOTES</b> ALL CONSTRUCTION OF THE PROJECT SHALL COMPLY WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES, THE INTERNATIONAL MECHANICAL AND ELECTRICAL CODES, AND THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 70B. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.	<b>SYMBOLS / LEGEND</b> <table border="1"><tr><td>NOTE</td><td> </td></tr><tr><td>1</td><td> </td></tr><tr><td>2</td><td> </td></tr><tr><td>3</td><td> </td></tr><tr><td>4</td><td> </td></tr><tr><td>5</td><td> </td></tr><tr><td>6</td><td> </td></tr><tr><td>7</td><td> </td></tr><tr><td>8</td><td> </td></tr><tr><td>9</td><td> </td></tr><tr><td>10</td><td> </td></tr></table>	NOTE		1		2		3		4		5		6		7		8		9		10		<b>PROJECT DATA</b> PROJECT ADDRESS: <b>121 W. Central Avenue</b> PROPERTY (S): <b>Body Shop Total Fitness LLC</b> OWNER: <b>Body Shop Total Fitness LLC</b> DESIGNER: <b>Buglin' Heights Drafting and Design, Inc.</b> DATE: <b>10/1/2021</b> SHEET: <b>COVER</b>	<b>CONSULTANTS</b> <b>Structural Engineering:</b> JAMES J. SUTHERLAND, P.E. 1000 NE OREGON STREET, SUITE 100 PORTLAND, OREGON 97232 PHONE: (503) 643-4998 FAX: (503) 643-4999 WWW: www.buglinheights.com E-MAIL: info@buglinheights.com	<b>SHEET INDEX</b> T - COVER SHEET GENERAL NOTING PROJECT INFO A1 - FOUNDATION PLAN A2 - FLOOR PLAN - FIRST FLOOR A3 - FLOOR PLAN - SECOND FLOOR A4 - WALL SECTION 'A' A5 - WALL SECTION 'B' A6 - WALL SECTION 'C' A7 - ELEVATION A8 - ELEVATION A9 - ELEVATION A10 - ELEVATION
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<b>DATE:</b>						<b>REVISIONS:</b>

**TR** Addition / Remodel  
**Body Shop Total Fitness LLC**  
121 W. Central Avenue  
Suburban, Oregon 97429



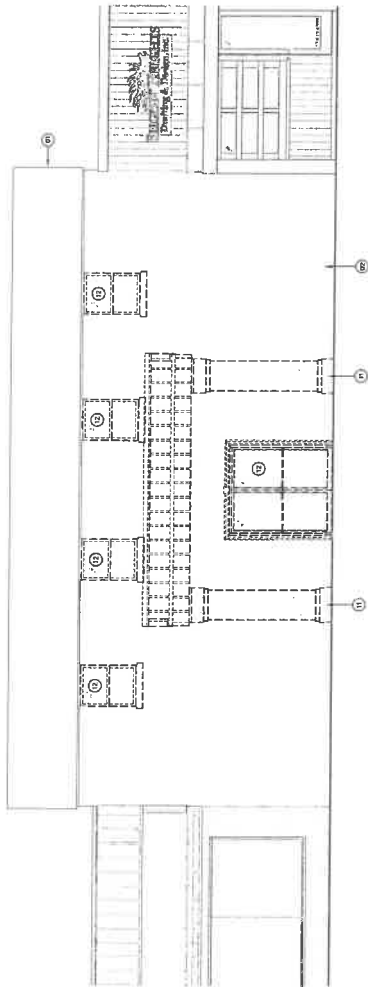
Job No: **21-002** Sheet No: **A5**

A. FLUSH ALL EXPOSED WINDOW AND DOOR HEADS, DURAFLASH or EQUAL.

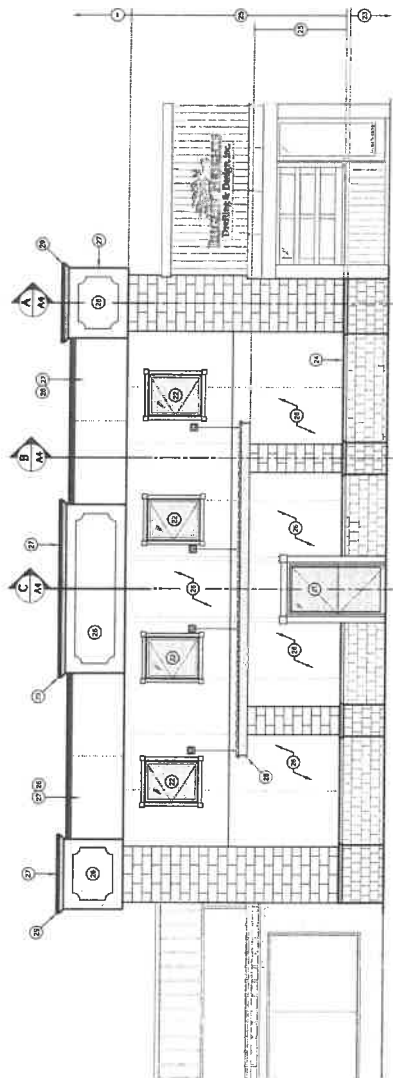
## EXISTING

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90. (a) CHU PARVAT
91. (a) CHU PARVAT
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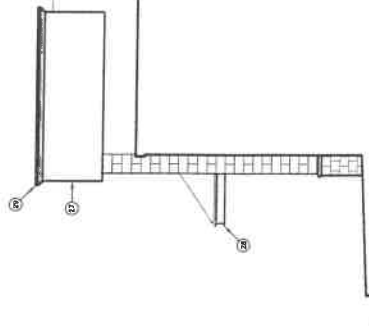
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SCALE: 1/4" = 1'-0"



SCALE: 1/4" = 1'-0"







## City of Sutherlin

### Community Development

126 E. Central Avenue

Sutherlin, OR 97479

541-459-2856

Fax 541-459-9363

[www.ci.sutherlin.or.us](http://www.ci.sutherlin.or.us)

### Planning Clearance Worksheet Supplemental Conditions

#### Planning

- ☐ Land Use / Building Permit Violation
- ☒ Must meet all Zoning and Setback Requirements
- ☒ Must meet all applicable City, County, State, and Federal Regulations
- ☒ Electrical Service must be underground
- ☐ Pre-Pour Footing Setback Inspection: by City – call 541-459-2856, Community Development (24 hour notice required)
- ☐ Geologic Impact Statement (Section 2.6.210 and 2.6.220)
- ☐ Wetlands Delineation
- ☐ Residential Sprinkler System (per Fire Department)
- ☐ Driveway and Parking requirements
- ☐ Easement(s) – access (road maintenance agreement) and/or utilities
- ☒ Proof of Final Building Department Inspection: Provide to City
- ☐ Certificate of Occupancy: Provide to City
- ☐ Subject to Manufactured Home Requirements (Section 2.6.160 of the Sutherlin Development Code; Garage or Carport Permits must be purchased simultaneously)
- ☐ Subject to Planning File No. \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

#### Public Works

- ☐ Pre-Construction Public Works Conference
- ☐ Sidewalk and/or Driveway Inspection required
- ☐ Sidewalk stem wall required
- ☐ STEP System required
- ☐ Back Flow Device required
- ☐ Meter Installation Requested – call 541-459-3542, Public Works shop
- ☐ Right of Way Permit/Driveway Permit
- ☐ Storm water
- ☐ Other: \_\_\_\_\_

As applicant and/or property owner, I hereby state and agree, I have read the above Supplemental Conditions placed on my request for a building permit and understand the City of Sutherlin will not approve the Douglas County Building Department to issue the Certificate of Occupancy without meeting the above conditions. I also understand my project may be subject to other city conditions and approvals, not stated, or listed above.

Signed \_\_\_\_\_

Date 4/13/2021

2021-24

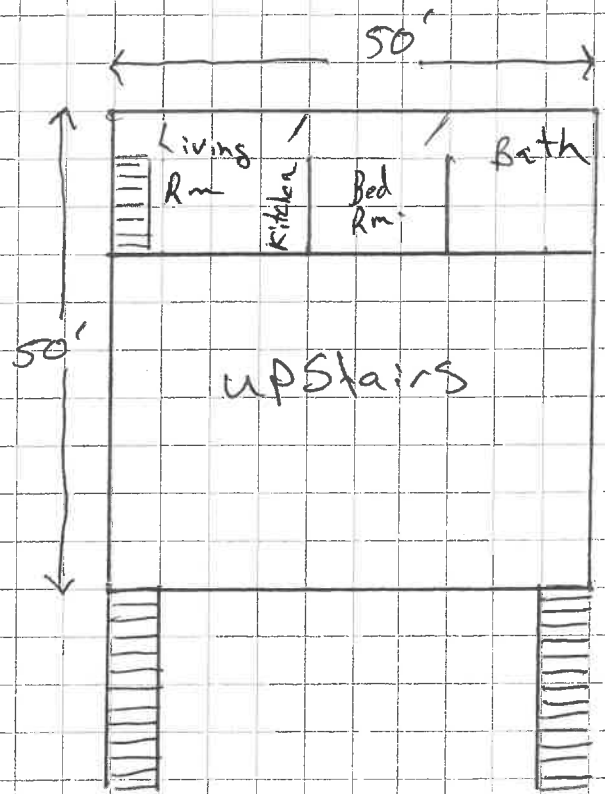
WS Number

555682

Receipt Number



5,000 SQ Ft.



2,500 SQ Ft.

Body Shop total Fitness  
121 West Central Floor Plan



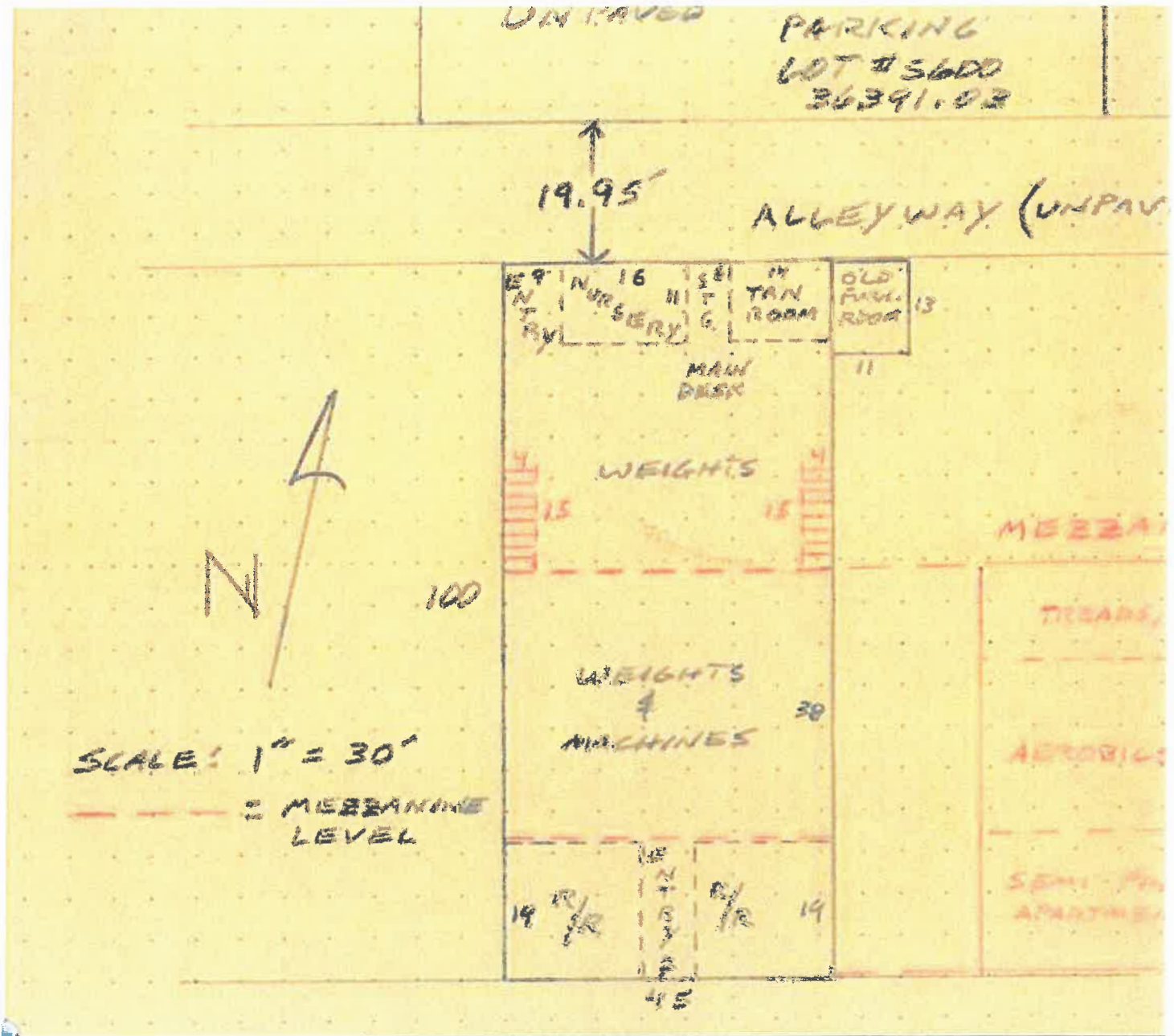


## Kristi Gilbert

**From:** Kim A. Rinnert <karinner@co.douglas.or.us>  
**Sent:** Monday, July 19, 2021 11:53 AM  
**To:** Kristi Gilbert  
**Subject:** RE: 121 W Central Ave - R55988

### [EXTERNAL SOURCE - USE CAUTION]

Our earliest note is from 7-10-97 of a semi-finished apartment.



**From:** Kristi Gilbert <mailto:k.gilbert@ci.sutherlin.or.us>

**Sent:** Monday, July 19, 2021 11:38 AM

**To:** Kim A. Rinnert <[karinner@co.douglas.or.us](mailto:karinner@co.douglas.or.us)>

Cc: Jamie Chartier <[j.chartier@ci.sutherlin.or.us](mailto:j.chartier@ci.sutherlin.or.us)>

Subject: 121 W Central Ave - R55988

Hi Kim,

By chance do you have a diagram (floor layout) for 121 W Central Avenue? We know that there is an apartment in the building, but we are unsure as to when it was added. Any information you have will be beneficial.

Thanks a million!

Have a fantastic day!



**Kristi Gilbert**  
**Community Development Supervisor**  
**City of Sutherlin**  
**126 E Central Ave**  
**Sutherlin, OR 97479**  
**541-459-2856**

To: City of Sutherlin

From: Jeremy White  
Sutherlin Liquor Store/Smoke Shoppe Etc.

Re: Urban Renewal Grant

Date: August 4, 2021

---

I am submitting documents for the City of Sutherlin Urban Renewal District Grant Application for three Central Ave addresses, of which only two are currently operating as retail establishments.

The three buildings are one continuous building and cannot be separated as different tax lots.

The addresses and uses are as follows:

Sutherlin Liquor Store/Smoke Shoppe Etc.  
125 W Central Ave

CG Computer Repair  
125A W Central Ave

Sutherlin Rotary Club Building  
123 W Central Ave

I am hoping we can rejuvenate the entire building as one unit and continue to operate three different organizations with appropriate signage on each building. The idea remains that eventually all three buildings will operate as retail businesses. I would like to hear thoughts from the task force before proceeding with detailed plans. The following page includes a "wish list" of ideas that I would like to focus on during the urban renewal project.

I am currently gathering additional ideas for the renewal project. I have contacted contractors for the exterior of the building but I need help finding electrical contractors to do wiring for the signage. I would like to keep all business local so the timing of the project really depends on when local contractors can fit the renovation project into their schedules.

Sutherlin Liquor Store  
125 W Central Ave  
125A W Central Ave  
123 W Central Ave

Building Exterior Wish List

Build concrete footers around the front and West side of the building

- Build/attach rock style façade to the lower part of the walls on footers
- Attach wooden walls above the rock with vertical siding
- Insulate between the new wall and original wall for efficiency
- Cap the top of the gap between walls for weather protection

Remove front door off Central Ave and replace with double pane window

Remove window to the East of the current front door and replace with siding

New awnings and gutters

New double pane windows

New side door/entrance

New backlit signs for each building

New/additional outdoor lighting for safety

Paint sign pole and renovate signs if budget permits



CITY OF SUTHERLIN  
URBAN RENEWAL DISTRICT  
GRANT APPLICATION

Complete application and return to the City of Sutherlin  
Attn: Community Development Department, 126 E Central, Sutherlin, OR, 97479, 541-459-2856

DATE: August 4, 2021 GRANT REQUEST AMOUNT \$ 2500

GRANT REQUEST TYPE:

☒ FAÇADE IMPROVEMENT ☐ BUSINESS RELOCATION ☒ SIGNAGE ☐ OTHER \_\_\_\_\_

PERSONAL INFORMATION

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

PROPERTY OWNER INFORMATION

PROPERTY OWNER, IF OTHER THAN BUSINESS OWNER:

NAME JEREMY WHITE

ADDRESS 125 W. CENTRAL AVE, SUTHERLIN, OR 97479

PHONE 541-531-1318 EMAIL jwhite2399@yahoo.com

BUSINESS INFORMATION

NAME OF BUSINESS Rotary club of Sutherlin

OREGON ASSUMED BUSINESS NAME (if different) \_\_\_\_\_

BUSINESS TYPE:

☐ SOLE PROPRIETORSHIP ☐ LLC ☐ CORPORATION ☐ S CORP ☒ OTHER 501(c)3

BUSINESS ADDRESS PO Box ~~1203~~ / 123 W. Central Ave Sutherlin

MAILING ADDRESS (if different than above) PO Box ~~1203~~ Sutherlin

BUSINESS WEBSITE: NA

BUSINESS HOURS & DAYS OF OPERATION NA

PHONE 541 953 1120 EMAIL petersonjustin@hotmail.com

EMPLOYER IDENTIFICATION NUMBER [REDACTED]



TYPE OF BUSINESS, GOODS, MERCHANDISE SOLD OR SERVICES TO BE CONDUCTED ON PREMISES:

BUILDING TOTAL SQUARE FOOTAGE: 340 BUILDING LINEAR STREET FRONTAGE: 32

YOUR OCCUPANCY SQUARE FOOTAGE 2800 PUBLICLY ACCESSIBLE SQUARE FOOTAGE 2800

☒ SINGLE STORY ☐ TWO STORY ☐ MULTI-STORY (3 OR MORE)

HAVE YOU MADE ANY SUBSTANTIAL CHANGES TO YOUR FLOOR PLAN? ☐ YES ☒ NO

ARE THERE RESIDENTIAL LIVING QUARTERS WITHIN COMMERCIAL BUILDING? ☐ YES ☒ NO

IF YES, SQUARE FOOTAGE OF LIVING QUARTERS: \_\_\_\_\_

DO YOU STORE, HANDLE, OR DISPENSE HAZARDOUS MATERIALS? NO

IF YES, PLEASE DESCRIBE: \_\_\_\_\_

REQUIRED ATTACHMENTS:

- ☐ PLANNING CLEARANCE WORKSHEET
- ☐ SITE PLAN
- ☐ ARCHITECTURAL DRAWINGS OR ARTIST'S CONCEPTION
- ☐ FLOOR PLAN DRAWINGS
- ☐ APPROVED DOCUMENTATION OF LIVING QUARTERS
- ☐ DRAWINGS OF PROPOSED SIGNAGE WITH DIMENSIONS
- ☐ LANDLORD/TENANT AGREEMENT/OWNER AUTHORIZATION
- ☐ ASSESSOR MAP (WITH LOT DIMENSIONS)
- ☐ BUSINESS REGISTRATION
- ☐ OTHER \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_ DATE: Aug 4 2021

OWNER PRINTED NAME: Jeremy White TITLE: Property Owner

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: 8/5/21

APPLICANT PRINTED NAME: Justin Peterson TITLE: Executive Secretary

CONSENT TO AUTHORIZE A PRE-FIRE INSPECTION OF THE BUSINESS PREMISES TO ALLOW DIAGRAMING THE INTERIOR OF THE BUILDING AND TO IDENTIFY FEATURES RELEVANT TO FIRE SUPPRESSION:

PLEASE SIGN HERE \_\_\_\_\_

**Office use only:**

Data entry date: \_\_\_\_\_

**Building and Structures:**

☐ Fire ☐ Structure

☐ Basement ☐ Second Story or higher ☐ Fire Suppression System ☐ Living on premises

☐ Alarm Alarm Company/Phone: \_\_\_\_\_

**Zoning:**

☐ Approved ☐ Denied

**Planner**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Chief**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Action: \_\_\_\_\_

**Please attach inspection results and recommendations**

**Office use only:**

**URBAN RENEWAL TASK FORCE MEETING DATE:** \_\_\_\_\_

**APPROVED: Y or N (TO AGENCY BOARD)**

**RECOMMENDATION (INCLUDING AMOUNT):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

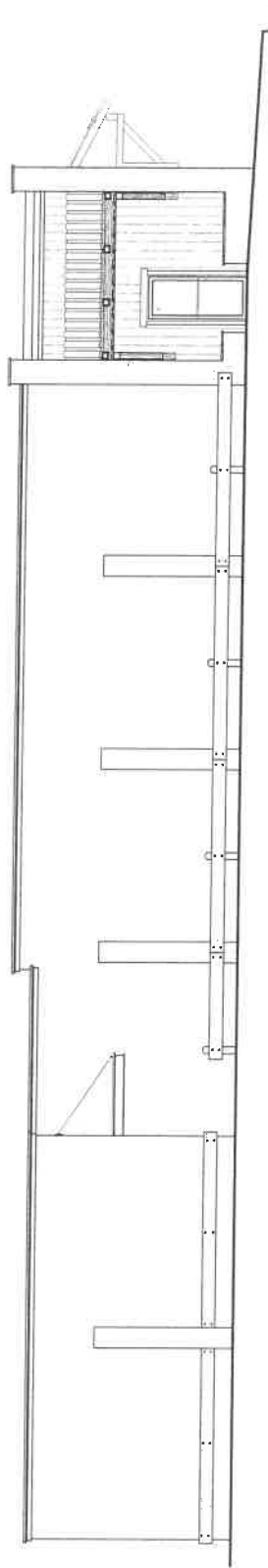
**URBAN RENEWAL AGENCY MEETING DATE:** \_\_\_\_\_

**APPROVED: Y or N**

**CONDITIONS OF APPROVAL / REASON FOR DENIAL:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

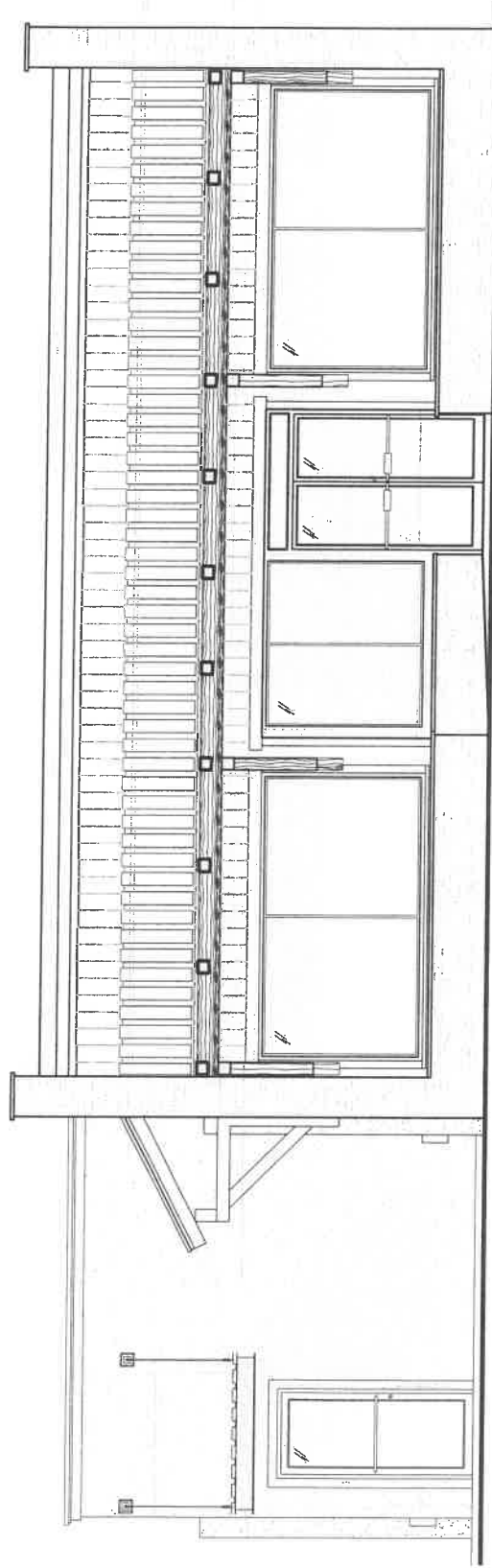
**AMOUNT APPROVED: \$** \_\_\_\_\_ **(ATTACH CONDITIONS OF APPROVAL)**



ELEVATION: SIDE

LIQUOR STORE  
SCALE: 1/4" = 1'-0" (Note printed on 24 x 36")

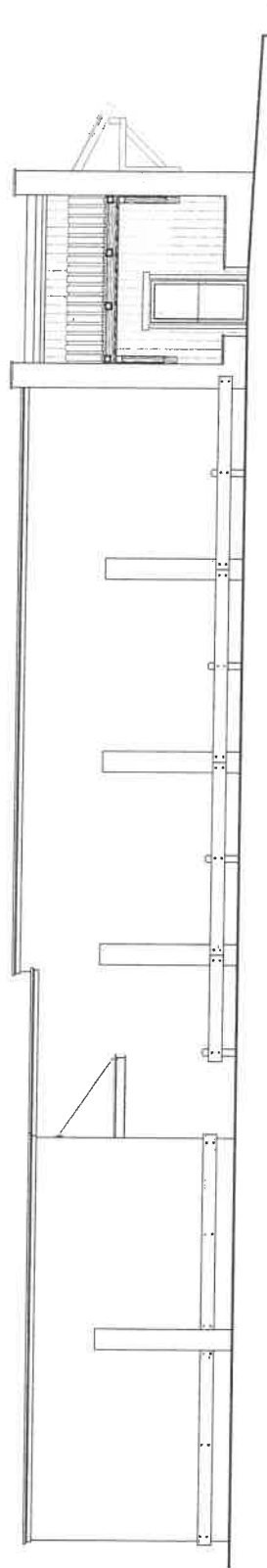
*Buglin Heights Drafting and Design, Inc.*



ELEVATION: FRONT  
WITH SHADOW

LIQUOR STORE  
SCALE: 1/4" = 1'-0" (when printed on 12 x 18)

*Buglin Heights Drafting and Design, Inc.*



ELEVATION: SIDE  
WITH SHADOW

LIQUOR STORE  
SCALE: 1/4" = 1'-0" (when printed on 24" x 36")

*Buglin Heights Drafting and Design, Inc.*



25 5 17DC  
SUTHERLIN

SEE MAP 25 5 17DD

SEE MAP 25 5 20AB

4,174.00

25 5 17DC  
SUTHERLIN







To: City of Sutherlin

From: Jeremy White  
Sutherlin Liquor Store/Smoke Shoppe Etc.

Re: Urban Renewal Grant

Date: August 4, 2021

---

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CG Computer Repair  
125A W Central Ave

Sutherlin Rotary Club Building  
123 W Central Ave

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Sutherlin Liquor Store  
125 W Central Ave  
125A W Central Ave  
123 W Central Ave

Building Exterior Wish List

Build concrete footers around the front and West side of the building

- Build/attach rock style façade to the lower part of the walls on footers
- Attach wooden walls above the rock with vertical siding
- Insulate between the new wall and original wall for efficiency
- Cap the top of the gap between walls for weather protection

Remove front door off Central Ave and replace with double pane window

Remove window to the East of the current front door and replace with siding

New awnings and gutters

New double pane windows

New side door/entrance

New backlit signs for each building

New/additional outdoor lighting for safety

Paint sign pole and renovate signs if budget permits



**CITY OF SUTHERLIN  
URBAN RENEWAL DISTRICT  
GRANT APPLICATION**

Complete application and return to the City of Sutherlin  
Attn: Community Development Department, 126 E Central, Sutherlin, OR, 97479, 541-459-2856

DATE: August 4, 2021 GRANT REQUEST AMOUNT \$ 25,000

**GRANT REQUEST TYPE:**

☒ FAÇADE IMPROVEMENT ☐ BUSINESS RELOCATION ☒ SIGNAGE ☐ OTHER

**PERSONAL INFORMATION**

NAME Jeremy White

MAILING ADDRESS 2656 Greyfox Drive, Sutherlin, OR 97479

PHONE 541-531-1318 EMAIL jwhite2399@yahoo.com

**PROPERTY OWNER INFORMATION**

PROPERTY OWNER, IF OTHER THAN BUSINESS OWNER:

NAME

ADDRESS

PHONE EMAIL

**BUSINESS INFORMATION**

NAME OF BUSINESS Smoke Shoppe Etc (Sutherlin Liquor Store)

OREGON ASSUMED BUSINESS NAME (if different) Smoke Shoppe Etc

BUSINESS TYPE:

☒ SOLE PROPRIETORSHIP ☐ LLC ☐ CORPORATION ☐ S CORP ☐ OTHER

BUSINESS ADDRESS 125 W. Central Ave. Sutherlin, OR 97479

MAILING ADDRESS (if different than above)

BUSINESS WEBSITE:

BUSINESS HOURS & DAYS OF OPERATION Mon-Sat 9am-7pm, Sun 11am-5pm

PHONE 541-459-4108 EMAIL smokeshoppeetc@gmail.com

EMPLOYER IDENTIFICATION NUMBER

**TYPE OF BUSINESS, GOODS, MERCHANDISE SOLD OR SERVICES TO BE CONDUCTED ON PREMISES:**

Adult only facility providing retail goods to adults such as distilled spirits, beer, wine, mixers.

Tobacco, candy, gum, salted snacks, ice, and other C-store items for sale.

BUILDING TOTAL SQUARE FOOTAGE: 3100 BUILDING LINEAR STREET FRONTAGE: 30

YOUR OCCUPANCY SQUARE FOOTAGE 52 PUBLICLY ACCESSIBLE SQUARE FOOTAGE 36

☒ SINGLE STORY ☐ TWO STORY ☐ MULTI-STORY (3 OR MORE)

HAVE YOU MADE ANY SUBSTANTIAL CHANGES TO YOUR FLOOR PLAN? ☐ YES ☒ NO

ARE THERE RESIDENTIAL LIVING QUARTERS WITHIN COMMERCIAL BUILDING? ☐ YES ☒ NO

IF YES, SQUARE FOOTAGE OF LIVING QUARTERS: \_\_\_\_\_

DO YOU STORE, HANDLE, OR DISPENSE HAZARDOUS MATERIALS? Yes

IF YES, PLEASE DESCRIBE: Distilled spirits and tobacco are highly flammable, but I am not only required to carry my own insurance, but the OLCC also carries insurance on all spirits.

**REQUIRED ATTACHMENTS:**

- ☐ PLANNING CLEARANCE WORKSHEET
- ☐ SITE PLAN
- ☐ ARCHITECTURAL DRAWINGS OR ARTIST'S CONCEPTION
- ☐ FLOOR PLAN DRAWINGS
- ☐ APPROVED DOCUMENTATION OF LIVING QUARTERS
- ☐ DRAWINGS OF PROPOSED SIGNAGE WITH DIMENSIONS
- ☐ LANDLORD/TENANT AGREEMENT/OWNER AUTHORIZATION
- ☐ ASSESSOR MAP (WITH LOT DIMENSIONS)
- ☐ BUSINESS REGISTRATION
- ☐ OTHER \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_ DATE: Aug 4, 2021

OWNER PRINTED NAME: Jerome White TITLE: Property Owner / Operator

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

CONSENT TO AUTHORIZE A PRE-FIRE INSPECTION OF THE BUSINESS PREMISES TO ALLOW DIAGRAMING THE INTERIOR OF THE BUILDING AND TO IDENTIFY FEATURES RELEVANT TO FIRE SUPPRESSION:

PLEASE SIGN HERE \_\_\_\_\_

**Office use only:**

Data entry date: \_\_\_\_\_

**Building and Structures:**

☐ Fire ☐ Structure

☐ Basement ☐ Second Story or higher ☐ Fire Suppression System ☐ Living on premises

☐ Alarm Alarm Company/Phone: \_\_\_\_\_

**Zoning:**

☐ Approved ☐ Denied

**Planner**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Chief**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Action: \_\_\_\_\_

**Please attach inspection results and recommendations**

**Office use only:**

**URBAN RENEWAL TASK FORCE MEETING DATE:** 09-29-2021

**APPROVED: Y or N (TO AGENCY BOARD)**

**RECOMMENDATION (INCLUDING AMOUNT):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

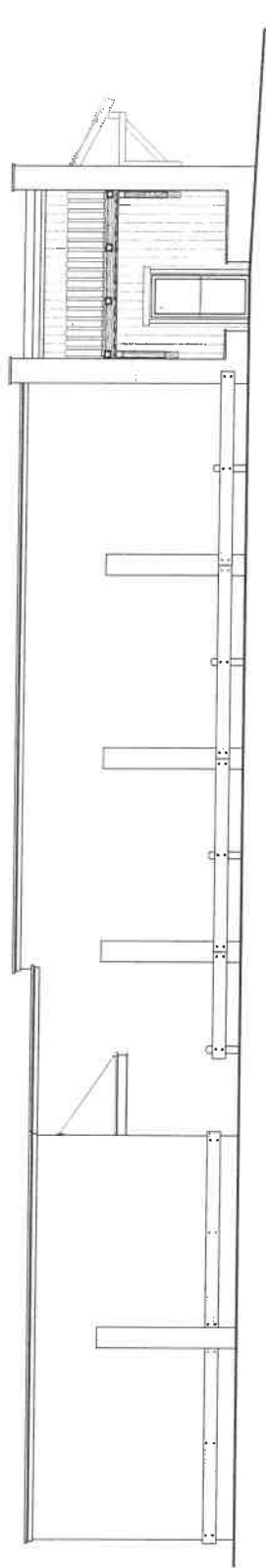
**URBAN RENEWAL AGENCY MEETING DATE:** \_\_\_\_\_

**APPROVED: Y or N**

**CONDITIONS OF APPROVAL / REASON FOR DENIAL:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

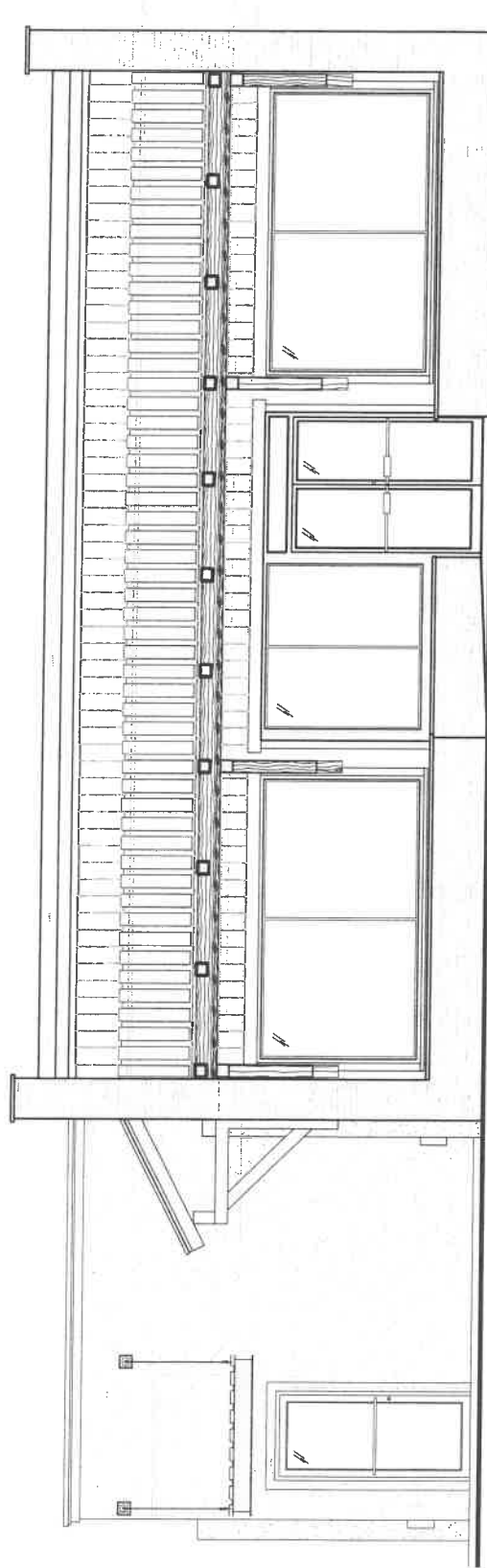
**AMOUNT APPROVED: \$** \_\_\_\_\_ **(ATTACH CONDITIONS OF APPROVAL)**



ELEVATION: SIDE

LIQUOR STORE  
SCALE: 1/4" = 1'-0" (SHOW PRINTED ON 24" x 36")

*Buglin Heights Drafting and Design, Inc.*

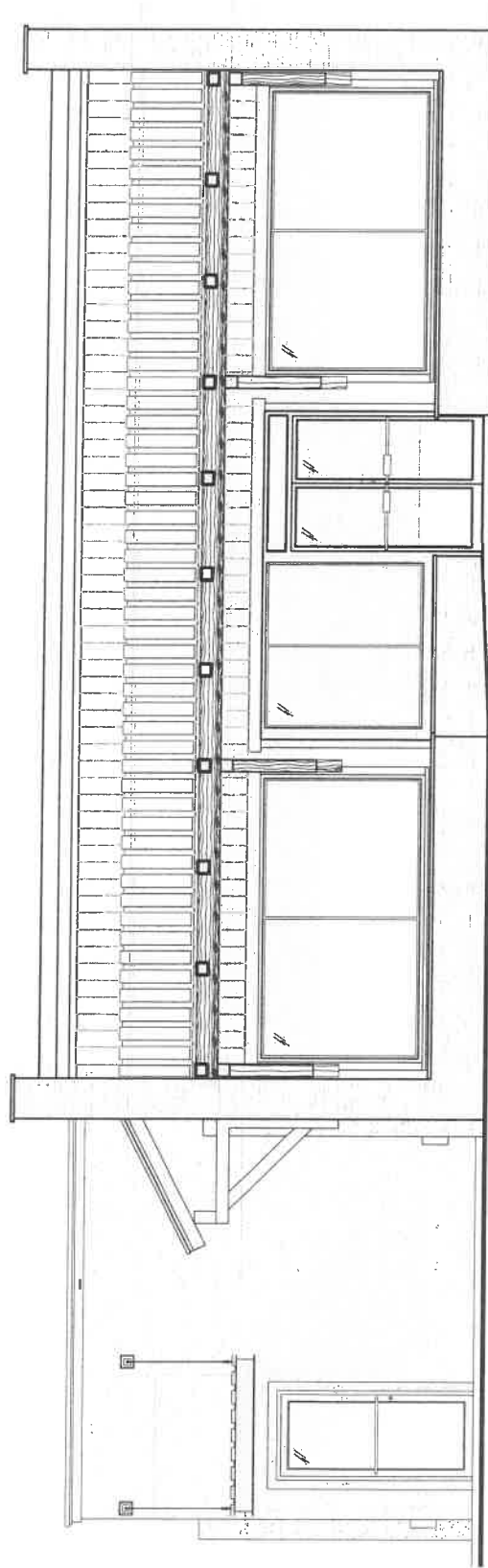


ELEVATION: FRONT

LIQUOR STORE

SCALE: 1/4" = 1'-0" (when printed on 12 x 18)

*Buglin Heights Drafting and Design, Inc.*

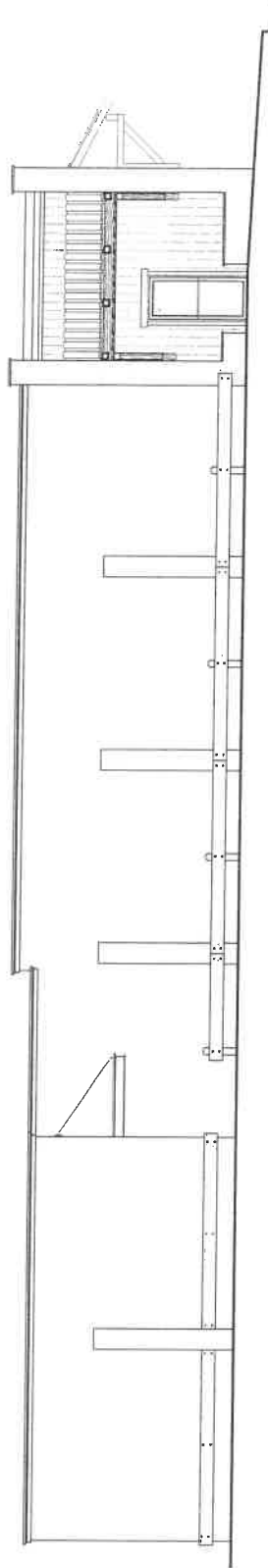


ELEVATION: FRONT  
WITH SHADOW

LIQUOR STORE  
SCALE: 1/4" = 1'-0" (when printed on 12 x 18)

*Buglin Heights Drafting and Design, Inc.*





ELEVATION: SIDE  
W/ST. SLOOF

LIQUOR STORE  
SCALE: 1/8" = 1'-0" (W/ST. PAVED TO 24" x 36")

*Buglin Heights Drafting and Design, Inc.*





CANCELLED NOS  
9800A1 3200A1 6900A1  
7800A1 12700M1 3502  
8600A1 12701 10301  
8300 6101 10401

SEE MAP 25 5 17DD

640,500

SEE MAP 25 5 20AB

SEE MAP 25 5 ZOBA

4,174.00



**PUBLIC NOTICE – CITY OF SUTHERLIN**

**URBAN RENEWAL AGENCY AND CITY COUNCIL MEETING**

The October 11, 2021 City of Sutherlin's Urban Renewal Agency Meeting will begin at 6:45, followed by the City Council Meeting at 7:00pm, in the Civic Auditorium located at 175 E Everett. This meeting will be a teleconference style meeting with City Council and staff facilitating. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure, or for those that are otherwise unable to attend. We encourage and welcome citizens that are able to use the link provided, to join the meeting from your home. City of Sutherlin is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting

Time: Oct 11, 2021 06:45 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86268775297?pwd=MIRCWE01QnA3NXRtdXdLQmNpYTdUdz09>

Meeting ID: 862 6877 5297

Passcode: 502971

One tap mobile

+12532158782,,86268775297#,,,,\*502971# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 862 6877 5297

Passcode: 502971

Find your local number: <https://us06web.zoom.us/j/86268775297?pwd=MIRCWE01QnA3NXRtdXdLQmNpYTdUdz09>

## Melanie Masterfield

---

**From:** Melanie Masterfield  
**Sent:** Tuesday, October 5, 2021 3:24 PM  
**To:** Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Dennis Nakata; Erica Welch; Kyle-KQEN (KYLE@BCIRADIO.COM); Michael Salpino; News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)  
**Subject:** City of Sutherlin Council & Urban Renewal Agendas  
**Attachments:** CC AGENDA OCT 11, 2021.pdf; 10.11.21 URA AGENDA.pdf

Good afternoon. Attached are the Sutherlin City Council and Urban Renewal Agency Agendas for Monday, October 11, 2021. Urban Renewal will begin at 6:45pm with Council following at 7:00pm.



Melanie Masterfield  
Deputy City Recorder

**City of Sutherlin**  
**126 E Central Ave**  
**Sutherlin, OR 97479**  
**541-459-2856**  
[m.masterfield@ci.sutherlin.or.us](mailto:m.masterfield@ci.sutherlin.or.us)