The Dairylands
Tillamook, OR

Tillamook Urban Renewal Agency ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141
~ Phone: 503-842-2472 or 503-374-1830 ~ Fax: 503-842-3445

Tillamook Urban Renewal Agency
Public Project Application

Date of Submission _____

1) Applicant:

Name: _____

Mailing Address: _____

_____

Phone: _____Cell Phone:_____

Email address: _____

2) Business or Property Needing Improvement:

Business Name or Description: _____

_____

Property Address: _____

Owner's Name: _____

Owner's Address_____

_____

Owner or Business Phone: _____

3) Brief Description of Renovation Project, including estimated completion date:

_____

_____

_____

_____

_____

_____

_____

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Please complete the Project Budget below:

Expenses	Amount
Permits	
Architect	
Materials	
Labor	
Other Project Expense	
Other Project Expense	
Total Expense	

Project Funding Sources	Amount
Amount of TURA Loan Request	
Amount of TURA Grant Request	
Owner Contribution	
Other Source of Funds	
Other Source of Funds	
Total Cost of Project	

Where did your estimated costs come from? _____

_____

_____

4) If applicant is not the owner of the subject property, does applicant:

Rent or Lease _____ Lease Expires _____

5) To be included with application

___ Evidence of Ownership

___ Property Owner Consent Form

___ Plot Plan

___ Preliminary Design Drawings (rough design showing approximate improvements)

___ Cost Estimates from Licensed Contractors

___ Copy of Lease (if applicable)

___ Grant Approval Agreement and Receipt of Funding

___ City and/or County Permits (upon request)

6) Certification by Applicant

The applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the applicant's knowledge and that all required permits have been obtained.

If the applicant is not the owner of the property to be renovated, or if the applicable business is a partnership corporation, etc. rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the renovation work on the property.

_____ _____
Applicant's Signature Date

_____ _____
Applicant's Signature Date

Return Completed Application to: Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, OR 97141

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Tillamook, OR

TURA PUBLIC PROJECT ASSISTANCE GUIDELINES

INTRODUCTION:

The Tillamook Urban Renewal Plan assists in meeting the City's economic development objectives, not only through rehabilitation of older historic structures and redevelopment of key sites, but by improving transportation and utility facilities in the urban renewal area, assisting with the construction of needed public facilities, and creating public amenities.

Public projects must meet at least one objective of one goal of the Goals and Objectives of the agency. Two of the six goals and their related objectives listed in the plan relate to public improvements within the urban renewal district boundary.

The funding of public projects will be determined through a different application process than private projects. Public project funding is subject to TURA's annual available funds.

REQUIREMENTS:

- Subject projects must fall within the Urban Renewal District boundary.
- The TURA Board of Directors shall have the sole authority to approve an application.
- Any request for TURA assistance will require a presentation to the full board at a regularly scheduled meeting prior to the submission of an application.
- Along with a full description of the project, applicants should have budget/estimates and a timeline of the project to present to the Board.
- In order to provide the Board with a complete understanding of project feasibility, TURA requires that any public project which needs to secure Planning approval(s) obtain such prior to submission of any full application for TURA funding. The City Planner will determine if the project requires such approval.

APPLICATION AND APPROVAL PROCESS:

STEP 1: The public project applicant shall contact staff to be added to the TURA meeting agenda for a presentation to the Board.

STEP 2: The applicant shall prepare and submit to staff an information packet for Board review at the presentation and a Public Project Assistance application.

STEP 3: The applicant shall make a project presentation to the board. The Board will have the option to request, of the applicant, a full application with further information or the Board may decide to fund the project at that time. If the Board requests a full application, the Proposal & Justification Committee will

review and make a recommendation to the full Board at the next regularly scheduled meeting.

ADDITIONAL INFORMATION:

- Application and payment reimbursement processes and procedures may be altered by the TURA Board of Directors at its discretion.
- Information, applications, and forms are available at the TURA office located at 210 Laurel Avenue, Tillamook, Oregon or online at www.tillamookor.gov/urban-renewal.
- Applications will be submitted to the TURA office at 210 Laurel Avenue, Tillamook.

PAYMENT PROCEDURES:

- Payment requests should be submitted to staff before the last working day of the month.
- Payments will be issued, after Board approval, to the applicant on a month-by-month basis for on-going projects after Board approval.

COLLECTION POLICY:

TURA liens will be enforced by a Contract, Agreement, or Intergovernmental Agreement (IGA) with default terms specified. All borrowers will sign an agency approved agreement or contract. Delinquencies and foreclosures collection procedures, will be in accordance with existing bank procedures.

CONTACT INFORMATION:

Paul Wyntergreen – TURA Administrator – 503-374-1829 – pwyntergreen@tillamookor.gov
Debbi Reeves – TURA Executive Assistant – 503-374-1830 – dreeves@tillamookor.gov

MEETING INFORMATION:

The TURA Board of Directors meets on the second Wednesday of each month at 5:30 PM at Tillamook City Hall, 210 Laurel Avenue, Tillamook, OR.

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Tillamook Urban Renewal Agency ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141
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Property Owner Consent Form:

I, _____ ("Property Owner"), certify that I own the property located at _____("Address") in Tillamook, Oregon and that I have reviewed the application by _____ ("Applicant") for participation in one of the Tillamook Urban Renewal Agency's Assistance Programs. I understand that the proposal includes the following changes and/or enhancements to my building:

_____

_____

_____

_____

_____

I fully support this application and further certify that the Applicant holds a valid lease for _____ months, expiring on _____.

Signature of Property Owner

_____ _____
Date

_____
Printed Name of Property Owner

_____
Mailing Address of Property Owner

_____
Telephone Number of Property Owner

Return to:
Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, OR 97141
503-842-2472

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The Dairylands
Tillamook, OR

Approval Agreement and Receipt of Funding

Applicant's Name: _____

In consideration of the receipt of funding from TURA:

1. I understand that monies shall not be distributed until all proposed work is completed and inspected.

2. I understand that an inspection of the project must be performed by TURA Contract Committee upon completion of the project.

3. **I agree to follow the plan submitted with the application. I understand that any and all changes to the approved plan must be approved by the TURA board and that failure to do so may annul the project funding agreement.**

4. If attached, I understand and agree to "Conditions of Approval" as developed by the TURA Board.

5. I agree to complete all improvements within one year of approval from the TURA Board. Any time extension must be filed and approved the TURA Board.

6. I waive and relinquish all claims, demands, and liabilities, past, present or future, of any nature against all officers, directors, members, agents and employees of TURA ("Indemnified Persons") arising from, related to or connected with the Grant or Loan and agree to indemnify and hold harmless each Indemnified Person from and against all claims, demands, and liabilities arising from, related to or connected with the Grant or Loan or the use, occupation, or implementation of the project.

Applicant Signature_____ **Date** _____

****

I acknowledge receipt of Grant or Loan funding in full.

Applicant Signature _____ **Date** _____

Return to:
Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, OR 97141
503-842-2472

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Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See **Specific Instructions** on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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Tillamook Urban Renewal Agency
TURA Goals and Objectives

The purpose of this Urban Renewal Plan is to eliminate blighting influences found in the Tillamook Urban Renewal Area, to implement goals and objectives of the Tillamook Comprehensive Plan, and to support the continued development of the plan area as a safe, clean, and affordable mixed-use community.

Goal One: Promote private development to increase the City's economic base

Objectives:

1.a. Improve the ratio of profitable business to residential growth within the City and immediate area surrounding the district.

1.b. Improve streets, streetscapes, parks, and public buildings and spaces to enhance investment and development of existing commercial areas within the City and district.

1.c. Assist property owners in rehabilitating existing buildings and property to accommodate more profitable and alluring commercial businesses.

1.d. Increase the number of family wage jobs within the district.

1.e. Help create economic vitality by promoting and creating activities and encouraging uses that bring a significant amount of new business activity and new people into the downtown area.

1.f. Support and assist in implementing the City's Comprehensive & Town Center Plans.

Goal Two: Improve and retain existing profitable businesses

Objectives:

2.a. Entice private investments in new development and redevelopment in the commercial area of the district.

2.b. Encourage retention and expansion of profitable businesses within the commercial areas of the district.

2.c. Support and assist in implementing the City's Comprehensive and Town Center plans.

Goal Three: Provide efficient, safe, and effective streets, streetscapes and open spaces

Objectives:

3.a. Enhance streetscapes by installing street lighting, street furniture, banners, planters, and other amenities.

3.b. Reconstruct existing roadways and sidewalks where needed and in a manner meeting the objectives of the Plan.

3.c. Construct new streets to provide connectivity and encourage private investment.

3.d. Address and improve pedestrian safety on Main and Pacific Avenues.

3.e. Improve pedestrian and bicycle access to and through the renewal area.

3.f. Create pedestrian spaces that are attractive areas for residents and employees that stimulate economic activity and enhance livability.

3.g. Construct or reconstruct utilities (including electrical, water, sewer, and storm sewer) as necessary to encourage and permit development of private properties and public amenities.

Goal Four: Maintain, remodel, and construct public parks and open spaces, public facilities and public safety facilities to maintain and enhance safety in the renewal area and increase public utilization of the renewal area

Objectives:

4.a. Evaluate the adequacy of public facilities serving the renewal area.

4.b. Repair, improve, or construct new public facilities to enable appropriate service within the renewal area.

4.c. Develop convenient, attractive parking facilities close to shopping, entertainment, and business destinations.

4.d. Improve or construct public parking facilities to support profitable business and activities in the area.

Goal Five: Upgrade and repair existing buildings within the renewal area

Objectives:

5.a. Improve the appearance of existing buildings in order to enhance the overall aesthetics of the renewal plan.

5.b. Repair and improve existing historical buildings for architectural continuity and a revitalized appearance.

5.c. Improve the safety of older buildings in regard to seismic stability, fire safety, building code compliance and accessibility to persons with disabilities by repairing or upgrading existing buildings to current code.

5.d. Promote the redevelopment of existing buildings and areas that are inconsistent with the goals and objectives of this Plan in manners that benefit the entire economic development effort and the property owners.

Goal Six: Provide for new housing units that collectively reflect a diversity of housing types, occupancy (rental and owner occupied) and income levels in the City

Objectives:

6.a. Provide a wide range of housing opportunities to accommodate households at all income levels, including low income, moderate-income, and market rate rental and owner-occupied housing which support prospective residential markets in, adjacent to, and near the area.

6.b. Provide assistance to help maintain and assist in the rehabilitation of the stock of existing housing in the renewal area.

6.c. Assist in the development of quality housing for a range of household incomes that are representative of the City as a whole.

6.d. Rehabilitate existing housing stock.

The above information is from the Tillamook Urban Renewal Plan Amended June 18, 2012. A full copy of the TURA Plan can be viewed at www.tillamookor.gov/urban-renewal.

WHAT KIND OF ACTIVITIES CAN YOU FUND WITH URBAN RENEWAL?

A typical urban renewal plan in Oregon might include several of the following types of activities:

Basic Infrastructure, including:

- Curbs, sidewalks, streets, street lighting, signalization
- Water, sewer, storm sewer, and treatment facilities
- Flood control measures
- Relocation or improvement of utilities

Public improvements and facilities, including:

- Parks and open spaces
- Pedestrian and bike trails
- Streetscape and landscape projects
- Assistance in construction of public buildings and facilities
- Parking structures and lots
- Public transportation improvements

Redevelopment assistance for housing or commercial uses, including:

- Land acquisition and disposition for public or private purposes
- Various forms of direct assistance to stimulate private development
- Loans or grants for building rehabilitation and historic preservation

Planning and Administration, including:

- Market, design, traffic, and engineering studies
- Various forms of technical assistance to developers or property owners
- Renewal Agency staff support

INELIGIBLE ACTIVITIES

Routine maintenance costs

Salaries and materials for non-renewal personnel

Activities outside the renewal area boundary (with rare exceptions)

Written By Charles Kupper, Spencer & Kupper, Portland, Or.

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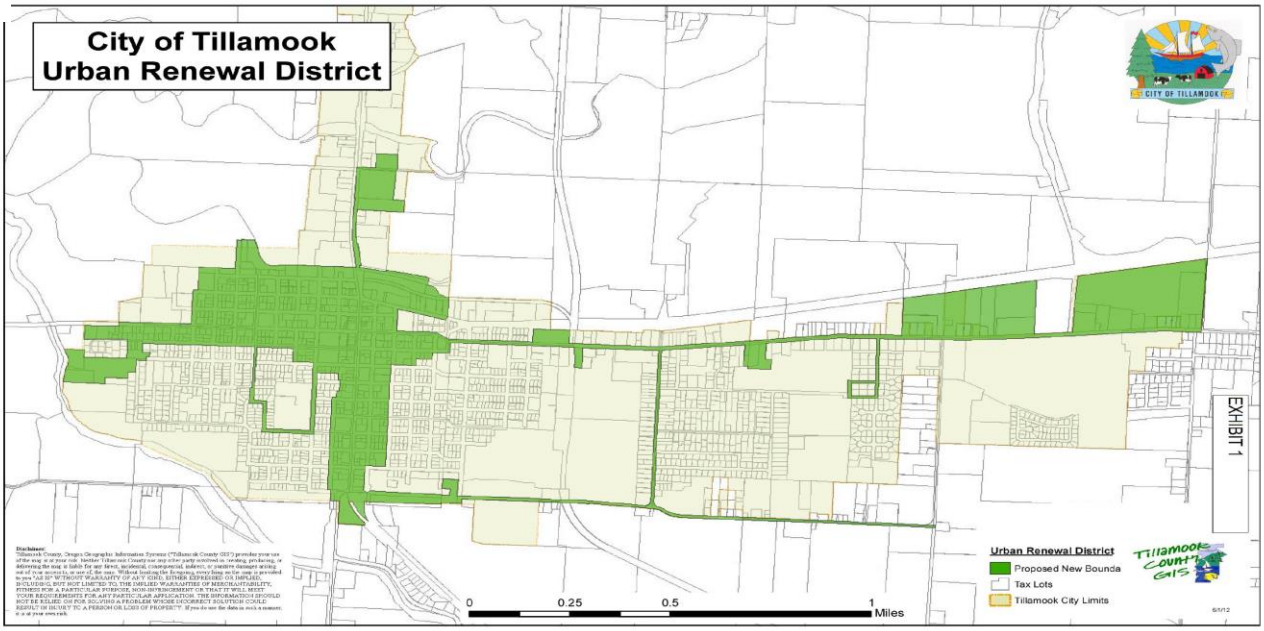
The Dairylands
Tillamook, OR

FAQ
FREQUENTLY ASKED QUESTIONS ABOUT URBAN RENEWAL

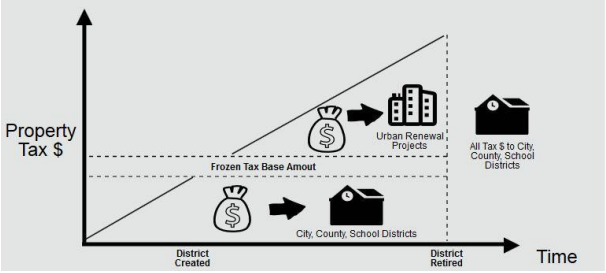
1) What is Urban Renewal?

An Urban Renewal Agency (URA) is formed to assist in the elimination of blight and to improve the properties within the district. The Tillamook URA was established in 2006. The district boundary is shown on the map below in green. Only properties located in the district are available for project funding assistance.



2) How does Urban Renewal receive their funding?

When an urban renewal district is created the assessed value of property within the district is set (or "frozen") and those taxes continue to go to the government (city, county, and school districts through the State). Any property value increase above that frozen amount is called the "increment." The amount of taxes on the increased value (or "increment") is what is collected across the city for the urban renewal district to use for redevelopment projects. Tillamook Urban Renewal Agency has 12 taxing districts that contribute a portion of their tax revenue to fund urban renewal projects in the urban renewal district. A listing of the taxing districts and amounts distributed to TURA are on the agency website and in the annual report.



3) What kind of project can be funded by Urban Renewal dollars?

A URA can fund public and private projects within the district. Though TURA is focused on the downtown area of the city, it can assist with any project that meets the agency goals and objectives for properties within the district. There are six goals set for TURA. Four of the goals pertain to

private businesses and property and two of the goals pertain to public property. A complete list of the goals and objectives can be found on the TURA webpages at: **http://tillamookor.gov/urban-renewal/tura-goals-and-objectives/**

4) Who can apply for Urban Renewal funding and how much can be applied for?

Private or public property owners can apply for TURA funding provided the property lies within the district boundary. Those who rent a business or residence can apply with the permission of the property owner. In 2017, the Board of Directors removed any maximum amount a property owner or renter can apply for. Funding will depend on available finances at the time of application. The TURA Board of Directors can fund a project in the form of a grant, a low interest loan, or a combination of both. All funding is reported as taxable income.

5) What is the process for applying for Urban Renewal assistance?

The first step in the application process is to determine if the property is located in the urban renewal district. TURA has several applications depending on the dollar amount of the project. The second step is a pre-application form, which can be essential in helping the board and staff assist in completion of the full application. After submittal of a pre-application, a brief meeting with applicant, the TURA Proposal & Justification Committee and staff will be scheduled, to prepare for submission of the full application. The TURA Board of Directors meets on the second Wednesday of each month; therefore, there are only twelve times a year they meet to approve applications. The Board can hold special meetings if there are extenuating circumstances. If a project is extensive, requiring architectural design, TURA can provide design assistance prior to submission of the actual application. After a full application has been submitted, the TURA Proposal & Justification Committee reviews and recommends or rejects the project to the Board of Directors. The Board of Directors defines the amount of funding and terms of the agreement. A project that does not fit into the goals and objectives of the agency will be denied, as urban renewal agencies are regulated by state law. The entire application process can take from one to three months, depending on the circumstances. The TURA Board of Directors and committee members are volunteers.

6) What are some of the projects TURA has assisted in funding in the past?

TURA has been actively assisting with projects in the district since 2009. One of the first TURA projects was renovations to a large, historic building in the town center. TURA has assisted private property owners with façade improvements including awning replacement, painting, and window replacement. Examples of larger private commercial projects include brewing facility renovations and expansion and theater renovations. Public improvement projects include reconstruction and addition of curbs and sidewalks to a portion of 3rd Street, various sidewalk repairs and new sidewalks, playground equipment, the first phase of a bike skate park, streetscape amenities such as planters and benches, metal art in the form of an alley gate, and the purchase of property and construction of a public parking lot. TURA has also assisted several non-profit organizations with grant match assistance, ADA renovations, and historic building restoration. A complete list of projects and TURA funding can be reviewed on the TURA website.

7) Where can I find more information about the Tillamook Urban Renewal Agency?

The urban renewal agency meets regular on the second Wednesday of each month at 5:30 P.M. at the Tillamook City Hall. Meetings are open to the public and anyone considering an application are encouraged to attend. The TURA Board of Directors consists of 5 at-large members and 2 City Council members. All board members are volunteers. The City Manager acts as the Administrator of the agency as well as his executive assistant. The City website houses urban renewal information and documents at TURA Website: http://tillamookor.gov/urban-renewal. For further information please contact Paul Wyntergreen, TURA Administrator: (503)374-1829 or Debbi Reeves, TURA Executive Assistance (503)374-1830

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Tillamook, OR

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Design or Engineering Assistance Application

Date of Submission _____

Applicant Information:

Company _____

Address _____

Address of Subject Property _____

Assessor Tax Lot Number _____

Contact Person _____ Email Address _____

Phone Number _____ Fax Number _____

☐ Building Owner ☐ Tenant

Building Owner Information (if different from applicant):

Contact Person _____

Contact Address _____

Email Address _____ Phone Number _____

Fax Number _____

☐ Owner is aware of the application ☐ Owner has endorsed the application

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Please submit the following information with your application:

☐ Photographs clearly showing existing conditions of the building to be improved.

☐ A written description of the proposed work (attached).

☐ Basic drawings or sketches showing the proposed improvements.

☐ Written consent from the property owner, if owner is different from applicant.

Requirements:

- Professional design work shall not begin until this application is approved by the Tillamook Urban Renewal Agency board.
- Design services are limited to facades, building exterior improvements, or other TURA Plan approved renovations. A further description of eligible/ineligible projects are describe by Program Guidelines.
- Funding will **only** be provided to design consultants pre-approved by the Tillamook Urban Renewal Agency Proposal and Justification Committee.
- Design assistance funding shall be issued by the Tillamook Urban Renewal Agency board directly to the approved designer **only** after receipt of reproducible design materials.

Project Start Date _____

Expected Completion Date _____

Total Estimated Cost of Project _____

Grant Amount Requested _____

I agree that the information provided above and within is accurate and correct to the best of my knowledge and that all required permits will be obtained. I also assure that my person and business are in compliance with all laws, ordinances, rules and regulations of the State of Oregon and the Tillamook Urban Renewal Agency.

Signature of Applicant _____

Signature of Design Consultant _____

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Written Summary of Proposed Work:

Please be specific, providing as many details regarding materials as possible. Also, explain how the proposed project will enhance the integrity of the TURA District. In addition, please provide; purpose for the project, intended use of the building, current use of the building and estimated age of the building.

**Attach additional sheets if necessary.

Tillamook Urban Renewal Agency

List of Design Assistance Providers

REV. 11-30-2016

J. Thomas (Tom) Ayres, Architect

38760 Reed Road

Nehalem, OR 97131

503.368.6220

Email: jta@nehalemtel.net

Anthony Stoppiello

PO Box 72

Nehalem, OR 97131

503.368.6141

Email: stoppiello@nehalemtel.net

Www.stoppielloarchitecture.com

Mark Seder

Seder Architecture & Urban Design

3219 NE Thompson Street

Portland OR 97212

503.209.5596

Email: markstudiopdx@gmail.com

James M. Fanjoy, Architect

Brittell Architecture

40205 Highway 53

Nehalem, OR 97131

503.367.5522

Email: jim@jfanjoy.com

www.jFanjoy.com

Kristine and Rodney Hayes

SAI Design & Build

130 Hwy 101 N.

Rockaway Beach, OR 97136

503.355.2007

Email: saibuild@hotmail.com

www.costalhomebuilding.com

Randal S. Saunders, Architect

RSS Architecture, P.C.

2225 Country Club Road

Woodburn, OR 97071

503.982.1211 or 503.370.7929

Email: randy-rssarch@qwestoffice.net

Group Jake Collaborative Design

1314 NW Irving #203

Portland OR 97209

503.267.5442

jasonn.GJCD@comcast.net