



# **TILLAMOOK COUNTY BOARD OF COMMISSIONERS NOTICE OF MEETING AGENDAS**

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## **BOARD OF COMMISSIONERS**

**David Yamamoto**, Chair  
*dyamamoto@co.tillamook.or.us*

**Erin D. Skaar**, Vice-Chair  
*eskaar@co.tillamook.or.us*

**Mary Faith Bell**, Commissioner  
*mfbell@co.tillamook.or.us*

## **CONTACT**

Tillamook County Courthouse  
201 Laurel Avenue  
Tillamook, Oregon 97141  
503.842.3403  
[www.co.tillamook.or.us](http://www.co.tillamook.or.us)

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## **COMMUNITY UPDATE MEETING**

**Tuesday, March 8, 2022 at 8:00 a.m.**  
*Teleconference and KTIL-FM at 95.9*

## **BOARD MEETING**

**Wednesday, March 9, 2022 at 9:00 a.m.**  
**Commissioners' Meeting Rooms A & B**  
*County Courthouse, Teleconference, and Live Video at [tctvonline.com](http://tctvonline.com)*

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## AGENDAS

### **COMMUNITY UPDATE - 2022-03-08 COMMUNITY UPDATE AUDIO.MP4**

CALL TO ORDER: Tuesday, March 8, 2022 8:00 a.m.

1. 00:25 Welcome and Board of Commissioners' Roll Call
2. 00:52 Adventist Health Tillamook
3. 02:51 Coastal Caucus
4. 23:33 Tillamook County Community Health Center
5. 31:46 Nehalem Bay Health Center & Pharmacy
6. 33:13 Tillamook Family Counseling Center
7. 35:22 Sheriff's Office
8. 42:10 Emergency Management
9. 47:14 Board of Commissioners  
49:02 Clerk's Office
10. Cities  
56:51 Manzanita  
1:02:26 Tillamook  
1:10:20 South County

**ADJOURN – 9:14 a.m.**

## **MEETING – BOCC MEETING AUDIO-2022-03-09.MP4**

CALL TO ORDER: Wednesday, March 9, 2022 9:00 a.m.

1. 02:17 Welcome & Request to Sign Guest List
2. 02:22 Pledge of Allegiance
3. 02:47 Public Comment: There were none.
4. Non-Agenda Items  
02:50 Unscheduled Agenda Item/Commissioner David Yamamoto

### **CONSENT CALENDAR**

5. 02:59 Annual Liquor License Renewal Applications: Alice's Country House, Bayside Market & Deli, Beach Wok, Bear Creek Artichokes, Ben & Jeff's Burgers & Tacos, Headlands Coastal Lodge & Spa, Hebo Market, Inn at Cape Kiwanda, Jetty Fishery, Mohler Co Op Store, Nestucca Bay Creamery Cheese Shop, Netarts Bay Garden RV Resort/USS Kearsarge, PC Pour, Pelican Pub, and South Prairie Store

A motion was made by Commissioner Bell and seconded by Vice-Chair Skaar. The motion passed with three aye votes. The Board approved the consent calendar.

### **LEGISLATIVE – ADMINISTRATIVE**

6. 03:57 Discussion and Consideration of Modification #4 to Contract #4834 Contract for General Services with Day Wireless Systems for the Upfitting of Police Vehicles Project/Matt Kelly, Undersheriff, Sheriff's Office

A motion was made by Commissioner Bell and seconded by Vice-Chair Skaar. The motion passed with three aye votes. The Board signed the modification.

7. 05:20 Discussion and Consideration of a Fifth Amendment to Oregon Health Authority 2021-2023 Intergovernmental Agreement #169528 for the Financing of Public Health Services/Marlene Putman, Administrator, Health and Human Services

A motion was made by Commissioner Bell and seconded by Vice-Chair Skaar. The motion passed with three aye votes. The Chair signed the amendment.

8. 07:50 Discussion and Consideration of Administrative Standards for Social Media Use for County Accounts for the Library Department/Geri Godber, Library Director

A motion was made by Commissioner Bell and seconded by Vice-Chair Skaar. The motion passed with three aye votes. The Chair signed the policy.

9. 09:31 Discussion and Consideration of an Order in the Matter the Appointment of a Member to the Tillamook County Road Advisory Committee/Chris Laity, Director, Public Works
- A motion was made by Commissioner Bell and seconded by Vice-Chair Skaar. The motion passed with three aye votes. The Board signed Order #22-014.
10. 14:30 Discussion and Consideration of a Professional Services Agreement with Capital Asset and Pavement Services, Inc. for Pavement Management Program Update and Re-Inspection Services and Digital Imaging of Tillamook County Roads/Chris Laity, Director, Public Works
- A motion was made by Commissioner Bell and seconded by Vice-Chair Skaar. The motion passed with three aye votes. The Board signed the agreement.
11. 31:47 Discussion and Consideration of Referring the Ridge Road Local Improvement District Petition to the County Road Engineer/Chris Laity, Director, Public Works
- Continued Discussion and Consideration until 3/16/2022.
12. 1:25:20 Discussion and Consideration of a Prevailing Wage Contract for Construction with JIMCO Electrical Contracting Inc. for the Courthouse Network and Fiber Optic Upgrade Project/Damian Laviolette, Director, Information Services
- A motion was made by Commissioner Bell and seconded by Vice-Chair Skaar. The motion passed with three aye votes. The Board signed the agreement.
13. 1:27:34 Discussion and Consideration of Modification #1 to Personal Services Agreement #6086 With TCB Security Services Inc. for Courthouse Security Services/Commissioner Mary Faith Bell
- A motion was made by Commissioner Bell and seconded by Vice-Chair Skaar. The motion passed with three aye votes. The Board signed the modification.
14. 1:31:32 Discussion Concerning Face Covering Guidelines in the Courthouse/Commissioner Mary Faith Bell
- The Board will follow State guidelines.
- 1:37:28 **UNSCHEDULED:** Discussion Concerning the COVID-19 Response Policy/Commissioner Mary Faith Bell
- 1:44:55 Mask Related Changes to Policy/Joel Stevens, County Counsel
- The Board will discuss again at a future meeting agenda before 3/31/2022.

15. 1:49:09 Board Concerns – Non-Agenda Items: There were none.
16. 1:49:10 Board Announcements

**ADJOURN – 10:51 a.m.**

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## JOIN THE BOARD OF COMMISSIONERS' MEETINGS

The board is committed to community participation and provides opportunity for public attendance during meetings via in-person and teleconference. Teleconference options are listen-only. Due to Oregon COVID-19 recommendations for public gatherings, the maximum capacity of the board meeting room is limited to 12 persons, not including staff and commissioners.

- **Community Update Meetings: Tuesdays at 8:00 a.m.**
  - Teleconference: Dial 971-254-3149, Conference ID: 736 023 979#
  - Radio: KTIL-FM at 95.9
- **Board Meetings: Wednesdays at 9:00 a.m.**
  - County Courthouse: Commissioner's Meeting Rooms A & B, 201 Laurel Avenue, Tillamook
  - Teleconference: Dial 971-254-3149, Conference ID: 736 023 979#
  - Live Video: [tctvonline.com](http://tctvonline.com)

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## MEETING INFORMATION AND RULES

- Matters for discussion and consideration by the board shall be placed on an agenda prepared by the staff and approved by the board chair. Any commissioner may request items on the agenda.
- Public hearings are formal proceedings publicized through a special public notice issued to media and others. Public hearings held by the board are to provide the board an opportunity to hear from the public about a specific topic. Public hearings are therefore different regarding audience participation at board meetings.
- Commissioners shall be addressed by their title followed by their last name.
- Commissioners shall obtain approval from the chair before speaking or asking questions of staff, presenters, and public. As a courtesy, the chair shall allow an opportunity, by the commissioner who has the floor, to ask immediate follow-up questions.
- Masks, face coverings or face shields must be worn in the courthouse by State order. Masks must be worn while giving comment.
- A majority of the board shall constitute a quorum and be necessary for the transaction of business.
- All board meeting notices are publicized in accordance with public meeting laws.
- All board meetings shall commence with the Pledge of Allegiance.
- The chair will utilize the gavel as needed to maintain order, commence and adjourn meetings, and signal approval of motions.
- The board reserves the right to recess to executive session as may be required at any time during these meetings, pursuant to ORS 192.660(1).
- The courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing visual, or manual impairments who wish to participate in the meeting, contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

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## **PUBLIC COMMENT**

- Providing public comment is an opportunity for constituents to be heard and express their views to the board.
- The board allows public comment at board meetings during the public comment period designated on the agenda.
- Comments are limited to one per person and per agenda item.
- Comments must be related to the agenda item(s) previously registered to comment on.
- The allotted time for public comments is two minutes per person; this time may not be allotted to another speaker. The chair may, at their sole discretion, further limit or expand the amount of time.
- The public comment opportunity is not a discussion, debate, or dialogue between the speaker and the board, which may or may not respond.
- Members of the public do not have the right to disrupt the meeting; the board may prohibit demonstrations such as booing, hissing, or clapping.
- Remarks containing hate speech, profanity, obscenity, name calling or personal attacks, defamation to a person, people, or organization, or other remarks the board deems inappropriate will not be allowed.
- Failure to follow all rules and procedures may result in not being able to provide public comment and/or being removed from the meeting.

### **In-Person Procedures**

- Sign in before the meeting begins and indicate your desire to provide public comment and which agenda item you would like to comment on. When your name is announced, please come forward to the table placed in front of the dais and for the record, first identify yourself, area of residence, and organization represented, if any.

### **Virtual Procedures**

- Register by sending an email to [publiccomments@co.tillamook.or.us](mailto:publiccomments@co.tillamook.or.us) by 12:00 p.m. on the Tuesday prior to the board meeting. The email must contain all of the following information:
  - Full name, area of residence, and phone number.
  - Agenda item(s), you wish to comment on.
- Once registered, and before the start of the meeting, board staff will email a Microsoft Teams meeting link.
- When logged in to the meeting you must remain muted with your camera off until your name is called, then you unmute and turn on your camera.
- The chair may require those providing virtual comment to turn on their camera while providing comment or testimony.

### **Written Procedures**

- Written comments may be mailed to 201 Laurel Avenue, Tillamook, Oregon 97141 or emailed to: [publiccomments@co.tillamook.or.us](mailto:publiccomments@co.tillamook.or.us).
- Written comments received by 12:00 p.m. on the Tuesday prior to the board meeting will be distributed to the board and posted online. All written comments submitted become part of the permanent public meeting record.

## **AGENDAS**

### **COMMUNITY UPDATE**

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3. Coastal Caucus
4. Tillamook County Community Health Center
5. Nehalem Bay Health Center & Pharmacy
6. Tillamook Family Counseling Center
7. Sheriff's Office
8. Emergency Management
9. Board of Commissioners
10. Cities
  - a. Manzanita
  - b. Nehalem
  - c. Wheeler
  - d. Rockaway Beach
  - e. Garibaldi
  - f. Bay City
  - g. Tillamook
  - h. South County

### **ADJOURN**



## **MEETING**

CALL TO ORDER: Wednesday, March 9, 2022 9:00 a.m.

1. Welcome & Request to Sign Guest List
2. Pledge of Allegiance
3. Public Comment
4. Non-Agenda Items

## **CONSENT CALENDAR**

5. Annual Liquor License Renewal Applications: Alice's Country House, Bayside Market & Deli, Beach Wok, Bear Creek Artichokes, Ben & Jeff's Burgers & Tacos, Headlands Coastal Lodge & Spa, Hebo Market, Inn at Cape Kiwanda, Jetty Fishery, Mohler Co Op Store, Nestucca Bay Creamery Cheese Shop, Netarts Bay Garden RV Resort/USS Kearsarge, PC Pour, Pelican Pub, and South Prairie Store

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8. Discussion and Consideration of Administrative Standards for Social Media Use for County Accounts for the Library Department/Geri Godber, Library Director
9. Discussion and Consideration of an Order in the Matter the Appointment of a Member to the Tillamook County Road Advisory Committee/Chris Laity, Director, Public Works
10. Discussion and Consideration of a Professional Services Agreement with Capital Asset and Pavement Services, Inc. for Pavement Management Program Update and Re-Inspection Services and Digital Imaging of Tillamook County Roads/Chris Laity, Director, Public Works
11. Discussion and Consideration of Referring the Ridge Road Local Improvement District Petition to the County Road Engineer/Chris Laity, Director, Public Works
12. Discussion and Consideration of a Prevailing Wage Contract for Construction with JIMCO Electrical Contracting Inc. for the Courthouse Network and Fiber Optic Upgrade Project/Damian Laviolette, Director, Information Services

13. Discussion and Consideration of Modification #1 to Personal Services Agreement #6086 With TCB Security Services Inc. for Courthouse Security Services/Commissioner Mary Faith Bell
14. Discussion and Consideration of Face Covering Guidelines in the Courthouse/Commissioner Mary Faith Bell
15. Board Concerns – Non-Agenda Items
16. Board Announcements

## **ADJOURN**

## **OTHER MEETINGS AND ANNOUNCEMENTS**

The Commissioners will hold a Board Briefing on **Thursday, March 10, 2022** at **11:00 a.m.** to discuss weekly commissioner updates. The meeting will be held at the Courthouse in the Nestucca Room, 201 Laurel Avenue, Tillamook, Oregon. The teleconference number is 1-971-254-3149, Conference ID: 736 023 979#.

Wednesday, March 9, 2022

PLEASE PRINT

### Item of Interest

no sign-ins

**(Please use reverse if necessary)**

# TILLAMOOK COUNTY BOARD OF COMMISSIONERS' MEETING

**WEDNESDAY, MARCH 9, 2022**

# PUBLIC COMMENT SIGN-IN SHEET

**PLEASE PRINT**

[illegible]



503-842-3943 | 1-800-528-2938

TTY: 1-800-735-2900

Fax: 503-842-3983

[tillamookchc.org](http://tillamookchc.org)

801 Pacific Ave | PO Box 489 | Tillamook, OR 97141

## NOTICE OF LIQUOR LICENSE APPLICATIONS

Pursuant to Tillamook County Ordinance #23, the following businesses are undergoing the annual review of their liquor license: **Alice's Country House, Bayside Market & Deli, Beach Wok, Bear Creek Artichokes, Ben & Jeff's Burgers & Tacos, Headlands Coastal Lodge & Spa, Hebo Market, Inn at Cape Kiwanda, Jetty Fishery, Mohler Co Op Store, Nestucca Bay Creamery Cheese Shop, Netarts Bay Garden RV Resort / USS Kearsarge, PC Pour, Pelican Pub, South Prairie Store.**

Written comments will be accepted by the Liquor License Review Administrator until 5:00 p.m. on Tuesday, March 1. All comments must be signed and must specify the business for which the comments are to be made. These comments will be considered in conjunction with the review of the application for a local recommendation to the OLCC.

Please direct all comments to Tillamook Environmental Health, 801 Pacific Avenue, Tillamook, Oregon 97141.



*Land of Cheese, Trees and Ocean Breeze*

**TASSI O'NEIL  
COUNTY CLERK  
201 LAUREL AVENUE  
TILLAMOOK, OR 97141  
(503) 842-3402**

**Received**

MAR - 1 2022

Tillamook County  
Board of Commissioners

March 1, 2022

Tillamook County Board of Commissioners  
201 Laurel Avenue  
Tillamook, OR 97141

RE: Petition No. 566 – Petition for Improvement of That Certain Public Road  
Known as Ridge Road filed in our office February 25, 2022.

Enclosed is a certified copy of Petition No. 566 for for Improvement of That Certain  
Public Road Known as Ridge Road

Certification from the Assessor's Office was received on March 1, 2022, that the  
petitioners are landowners in the proposed annexation. Assessor's letter is attached for  
your reference.

Thank you in advance for your assistance in this matter.

Sincerely,

Christy Biggs  
Chief Deputy County Clerk

Enclosure

Tillamook County  
Department of Assessment and Taxation  
201 Laurel Avenue  
Tillamook, Oregon 97141

**FILED**  
**MAR 01 2022**  
**TASSI O'NEIL**  
**COUNTY CLERK**

March 1<sup>st</sup>, 2022

Tassi O'Neil  
Tillamook County Clerk  
201 Laurel Avenue  
Tillamook, Oregon 97141

RE: Petition No. 566 for Improvement of That Certain Public Road Known as Ridge Road filed in the Tillamook County Clerk's Office on February 25<sup>th</sup>, 2022.

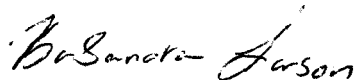
I have researched our records and certify the following.

The petitioners: William D Thomason & Anne Tomason are **NOT** the landowners of record of Tax Lot 3900 as described in Exhibit "F" in the proposed petition in accordance with ORS 198.765(2).

The parcels of property described in Exhibit "F" are known by Tillamook County Assessment Records as (Map / Tax Lot / Tax ID / Owner of Record):

MAP	TAXLOT	TAX ID	OWNER OF RECORD
4S1113D0	03500	243123	HIGHSTORM RIDGE LLC
4S1113D0	03501	411654	HIGHSTORM RIDGE LLC
4S1113D0	03600	243141	RODGER B. & RUTH ANNE LANCE
4S1113D0	03700	243169	KEITH A ENGEL TRUST & SHARON L ENGEL TRUST KIETH A ENGEL & SHARON L ENGEL
4S1113D0	03800	243187	DIANNE & LARRY PARENT
4S1113D0	03801	391689	GEORGE DOMUROT & DAVID S BEANLAND
4S1113D0	03900	243203	TOM S THOMASON & LORI S THOMASON

Respectfully,



KaSandra Larson  
Chief Deputy Assessor/Tax Collector

#566

FILED

FEB 25 2022

TASSI O'NEIL  
COUNTY CLERK

IN THE BOARD OF COMMISSIONERS  
FOR TILLAMOOK COUNTY, OREGON

IN THE MATTER OF IMPROVEMENT )  
OF THAT CERTAIN PUBLIC ROAD ) PETITION FOR IMPROVEMENT OF  
KNOWN AS Ridge Road ) PUBLIC ROAD

(I). (We). Highstorm Ridge, LLC, Tom and Stephanie Thomason,  
George Dumurot and David S. Beanland, Larry and Dianne Parent,  
Rodger and RuthAnne Lance, Keith and Sharon Engel

hereby petition the Board of County Commissioners for an order and all other acts and  
proceeding, for the improvement of that certain public road located in Tillamook County,  
Oregon, known as Ridge Road and more particularly  
described as follows:

*Beginning at the end of the current paved surface and extending  
to the north side of the last private lot adjacent to this right of way.*

In support of this petition, we represent and allege:

- (1) That said road lies entirely in the unincorporated area of Tillamook County.
- (2) That said road is a platted street or is a dedicated public road. Recorded as  
Ridge Road, Tillamook County Record of town plats or deeds.
- (3) That the signers of this petition constitute not less than 60 percent of the owners of  
property abutting on said road, within the limits of the proposed improvement; and that  
their ownership collectively represents not less than 60 percent of said property.
- (4) That this petition is made pursuant to Chapter 371.605 to 371.660, inclusive, Oregon  
Revised Statutes (copy attached) and each owner of petition agrees to comply with and be  
bound by all provisions, terms and conditions of said Chapter, consents to the assessment  
against his or her respective property and ownership, subject to the right to make timely  
objections to such assessment as may be fixed by the Director of Public Works; and, after  
final determination of the amount of such assessment against each parcel of property and  
certification thereof to the County Treasurer, does agree that each assessment shall be a  
valid and enforceable lien against the representative properties whether or not said  
Chapter be hereafter held invalid in whole or in part, by an Court, or whether same be  
repealed by subsequent act of the State Legislature.



Note: The petitioner is urged to thoroughly understand the importance of this petition before signing, and, if he or she intends to sign the petition, is further urged to fill out completely and accurately all the information requested. The signing of this petition means that, if the improvement is authorized, the work will be done. The cost will be assessed and may be paid in a lump sum after completion of the work or semi-annually, in accordance with the statutes.

We desire the improvement to be constructed to the County Road Standard (see attached).

Highstorm Ridge, LLC

I, Ben Gates, Authorized Representative, certify that I circulated this petition and attached signature sheet(s), and verify to the best of my knowledge that all information and signatures obtained are true and correct.

Signature



Address 2326 SE Morrison Ave, Suite A

City, State, Zip Portland, OR 97214

Phone (503) 893-2031

Attachments: Oregon Revised Statutes Chapter 371.605 to 371.660  
County Road Standard  
Signature Sheet(s)

## Signature Sheet

Owner(s) Names	Owner=s Address	Check appropriate line /
<b>Highstorm Ridge, LLC</b> <small>(Print Name)</small>  <small>(Print Name)</small>	<b>5300 Memorial Drive</b> <small>Address</small> <b>Suite 1000</b> <b>Houston, TX 77007</b> <small>City, State, Zip</small>	Husband & Wife Sole Owner Partnership <small>(Indicate % of ownership of partnership)</small>
Signature of Legal Owner:      (see attached signature sheet on local improvement district letter of intent)  Signature of Legal Owner:		

Owner(s) Names	Owner=s Address	Check appropriate line /
<b>Tom Thomason</b> <small>(Print Name)</small>  <b>Stephanie Thomason</b> <small>(Print Name)</small>	<b>505 SW Mill View Way, #100</b> <small>Address</small>  <b>Bend, OR 97702</b> <small>City, State, Zip</small>	Husband & Wife Sole Owner Partnership <small>(Indicate % of ownership of partnership)</small>
Signature of Legal Owner:      (see attached signature sheet on local improvement district letter of intent)  Signature of Legal Owner:		

Owner(s) Names	Owner's Address	Check appropriate line /
<b>George Dumurot</b> <small>(Print Name)</small>  <b>David S. Beanland</b> <small>(Print Name)</small>	<b>603 SE 54th Ave</b> <small>Address</small>  <b>Portland, OR 97215</b> <small>City, State, Zip</small>	Husband & Wife Sole Owner Partnership ✓ <small>(Indicate % of ownership of partnership)</small>
Signature of Legal Owner:      (see attached signature sheet on local improvement district letter of intent)  Signature of Legal Owner:		

## Signature Sheet

Owner(s) Names	Owner=s Address	Check appropriate line /
Larry Parent <small>(Print Name)</small>	28808 SE Geneva Loop <small>Address</small>	Husband & Wife ✓
Dianne Parent <small>(Print Name)</small>	Wilsonville, OR 97070 <small>City, State, Zip</small>	Sole Owner Partnership <small>(Indicate % of ownership of partnership)</small>
<p>Signature of Legal Owner: (see attached signature sheet on local improvement district letter of intent)</p> <p>Signature of Legal Owner:</p>		

Owner(s) Names	Owner=s Address	Check appropriate line /
Rodger Lance <small>(Print Name)</small>	8309 NE 152nd Ave <small>Address</small>	Husband & Wife ✓
RuthAnne Lance <small>(Print Name)</small>	Vancouver, WA 98682 <small>City, State, Zip</small>	Sole Owner Partnership <small>(Indicate % of ownership of partnership)</small>
<p>Signature of Legal Owner: (see attached signature sheet on local improvement district letter of intent)</p> <p>Signature of Legal Owner:</p>		

Owner(s) Names	Owner's Address	Check appropriate line /
Keith Engel <small>(Print Name)</small>	21173 N Mariposa Grove Ln <small>Address</small>	Husband & Wife ✓
Sharon Engel <small>(Print Name)</small>	Surprise, AZ 85387 <small>City, State, Zip</small>	Sole Owner Partnership <small>(Indicate % of ownership of partnership)</small>
<p>Signature of Legal Owner: (see attached signature sheet on local improvement district letter of intent)</p> <p>Signature of Legal Owner:</p>		

IMPROVEMENT OF STREETS  
AND ROADS IN  
UNINCORPORATED AREAS

371.605 Definitions for ORS 371.605 to 371.660.:RF10. As used in ORS 371.605 to 371.660. unless the context requires otherwise:

(1) <<Owner>> means a vendee under a recorded land contract or if there is no such contract, the holder of the record title, which vendee or holder has a present interest equal to or greater than a life estate.

(2) <<Engineer>> means the county engineer, roadmaster, surveyor or other engineer selected by the county governing body.

(3) <<Improvement>> includes:

(a) The grading, graveling, paving or other surfacing of any road, or opening, laying out, widening, extending, altering, changing the grade of or constructing any road.

(b) The construction or reconstruction of sidewalks.

(c) The installation of ornamental street lights.

(d) The reconstruction or repair of any road improvement mentioned in this subsection.

(e) The acquisition, establishment, construction or reconstruction of any off-road motor vehicle parking facility.

(f) Installing, constructing, reconstructing, improving, extending or repairing lateral sewers, street mains, sewage disposal systems or similar facilities, and other facilities incidental thereto, within the right of way of a county road or public road.

(4) <<Road.>> <<county road>> and <<public road>> have the meanings given those terms in ORS 368.001.

[Amended by 1955 c.773 :S.1; 1973 c.461 :S.1; 1975 c.738 :S.2; 1983 c.305 :S.1]

371.610 Application of ORS 371.605 to 371.660; authority of county to supersede statutes.:RF10. (1) ORS 371.605 to 371.660 do not apply to any state highway.

(2) The county governing body may designate any public road improved under ORS 371.605 to 371.660 as a county road without invalidating the assessments levied for the purpose of the improvements.

(3) Except as otherwise provided in this section, a county may supersede any provision in ORS 371.605 to 371.660 by enacting an ordinance under ORS 203.030 to 203.065 authorizing the use of assessments to finance local improvements, as defined in ORS 223.001, and providing a procedure for levying such assessments.

[Amended by 1955 c.773 :S.2; 1959 c.656 :S.1; 1983 c.305 :S.2; 1987 c.615 :S.3; 1991 c.902 :S.111]

371.615 Petition or resolution for improvement of roads in unincorporated areas.:RF10. Proceedings to cause any improvement to be made or constructed in an unincorporated area may be initiated by the county governing body by resolution or by a petition signed by not less than 60 percent of the owners of the land representing not less than 60 percent of the land abutting on the proposed improvement and presented to the county governing body asking for the improvement. The resolution or petition shall indicate where the improvement shall be made and describe the nature of the improvement desired.

[Amended by 1955 c.773 :S.3; 1961 c.432 :S.1; 1971 c.327 :S.1; 1983 c.305 :S.3]

371.620 Signers of petition and objection in event of cotenancies.:RF10. In case of tenants by the entirety, joint tenants or tenants in common the parcel of land is considered as having one owner, which owner shall be deemed to have signed the petition provided for in ORS 371.615 or the objection provided for in ORS 371.630 only if every cotenant of the parcel has signed.

371.625 Investigation and estimation of cost of improvement by engineer.:RF10. When the resolution is adopted or the petition is filed with it, the county court shall refer the resolution or petition to the engineer, who shall investigate the proposed improvement. If in the judgment of the engineer the improvement is feasible, the engineer shall make an estimate of the cost of the improvement and report the same to the county court. If the improvement is to be paid for in whole or in part by special assessments against property benefited by the improvement, the engineer shall include in the report:

- (1) A recommendation as to the method of assessment to be used to arrive at a fair apportionment of the whole or any portion of the cost of the improvement to the properties specially benefited;
- (2) The description and assessed value of each lot, parcel of land or portion thereof, to be specially benefited by the improvement, with the names of the record owners thereof; and
- (3) Where the improvement petitioned for includes the construction and installation of lateral sewers, street mains or similar facilities, a separate statement of the estimated cost of the construction and installation of lateral sewers, street mains or similar facilities.

[Amended by 1971 c.327 :S.2; 1973 c.461 :S.2]

371.630 Notice to owner of engineer's report: filing objections.:RF10. (1) If the engineer makes a favorable report on the proposed improvement, the county court shall mail to the owner of each parcel of land to be assessed for the proposed improvement a written notice of the favorable report, the estimated cost of the improvement and the estimated amount of the assessment against the land of the owner. The notice shall require the owner to file with the county court within 20 days after the mailing of the notice, a written objection, if any, to the further prosecution of the improvement.

(2) If objections are received by the county court signed by more than 50 percent of the owners of land representing more than 50 percent of the total amount of the assessment for the proposed improvement, the proposed improvement shall, by order of the court, be declared abandoned and no new petition may be filed and no new resolution may be adopted for the improvement within a period of one year after the date of the order.

[Amended by 1955 c.773 :S.4; 1971 c.327 :S.3]

371.635 Court order for improvement; recording; vacation of order and removal of lien.:RF10. (1) If the number of objections mentioned in ORS 371.630 is not received, the county court may, by order describing the land to be assessed, direct the improvement to be made by contract, or by force account. If by contract, it shall be awarded in the same manner as provided for other contracted county road improvement.

(2) The county court shall record the order for the improvement with the county clerk. The recorded order is notice that the land described in the order is subject to a lien of an assessment for the cost of the improvement, in an amount to be determined later by an order of the county court. The county clerk shall indorse upon the order the date of the filing thereof, and shall record and index the same in a lien docket in the office of the county clerk.

(3) If the proposed improvement described in the order of the county court is not commenced within two years after the order for the improvement is recorded, the county court may by a new order vacate its former order for the proposed improvement. The county court shall record with the county clerk the order vacating the former order for the proposed improvement. Thereupon the land described shall be free of such lien and the effect of the former order. The county clerk shall indorse upon the new order the date of the filing thereof, and shall record and index the same in the lien docket referred to in subsection (2) of this section.

[Amended by 1955 c.549 :S.1; 1955 c.773 :S.5; 1971 c.327 :S.4]

371.640 Engineer to compile improvement cost; source of payment; reimbursement of source; additional work.:RF10. (1) After the improvement has been made, inspected by the engineer and accepted by the county court, the engineer shall compile the total cost of the improvement. When compiling the total cost of the improvement, the engineer may add the actual and estimated future costs for engineering and administration.

Where the improvement includes the construction and installation of lateral sewers, street mains or similar facilities, the engineer shall separately compile the total cost of those improvements.

(2) Payment of the cost of the improvement other than for the construction and installation of lateral sewers and street mains or similar facilities shall be made from the general road funds or from any funds available for the construction or improvement of county roads. Payment of the cost of the construction and installation of lateral sewers and street mains or similar facilities shall be made from any funds available to the county for such improvements.

(3) The funds expended for the improvement shall be reimbursed or the improvement warrants shall be retired to the extent of the proceeds of an assessment against the land benefited by the improvement, but no assessment shall be made against any operating railroad right of way without the consent of the owner thereof. Each landowner shall be assessed a portion of the cost of the improvement corresponding to the relative benefit to the land of the landowner from the improvement.

(4) All of the cost of improvements within intersections connected with any improvement under ORS 371.605 to 371.660 may be borne by the county.

(5) Unless notified to the contrary by the owner prior to the acceptance of bids for improvements under ORS 371.605 to 371.660, an existing driveway shall be reconstructed to the property line to conform with the new grade. Additional driveways or other road connections, including retaining walls, may be constructed simultaneously with the improvements, when a written request is filed with the county court prior to the acceptance of bids by the affected abutting landowners. The cost of the driveway and all requested work shall be charged to the abutting owner and added to the assessment against the land of the owner.

[Amended by 1953 c.573 :S.2; 1955 c.773 :S.6; 1961 c.432 :S.2; 1971 c.327 :S.5; 1973 c.461 :S.3; 1987 c.615 :S.4]

371.642 Allocation of costs of sidewalk or curb construction and other improvements.:RF10. Notwithstanding any provision to the contrary in ORS 371.605 to 371.660, the cost of construction of sidewalks under those sections shall be assessed in proportion to the front footage of the land or otherwise, as provided in those sections, to the owners of land abutting on the side of the street or road on which the sidewalks are constructed and fronting on such sidewalks. The cost of construction of all other improvements under those sections shall be assessed, in the manner provided in those sections, to the owners of land benefited by the improvement.

[1955 c.773 :S.12; 1971 c.327 :S.6]

371.645 Engineer to ascertain assessment; hearing on objections; court order.:RF10. (1) The engineer shall ascertain the amount of the assessment against each parcel of land assessed for the improvement and report the same to the county court.

(2) The county court by order shall thereupon set the time, not less than 10 days after the filing of the report, and place for a hearing of objections to the assessments as fixed in the report of the engineer.

(3) Not less than five days prior to the date of the hearing, the county court shall mail to the owner of each parcel of land proposed to be assessed, at the address of the owner as shown on the petition or on the latest tax roll of the county, a written notice of the time and place for the hearing of objections and of the amount of the proposed assessment against the land of the owner.

(4) After hearing objections, the county court shall by order find and determine from the evidence submitted the amount of assessment against each individual parcel of land.

[Amended by 1955 c.773 :S.7; 1971 c.327 :S.7]

371.650 Certification of assessment; recording order; lien.:RF10. (1) The county court shall certify a list and description of the ownership, stating the amount of assessment against each individual parcel of land, and shall record the order with the county clerk, who shall indorse thereon the date of the filing thereof and record and index it in the lien docket referred to in ORS 371.635 (2).

(2) The assessments and interest are a lien upon the land against which the same are assessed from the date of the filing with the county clerk of the order of parcel of land is deemed to be benefited by the improvement to the full amount of the assessment levied thereon. No transfer, sale or division of any such parcel, or change in the legal description thereof, in any way divests the lien from the original parcel and the whole thereof. Failing to enter the name of the owner or a mistake in the name of the owner does not in any way render void any assessment and does not in any way affect the lien on the land described. The lien has priority over all other liens and encumbrances whatsoever, except tax liens.

(3) Upon payment of the assessment in full, the county court shall satisfy the same by a notation in the lien docket referred to in ORS 371.635 (2), and the parcel of land charged with such assessment is thereby discharged from the lien.

[Amended by 1955 c.773 :S.8; 1959 c.656 :S.2]

371.655 When assessment due, payable and delinquent; application of other statutes.:RF10. (1) Except as provided in subsection (2) of this section, 30 days after the assessment is certified, the entire amount against each parcel of land shall be due and payable at the office designated by the governing body of the county and, if not so paid, shall be delinquent from that date and shall bear interest at a rate established by the governing body of the county.

(2) The owner of property assessed under ORS 371.605 to 371.660 shall have the right to apply for installment payment of the assessment as provided in ORS 223.210.

(3) The provisions of ORS 223.205 and 223.210 to 223.295 (Bancroft Bonding Act) and 223.770 relating to the assessment of property benefited by public improvements and to the issuance of bonds and other obligations for the cost of the improvements shall apply in so far as practicable and applicable in relation to the assessment by counties of the cost or any portion of the cost of improvements against the property benefited in accordance with ORS 371.605 to 371.660 and to the issuance of bonds and other obligations by the county. However, notwithstanding the provisions of ORS 223.295, in issuing bonds and other obligations under the provisions of this section, a county may incur indebtedness to an amount not exceeding .0375 of the latest real market valuation of the county.

(4) Where, in ORS 223.205 to 223.295 and 223.770, officials of governmental units are referred to, the corresponding officials of counties where applicable and unless otherwise designated by charter shall perform the required functions.

[Amended by 1955 c.773 :S.9; 1959 c.656 :S.3; 1961 c.432 :S.3; 1963 c.545 :S.1; 1965 c.227 :S.1; 1971 c.325 :S.3; 1981 c.322 :S.8; 1991 c.459 :S.391; 1991 c.902 :S.112; 1995 c.333 :S.17]

371.660 Delinquent list; execution and sale.:RF10. (1) One year from the date an assessment for improvements under ORS 371.605 to 371.660 is delinquent, or, in case the assessment has been spread in semiannual installments, one year from the date any semiannual installment of the assessment is delinquent, the county court shall prepare a delinquent list of all assessments not wholly paid. The list shall contain a description of the land, the name of the person to whom assessed and the amount of the assessment and interest due.

(2) The county court shall transmit the list to the county clerk, who shall issue a writ of execution thereon, directed to the county court.

(3) The county court shall proceed to collect the unpaid assessments named in the list by advertising and selling each parcel of land in the manner provided by law for the sale of real property on execution, but no parcel shall be sold for a sum less than the amount of the unpaid assessment plus interest thereon and the cost of advertising and sale.

[Amended by 1955 c.773 :S.10; 1959 c.656 :S.4; 1961 c.432 :S.4]

October 6, 2021

Attn: Highstorm Ridge, LLC  
2321 NW Thurman St  
Portland, OR 97210

RE: Ridge Road Local Improvement District

Dear Jake,

We at Urban Patterns recently assigned the purchase of the two lots at the northern-most end of Ridge Road to you and are pleased to be working as your owner's representative and architect on the project. The northern section of Ridge Road along seven lots is unimproved. We intend to collaborate with Tillamook County and the five other property owners to bring the road up to County standards on your behalf.

Forming a Local Improvement District (LID) among the six owners of vacant lots on Ridge Road may be our best opportunity to improve our property cost-effectively. Improvements would bring the road up to County standards, add a fire truck turn-around and bring utilities to our properties to support our homes. *The LID is a way to share the costs and benefits of improvements to Ridge Road.*

This letter of intent allows us to gauge interest in the LID. We have completed a road concept design and preliminary budget to help us all consider this option. We are hoping you can join us for a video call with the County Public Works Department on September 30<sup>th</sup> at 8:30 am to talk through questions regarding this process. Please reply by email if you would like to join the meeting. You can reach me at [ben@urbanpatterns.com](mailto:ben@urbanpatterns.com). You are also invited to review, sign, and return this letter of intent to express your interest by mail or email regardless of whether you attend the meeting. I am also available by phone if you would like to call me at (503) 866-8888. We look forward to hearing from you.

**Project Description:** The project will improve Ridge Road to County standards for the benefit of seven lots. The road will include a fire truck turnaround and underground utilities stubbed to each lot. A new road comprised of subgrade and final gravel grade will be built, requiring structural piles and retaining walls in some areas. Utility service lines will include underground electrical, water, sewer, and communications.



Tillamook County Public Works department will manage the Ridge Road Local Improvement District. Urban Patterns with our background in architecture and project management intends to provide Owner's representation. Schwabe has been retained to provide legal services and prepare the Local Improvement District agreements for your and Tillamook County approval. Harper Houf Peterson Righellis Inc has completed the concept plan for the road which has received preliminary Tillamook County approval and sign off by the fire marshal and the public works director. Cove Built Construction and their subconsultants have provided a detailed cost estimate, (Exhibit D).

**Local Improvement District Definition:** A Local Improvement District (LID) is a method by which a group of property owners can share the cost of infrastructure improvements, most commonly for roads and utilities. According to State of Oregon statute:

*"Local improvement" means a capital construction project, or part thereof, undertaken by a local government, pursuant to ORS 223.387 (Description of real property) to 223.399 (Powers of local government concerning assessments for local improvements), or pursuant to a local ordinance or resolution prescribing the procedure to be followed in making local assessments for benefits from a local improvement upon the lots that have been benefited by all or a part of the improvement:*

- (A) That provides a special benefit only to specific properties or rectifies a problem caused by specific properties;*
- (B) The costs of which are assessed against those properties in a single assessment upon the completion of the project; and*
- (C) For which the property owner may elect to make payment of the assessment plus appropriate interest over a period of at least 10 years.*

Local Improvement District as defined by Tillamook County memo, (Exhibit E):

*"Formal process regulated by Oregon Revised Statutes (271.605 and 371.660) for the establishment of an improvement district for specified road related work. Final cost for the LID are distributed by liens or assessment on properties. This process is generally used with larger projects over \$50,000."*

**Project Budget:** The project budget is initially estimated at approximately \$700,000, comprised of \$500,000 of construction cost including contingency and \$175,000 of soft costs including professional and legal services, permitting, system development charges, and contingency. The road improvements would serve seven lots. A preliminary estimate of the cost per lot is approximately \$96,400. The initial construction cost estimate was provided by Cove Built Construction and their subconsultants, (Exhibit D). Note this is an initial estimate. A final estimate would be completed as part of the LID process.

**Project Financing:** Financing may be offered by the County for up to 20 years, with the first payment coming due only after the project is complete. Each property owner within the LID can separately select their financing terms. Tillamook County would secure a low interest rate loan for the improvements and property owners would each decide the terms of repayment in individual agreements with the County. Interest on the loan would be passed through to property owners. Details of financing are to be confirmed with Tillamook County and may be adjusted according to their requirements.

**Project Team:**

Local Improvement District: Tillamook County

Land Use Attorney: Schwabe, Williamson & Wyatt

Engineer: Harper Houf Peterson Righellis Inc (HHPRI)

Project Manager: Tillamook County Public Works

Property Owner's Representative: Urban Patterns

Contractor: Pending confirmation of bidding process

**Property Owner Responsibilities:**

- Understand and enter into a Local Improvement Agreement
- Provide information as needed to County and Owner's Representative to facilitate project.
- Allow property access to facilitate road construction, which may require that you enter into a temporary construction easement or other access agreement.
- Payment of a pro-rata share of road improvements costs upon completion or as financed.

**Contingencies; Further Assurances:** The establishment of the LID is subject to receipt of all applicable governmental approvals and, if such approvals are received, will be subject to certain conditions imposed by the County. By agreeing to enter into the LID, each property owner will be required to submit and execute such documentation necessary to apply for and obtain the LID, and will be required to reasonably cooperate with the County and other property owners to allow construction of improvements to be completed.

The primary purpose of this Letter of Intent is to set forth basic terms and conditions of entering into the LID. As such, this Letter of Intent contains the parties' nonbinding expression of interest in pursuing an LID and entering into one or more Local Improvement Agreements consistent with this Letter of Intent. This Letter of Intent may be executed in any number of counterparts, provided each of the parties wishing to join the LID executes at least one counterpart, and all counterparts together will constitute one Letter of Intent.

We look forward to your response. If the LID project is of interest, please sign, and return this letter of intent by mail or email to:

Ben Gates  
Urban Patterns  
2326 SE Morrison St, Suite A  
Portland, OR 97214  
[ben@urbanpatterns.com](mailto:ben@urbanpatterns.com)

Please call me at (503) 866-8888 with any questions.

Sincerely,



Ben Gates, Urban Patterns

Ridge Road Local Improvement District Letter Of Intent, dated September 21,  
Agreed to and Accepted by:

Name:

JAKE SILVERSTEIN

By (signature):



Date:

2/8/22

Name (if second owner):

\_\_\_\_\_

By (signature):

\_\_\_\_\_

Date:

\_\_\_\_\_

September 21, 2021

Attn: Stephanie and Tom Thomason  
PO Box 5244  
Bend, OR 97708  
CC: Stephanie and Tom Thomason  
18615 Pinehurst Rd  
Bend, OR 97701

RE: Ridge Road Local Improvement District

Dear Stephanie and Tom,

We at Urban Patterns, are under contract to purchase the two lots at the northern-most end of Ridge Road. We are a design firm that works on place-based projects across Oregon. Our intention is to invite a homeowner in to design and build a home for them. The northern section of Ridge Road along seven lots is unimproved. We are interested in collaborating with you and Tillamook County to bring the road up to County standards.

We can't build the road alone. Forming a Local Improvement District (LID) among the six of us who own vacant lots on Ridge Road may be our best opportunity to improve our property cost-effectively. Improvements would bring the road up to County standards, add a fire truck turn-around and bring utilities to our properties to support our homes. The LID is a way to share the costs and benefits of improvements to Ridge Road.

This letter of intent allows us to gauge interest in the LID. We have completed a road concept design and preliminary budget to help us all consider this option. We are hoping you can join us for a video call with the County Public Works Department on September 30<sup>th</sup> at 8:30 am to talk through questions regarding this process. Please reply by email if you would like to join the meeting. You can reach me at [ben@urbanpatterns.com](mailto:ben@urbanpatterns.com). You are also invited to review, sign, and return this letter of intent to express your interest by mail or email regardless of whether you attend the meeting. I am also available by phone if you would like to call me at (503) 866-8888. We look forward to hearing from you.

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Tillamook County Public Works department will manage the Ridge Road Local Improvement District. Urban Patterns with our background in architecture and project management intends to provide Owner's representation. Schwabe has been retained to provide legal services and prepare the Local Improvement District agreements for your and Tillamook County approval. Harper Houf Peterson Righellis Inc has completed the concept plan for the road which has received preliminary Tillamook County approval and sign off by the fire marshal and the public works director. Cove Built Construction and their subconsultants have provided a detailed cost estimate, (Exhibit D).

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- (C) For which the property owner may elect to make payment of the assessment plus appropriate interest over a period of at least 10 years.*

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*"Formal process regulated by Oregon Revised Statutes (271.605 and 371.660) for the establishment of an improvement district for specified road related work. Final cost for the LID are distributed by liens or assessment on properties. This process is generally used with larger projects over \$50,000."*

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**Project Financing:** Financing may be offered by the County for up to 20 years, with the first payment coming due only after the project is complete. Each property owner within the LID can separately select their financing terms. Tillamook County would secure a low interest rate loan for the improvements and property owners would each decide the terms of repayment in individual agreements with the County. Interest on the loan would be passed through to property owners. Details of financing are to be confirmed with Tillamook County and may be adjusted according to their requirements.

**Project Team:**

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Land Use Attorney: Schwabe, Williamson & Wyatt

Engineer: Harper Houf Peterson Righellis Inc (HHPRI)

Project Manager: Tillamook County Public Works

Property Owner's Representative: Urban Patterns

Contractor: Pending confirmation of bidding process

**Property Owner Responsibilities:**

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We look forward to your response. If the LID project is of interest, please sign, and return this letter of intent by mail or email to:

Ben Gates  
Urban Patterns  
2326 SE Morrison St, Suite A  
Portland, OR 97214  
[ben@urbanpatterns.com](mailto:ben@urbanpatterns.com)

Please call me at (503) 866-8888 with any questions.

Sincerely,



Ben Gates, Urban Patterns

Ridge Road Local Improvement District Letter Of Intent, dated September 21,

Agreed to and Accepted by:

Name:

Stephanie M. Thomason

By (signature):

Step M. Thomason

Date:

02/15/22

Name (if second owner):

Tom S. Thomason

By (signature):

Tom S. Thomason

Date:

02/15/22

September 21, 2021

Attn: George Domurot and David S Beanland  
603 SE 54th Ave  
Portland, OR 97215

RE: Ridge Road Local Improvement District

Dear George and David,

We at Urban Patterns, are under contract to purchase the two lots at the northern-most end of Ridge Road. We are a design firm that works on place-based projects across Oregon. Our intention is to invite a homeowner in to design and build a home for them. The northern section of Ridge Road along seven lots is unimproved. We are interested in collaborating with you and Tillamook County to bring the road up to County standards.

We can't build the road alone. Forming a Local Improvement District (LID) among the six of us who own vacant lots on Ridge Road may be our best opportunity to improve our property cost-effectively. Improvements would bring the road up to County standards, add a fire truck turn-around and bring utilities to our properties to support our homes. The LID is a way to share the costs and benefits of improvements to Ridge Road.

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**Project Team:**

Local Improvement District: Tillamook County  
Land Use Attorney: Schwabe, Williamson & Wyatt  
Engineer: Harper Houf Peterson Righellis Inc (HHPR)  
Project Manager: Tillamook County Public Works  
Property Owner's Representative: Urban Patterns  
Contractor: Pending confirmation of bidding process

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Ben Gates  
Urban Patterns  
2326 SE Morrison St, Suite A  
Portland, OR 97214  
[ben@urbanpatterns.com](mailto:ben@urbanpatterns.com)

Please call me at (503) 866-8888 with any questions.

Sincerely



Ben Gates, Urban Patterns

Ridge Road Local Improvement District Letter Of Intent, dated September 21,

Agreed to and Accepted by:

Name:

George Donnell

By (signature):

[Signature]

Date:

12/29/2021

Name (if second owner):

DAVID S. BEAULANT

By (signature):

[Signature]

Date:

12/29/2021

September 21, 2021

Attn: Larry and Dianne Parent, dlparent@comcast.net  
4986 Kinsington St SE  
Salem, OR 97302

RE: Ridge Road Local Improvement District

Dear Larry and Dianne,

We at Urban Patterns, are under contract to purchase the two lots at the northern-most end of Ridge Road. We are a design firm that works on place-based projects across Oregon. Our intention is to invite a homeowner in to design and build a home for them. The northern section of Ridge Road along seven lots is unimproved. We are interested in collaborating with you and Tillamook County to bring the road up to County standards.

We can't build the road alone. Forming a Local Improvement District (LID) among the six of us who own vacant lots on Ridge Road may be our best opportunity to improve our property cost-effectively. Improvements would bring the road up to County standards, add a fire truck turn-around and bring utilities to our properties to support our homes. The LID is a way to share the costs and benefits of improvements to Ridge Road.

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Tillamook County Public Works department will manage the Ridge Road Local Improvement District. Urban Patterns with our background in architecture and project management intends to provide Owner's representation. Schwabe has been retained to provide legal services and prepare the Local Improvement District agreements for your and Tillamook County approval. Harper Houf Peterson Righellis Inc has completed the concept plan for the road which has received preliminary Tillamook County approval and sign off by the fire marshal and the public works director. Cove Built Construction and their subconsultants have provided a detailed cost estimate, (Exhibit D).

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*"Local improvement" means a capital construction project, or part thereof, undertaken by a local government, pursuant to ORS 223.387 (Description of real property) to 223.399 (Powers of local government concerning assessments for local improvements), or pursuant to a local ordinance or resolution prescribing the procedure to be followed in making local assessments for benefits from a local improvement upon the lots that have been benefited by all or a part of the improvement:*

- (A) That provides a special benefit only to specific properties or rectifies a problem caused by specific properties;*
- (B) The costs of which are assessed against those properties in a single assessment upon the completion of the project; and*
- (C) For which the property owner may elect to make payment of the assessment plus appropriate interest over a period of at least 10 years.*

Local Improvement District as defined by Tillamook County memo, (Exhibit E):

*"Formal process regulated by Oregon Revised Statutes (271.605 and 371.660) for the establishment of an improvement district for specified road related work. Final cost for the LID are distributed by liens or assessment on properties. This process is generally used with larger projects over \$50,000."*

**Project Budget:** The project budget is initially estimated at approximately \$700,000, comprised of \$500,000 of construction cost including contingency and \$175,000 of soft costs including professional and legal services, permitting, system development charges, and contingency. The road improvements would serve seven lots. A preliminary estimate of the cost per lot is approximately \$96,400. The initial construction cost estimate was provided by Cove Built Construction and their subconsultants, (Exhibit D). Note this is an initial estimate. A final estimate would be completed as part of the LID process.

**Project Financing:** Financing may be offered by the County for up to 20 years, with the first payment coming due only after the project is complete. Each property owner within the LID can separately select their financing terms. Tillamook County would secure a low interest rate loan for the improvements and property owners would each decide the terms of repayment in individual agreements with the County. Interest on the loan would be passed through to property owners. Details of financing are to be confirmed with Tillamook County and may be adjusted according to their requirements.

**Project Team:**

Local Improvement District: Tillamook County

Land Use Attorney: Schwabe, Williamson & Wyatt

Engineer: Harper Houf Peterson Righellis Inc (HHPR)

Project Manager: Tillamook County Public Works

Property Owner's Representative: Urban Patterns

Contractor: Pending confirmation of bidding process

**Property Owner Responsibilities:**

- Understand and enter into a Local Improvement Agreement
- Provide information as needed to County and Owner's Representative to facilitate project.
- Allow property access to facilitate road construction, which may require that you enter into a temporary construction easement or other access agreement.
- Payment of a pro-rata share of road improvements costs upon completion or as financed.

**Contingencies; Further Assurances:** The establishment of the LID is subject to receipt of all applicable governmental approvals and, if such approvals are received, will be subject to certain conditions imposed by the County. By agreeing to enter into the LID, each property owner will be required to submit and execute such documentation necessary to apply for and obtain the LID, and will be required to reasonably cooperate with the County and other property owners to allow construction of improvements to be completed.

The primary purpose of this Letter of Intent is to set forth basic terms and conditions of entering into the LID. As such, this Letter of Intent contains the parties' nonbinding expression of interest in pursuing an LID and entering into one or more Local Improvement Agreements consistent with this Letter of Intent. This Letter of Intent may be executed in any number of counterparts, provided each of the parties wishing to join the LID executes at least one counterpart, and all counterparts together will constitute one Letter of Intent.

We look forward to your response. If the LID project is of interest, please sign, and return this letter of intent by mail or email to:

Ben Gates

Urban Patterns

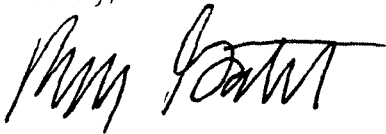
2326 SE Morrison St, Suite A

Portland, OR 97214

[ben@urbanpatterns.com](mailto:ben@urbanpatterns.com)

Please call me at (503) 866-8888 with any questions.

Sincerely,



Ben Gates, Urban Patterns

Ridge Road Local Improvement District Letter Of Intent, dated September 21,

Agreed to and Accepted by:

Name:

Lagrey Pargent

By (signature):

[Handwritten Signature]

Date:

2/17/2022

Name (if second owner):

Dianne Parent

By (signature):

[Handwritten Signature]

Date:

2/17/2022

Urban Patterns

Page 4 of 30

September 21, 2021

Attn: Keith and Sharon Engel  
21173 N Mariposa Grove Ln  
Surprise, AZ 85387  
CC: (Keith A Engel Trust and Sharon L Engel Trust)  
PO Box 3694  
Sunriver, OR 97707

RE: Ridge Road Local Improvement District

Dear Keith and Sharon,

We at Urban Patterns, are under contract to purchase the two lots at the northern-most end of Ridge Road. We are a design firm that works on place-based projects across Oregon. Our intention is to invite a homeowner in to design and build a home for them. The northern section of Ridge Road along seven lots is unimproved. We are interested in collaborating with you and Tillamook County to bring the road up to County standards.

We can't build the road alone. Forming a Local Improvement District (LID) among the six of us who own vacant lots on Ridge Road may be our best opportunity to improve our property cost-effectively. Improvements would bring the road up to County standards, add a fire truck turn-around and bring utilities to our properties to support our homes. The LID is a way to share the costs and benefits of improvements to Ridge Road.

This letter of intent allows us to gauge interest in the LID. We have completed a road concept design and preliminary budget to help us all consider this option. We are hoping you can join us for a video call with the County Public Works Department on September 30<sup>th</sup> at 8:30 am to talk through questions regarding this process. Please reply by email if you would like to join the meeting. You can reach me at [ben@urbanpatterns.com](mailto:ben@urbanpatterns.com). You are also invited to review, sign, and return this letter of intent to express your interest by mail or email regardless of whether you attend the meeting. I am also available by phone if you would like to call me at (503) 866-8888. We look forward to hearing from you.

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**Project Budget:** The project budget is initially estimated at approximately \$700,000, comprised of \$500,000 of construction cost including contingency and \$175,000 of soft costs including professional and legal services, permitting, system development charges, and contingency. The road improvements would serve seven lots. A preliminary estimate of the cost per lot is approximately \$96,400. The initial construction cost estimate was provided by Cove Built Construction and their subconsultants, (Exhibit D). Note this is an initial estimate. A final estimate would be completed as part of the LID process.

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**Project Team:**

Local Improvement District: Tillamook County

~~Land Use Attorney: Schwabe, Williamson & Wyatt~~ *BS*

Engineer: Harper Houf Peterson Righellis Inc (HHPRI)

Project Manager: Tillamook County Public Works

Property Owner's Representative: Urban Patterns (if the County or Owners wish to engage an Owner's Rep)

Contractor: Pending confirmation of bidding process *BS*

**Property Owner Responsibilities:**

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We understand that the County will divide the road cost among the seven lots (see Exhibit F) that will benefit from Ridge road either based on assessed value or per lot. *BS*

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Ben Gates

Urban Patterns

2326 SE Morrison St, Suite A

Portland, OR 97214

[ben@urbanpatterns.com](mailto:ben@urbanpatterns.com)

Please call me at (503) 866-8888 with any questions.

Sincerely,



Ben Gates, Urban Patterns

Ridge Road Local Improvement District Letter Of Intent, dated September 21,

Agreed to and Accepted by:

Name:

Keith Engel

By (signature):

Keith Engel

Date:

1-03-22

Name (if second owner):

Keith Engel

By (signature):

Keith Engel

Date:

1-03-22

September 21, 2021

Attn: Rodger B & Ruth Anne Lance  
8309 NE 152nd Ave  
Vancouver, WA 98682

RE: Ridge Road Local Improvement District

Dear Rodger and Ruth Anne,

We at Urban Patterns, are under contract to purchase the two lots at the northern-most end of Ridge Road. We are a design firm that works on place-based projects across Oregon. Our intention is to invite a homeowner in to design and build a home for them. The northern section of Ridge Road along seven lots is unimproved. We are interested in collaborating with you and Tillamook County to bring the road up to County standards.

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~~Land Use Attorney: Schwabe, Williamson & Wyatt~~ *BD*

Engineer: Harper Houf Peterson Righellis Inc (HHPRI)

Project Manager: Tillamook County Public Works

Property Owner's Representative: Urban Patterns (if the County or Owners wish to engage an Owner's Rep)

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Ben Gates  
Urban Patterns  
2326 SE Morrison St, Suite A  
Portland, OR 97214  
[ben@urbanpatterns.com](mailto:ben@urbanpatterns.com)

Please call me at (503) 866-8888 with any questions.

Sincerely,



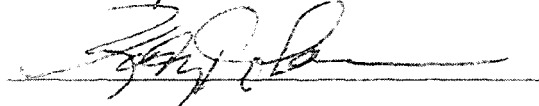
Ben Gates, Urban Patterns

Ridge Road Local Improvement District Letter Of Intent, dated September 21,  
Agreed to and Accepted by:

Name:

Jedger B. Lance

By (signature):



Date:

1-3-2022

Name (if second owner):

Ruth Anne Lance

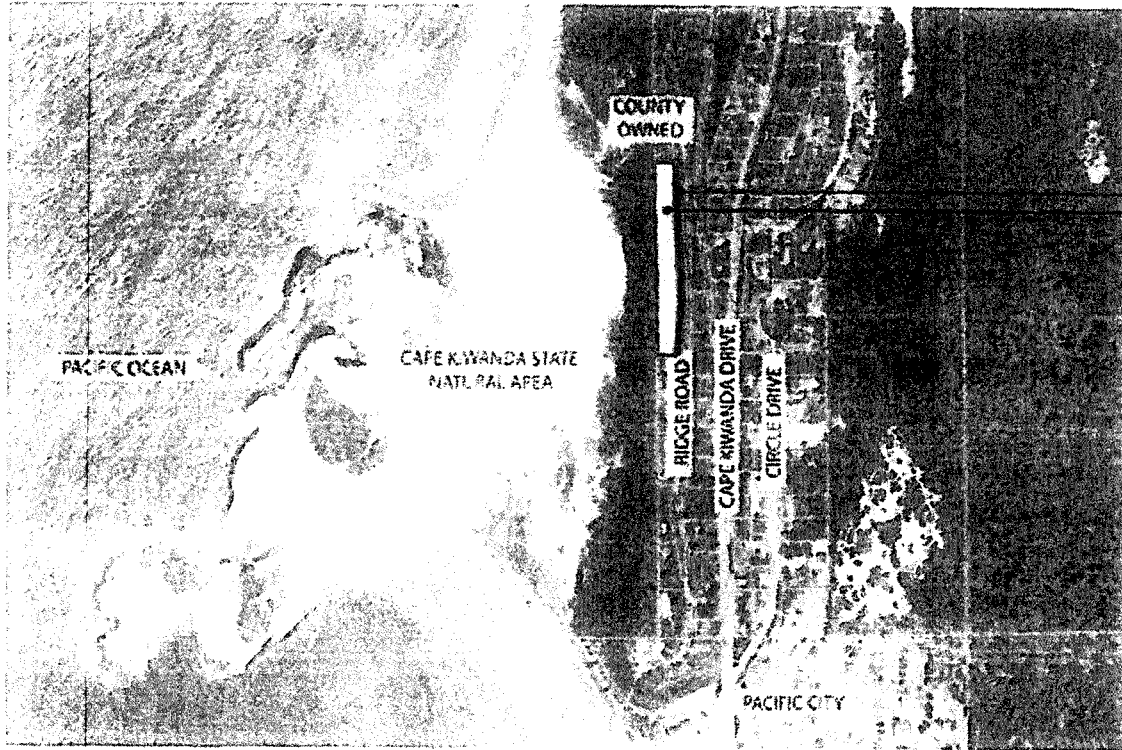
By (signature):



Date:

January 3, 2022

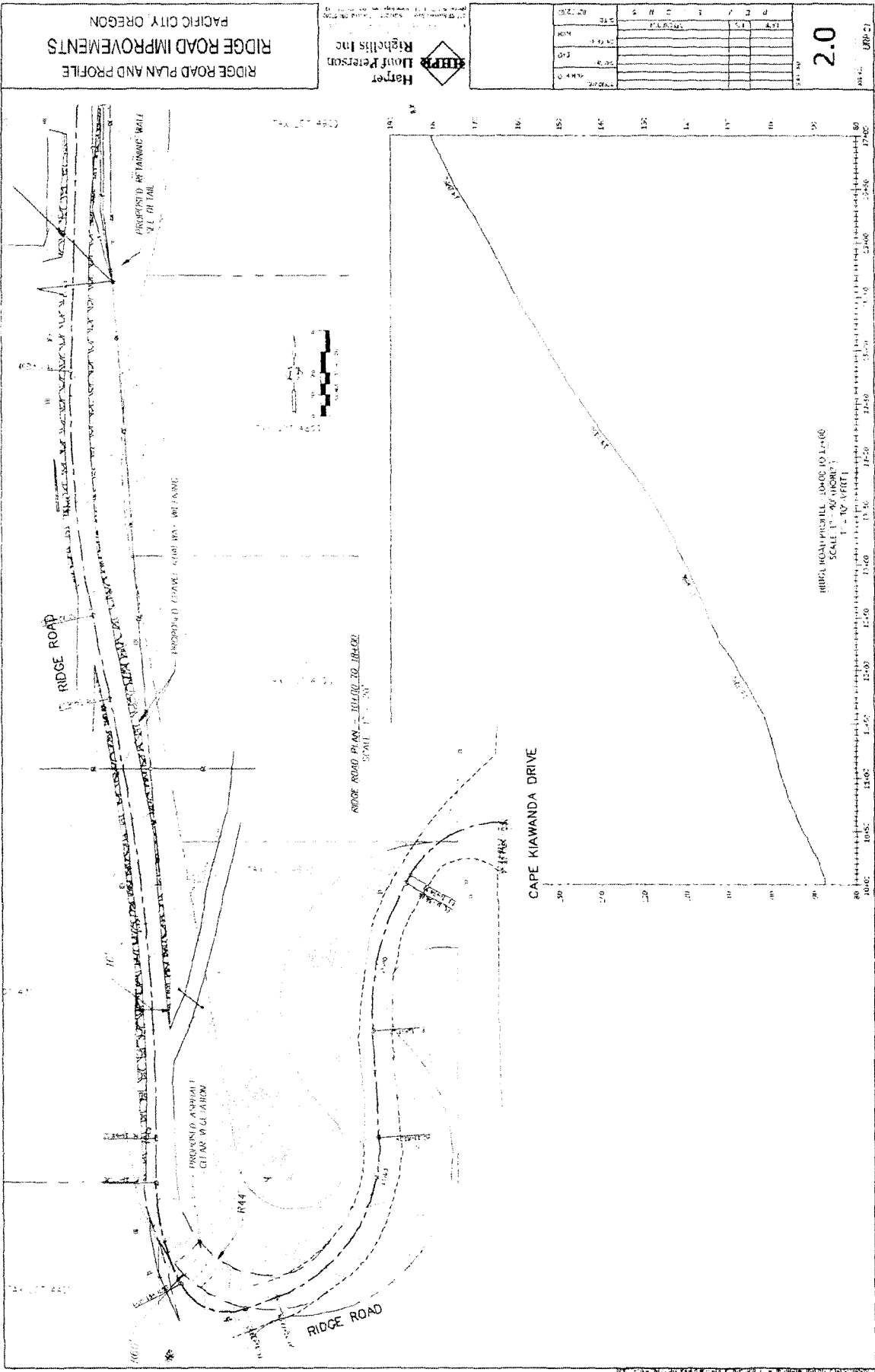
Exhibit A: Vicinity Map





**Exhibit B: Road Concept Plan**  
(see attached 8 pages)





RIDGE ROAD PLAN AND PROFILE  
PACIFIC CITY, OREGON

Harper  
Lloyd Peterson  
Right of Way Inc.

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27+00	27.00	27+00	End of Profile

PACIFIC CITY, OREGON

**HARPER**  
Harper  
Liu Peterson  
Richells Inc



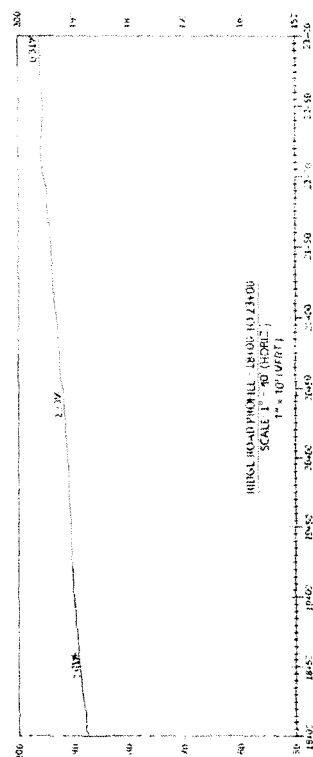
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BRIDGE ROAD PLAN -- 18+00 TO 23+00



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1" = 10' VERT  
SCALE 1" = 30' HORIZ  
100 FT (0) 200 FT 300 FT 400 FT 500 FT 600 FT 700 FT 800 FT 900 FT 1000 FT



# RIDGE ROAD PLAN AND PROFILE PACIFIC CITY, OREGON

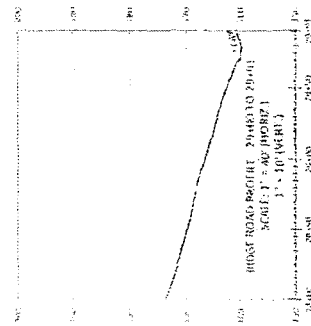
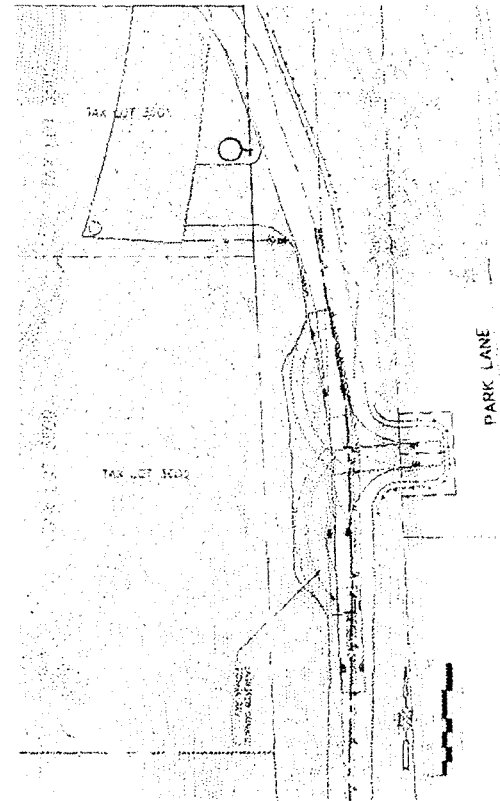
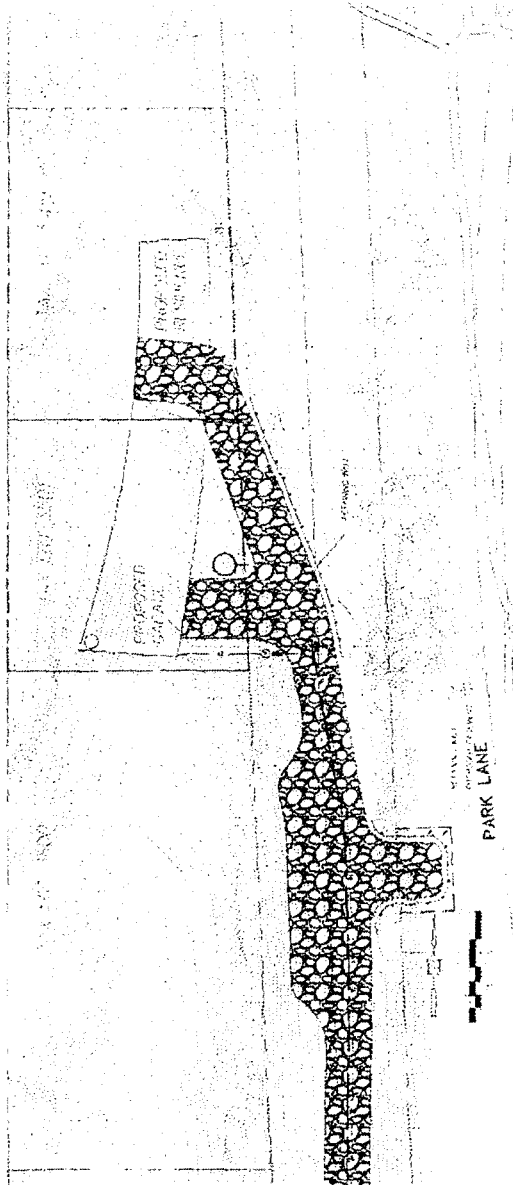
Harper  
Righellics Inc.



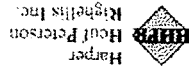
DATE	BY	CHKD	APP'D
12/1/2020	SM	SM	SM

2.3

10/1/20



# PROPOSED UTILITY PLAN RIDGE ROAD IMPROVEMENTS PACIFIC CITY, OREGON



DATE	10/12/2017
PROJECT	RIDGE ROAD IMPROVEMENTS
CLIENT	PACIFIC CITY, OREGON
SCALE	AS SHOWN
DESIGNER	HAUT PETERSON RIGBELL INC.
CHECKED BY	HAUT PETERSON RIGBELL INC.
APPROVED BY	HAUT PETERSON RIGBELL INC.
DATE	10/12/2017

3.0

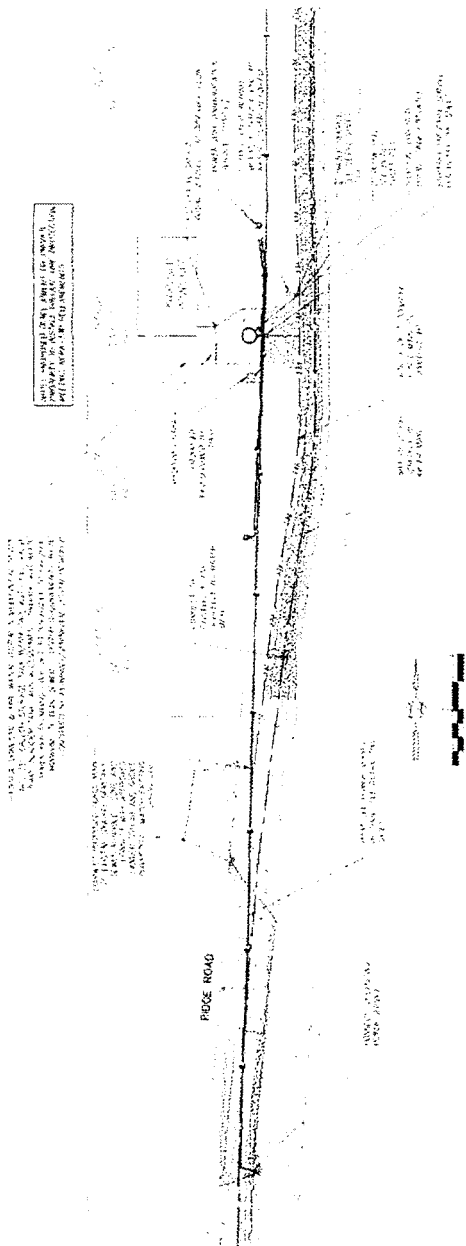
10/12/2017

## GENERAL CONSTRUCTION NOTES

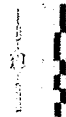
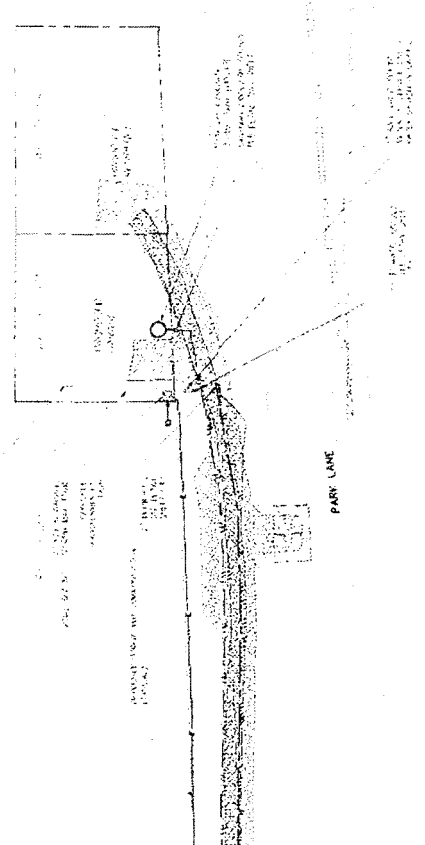
1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, AS ADOPTED BY THE OREGON LEGISLATURE.

## WATER CONSTRUCTION NOTES

1. ALL WATER CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, AS ADOPTED BY THE OREGON LEGISLATURE.

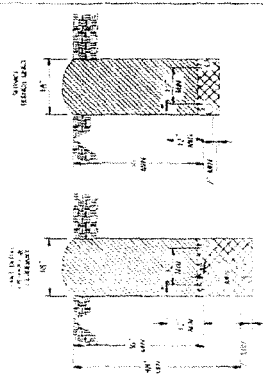
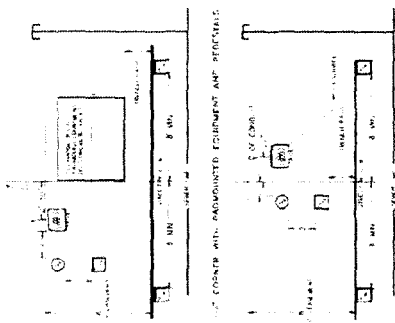
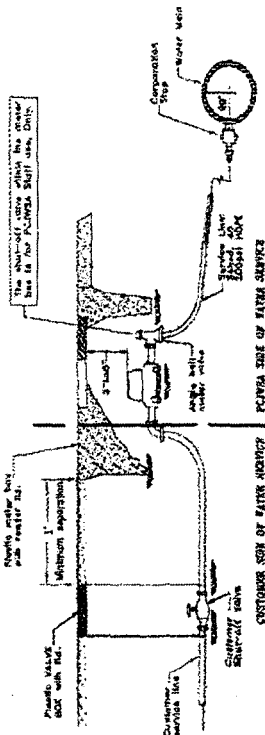


NOTE: ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, AS ADOPTED BY THE OREGON LEGISLATURE.

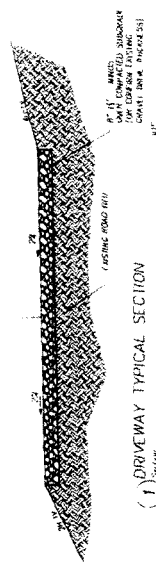


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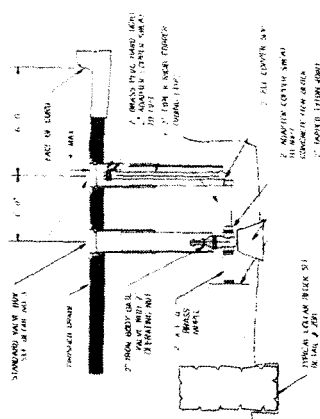
the path of the ray (i.e., the angles beyond the  $z$  of the extremities must be adjusted to the  $z$  of the other extremities). At various points along the path, the  $z$  of the extremities is required to be the same.

[illegible][illegible]

STANDARD WATER SERVICE



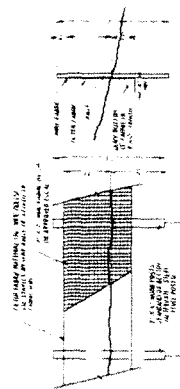
(1) DRIVEWAY TYPICAL SECTION



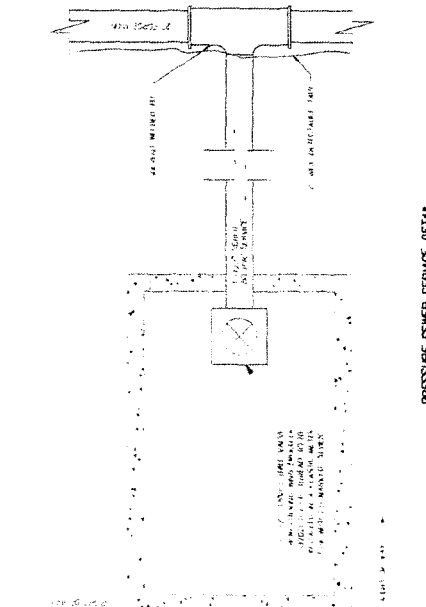
1. LINE AND BRASS WORK HAS  
GIVEN IN PLACE IN LOWER TUNNEL.

2. APPROX 24" SQUARE OF 4" DIA. CON-  
CRETE WAS IN THIS SQUARE TUNNEL AREA.

STANDARD BLOWOFF



### SEDIMENT CONTROL FENCE



PRESSURE SEWER SERVICE DETAIL



# SCHEMATIC RIDGE ROAD IMPROVEMENTS PACIFIC CITY, OREGON

Harper  
Houff Peterson  
Rughellis Inc

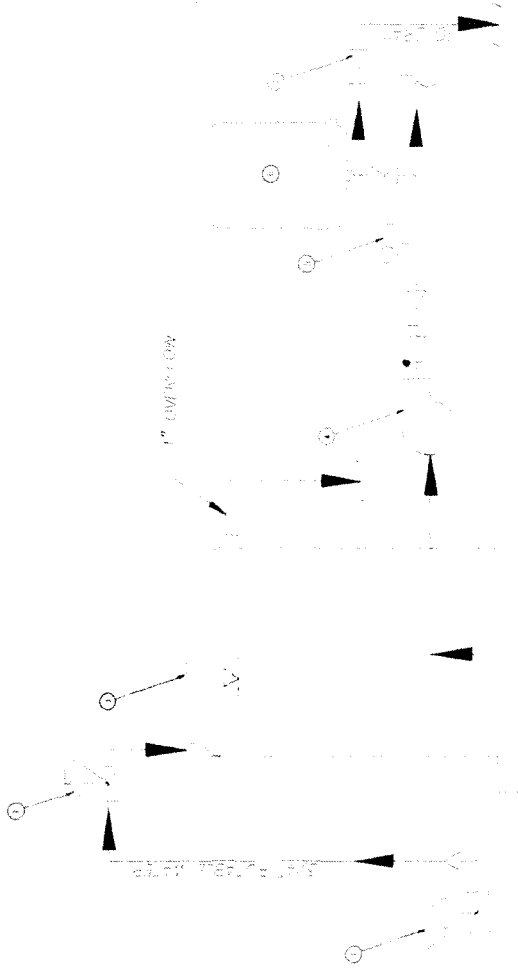
DATE	BY	CHKD	APP'D	REV	DATE
10/1/01	HP	HP	HP	1	10/1/01
				2	
				3	
				4	
				5	
				6	
				7	
				8	
				9	
				10	

4.0

DATE: 10/1/01

1. EXISTING ROADWAY
2. EXISTING SIDEWALK
3. EXISTING CURB
4. EXISTING DRAINAGE
5. EXISTING UTILITIES
6. EXISTING TREES
7. EXISTING LIGHTS
8. EXISTING SIGNAGE
9. EXISTING FENCE
10. EXISTING WALL

PROPOSED



SHOWN WITH  
WATER

ON THE WAY TO THE WATER

## Exhibit C: Initial Project Budget

### Preliminary Project Budget

Ridge Road (Confidential, not for distribution)

updated: September 21, 2021

<b>Soft (Development) Cost</b>	<b>Budget</b>
<b>Professional Services</b>	
Civil Engineering	\$ 40,000
Geotechnical Engineering	\$ 10,000
Structural Engineering	\$ 2,000
<b>Permits, land use, fees</b>	
County Permits & Fees	\$ 1,200
System Development Charges	\$ 28,211
<b>Financing/Administrative Cost</b>	\$ 30,000
<b>Project Management &amp; Legal Services</b>	
Project Management	\$ 14,300
Legal Fees	\$ 20,000
<b>Development Contingency (20%)</b>	\$ 29,142
<b>Total Soft (Development) Cost</b>	<b>\$ 174,854</b>
<b>Hard (Construction) Cost</b>	
(based on Cove Built 4/12/21 estimate)	
Road Construction Cost	\$ 273,238
Utility: Electrical	\$ 12,800
Utility: Gas	\$ 5,700
Utility: Water & Sewer	\$ 15,500
Utility: Low Voltage	\$ 5,900
Overhead & Profit, Liability	\$ 28,433
<b>Subtotal Construction Estimate</b>	<b>\$ 341,571</b>
Utility Stubs to All Vacant Properties	\$ 9,000
Prevailing Wage (15%)	\$ 52,586
Escalation (10%)	\$ 40,316
Construction Contingency (15%)	\$ 66,521
<b>Total Hard (Construction) Cost</b>	<b>\$ 509,993</b>
<b>Total Uses (Total Project Cost)</b>	<b>\$ 684,847</b>

**Exhibit C: Detailed Preliminary Construction Budget**  
(see attached 4 pages)

OWNER: Urban Patterns  
 ADDRESS: 1035 SE 9th Ave, Suite 202  
 Portland, Or. 97214  
 PROJECT NAME: Ridge Road - Road, Utilities, and Shoring  
 PROJECT ADDRESS: Ridge Road, Pacific City, Oregon  
 PROJECT #: 21-007  
 PHONE: 503-893-2031  
 E-MAIL: [ben@urbanpatterns.com](mailto:ben@urbanpatterns.com)



**COVE BUILT**  
 79117 Tide Rd. Arch Cape, Or. 97102  
 503-572-3375  
[jason@covebuilt.com](mailto:jason@covebuilt.com)  
 CCB# 227572

4/12/21

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
			\$ -
			\$ -
<b>DIVISION-PERMITS/INSURANCE/OH&amp;P</b>			
			\$ -
00 41 26	Permits		\$ -
00 41 30	Bonding		\$ -
00 41 35	Retention		\$ -
00 41 40	Insurance		\$ -
			\$ -
			\$ -
<b>DIVISION I - GENERAL CONDITIONS</b>			
01 00 01	General Requirements		\$ -
	Below as a % of the cost of work		\$ -
01 14 00	Work Restrictions		\$ -
			\$ -
01 14 16	Access to Occupants		\$ -
			\$ -
01 14 19	Use of Site		\$ -
			\$ -
01 15 00	Sub Bonds		\$ -
			\$ -
01 21 01	Allowances		\$ -
			\$ -
			\$ -
01 30 01	Project Management		\$ -
			\$ -
01 32 00	Design & Consultants		\$ -
			\$ -
01 32 23	Survey and Layout		\$ 2,000.00
			\$ -
	Temporary Facilities		\$ -
01 51 13	Temporary Electrical	By Owner	\$ -
01 51 13	Power Bill	By Owner	\$ -
01 51 13	Generators and Fuel	Needed if no temp power	\$ -
01 51 13	Misc. Cords and Accessories		\$ -
01 51 13	Spider Boxes		\$ -
01 51 13	Trailer and jobsite Extinguishers		\$ -
01 51 13	Temp Lighting		\$ -
			\$ -
01 51 23	HVAC		\$ -
01 51 23	Dehumidification System		\$ -
01 51 23	Temp Heat	Required for Dry out	\$ -
01 51 23	Gas Bill		\$ -
01 51 23	Propane Heaters		\$ -
01 51 23	Light stands		\$ -
			\$ -
01 51 33	Telecommunications		\$ -
01 51 33	Cell Phone/Bills		\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
01 51 33	Trailer Phone		\$ -
01 51 33	Phone Hook up		\$ -
01 51 33	Internet Line		\$ -
			\$ -
	Temp Utilities		\$ -
01 51 36	Temp Water		\$ -
01 51 36	Hookup Fee	By Owner	\$ -
01 51 36	Fire Hydrant Meter	By Owner	\$ -
01 51 36	Water Bill	By Owner	\$ -
			\$ -
01 52 001	Construction Facilities		\$ -
01 52 001	Connex/Storage		\$ -
01 52 001	Relocation Costs		\$ -
01 52 001	Dry Storage		\$ -
01 52 001	Office Rent		\$ -
01 52 001	Connex/Storage		\$ -
01 52 001	Crew Trailers		\$ -
01 52 007	Office Trailers		\$ -
			\$ -
01 52 16	First Aid and Facilities		\$ -
01 52 16	First Aid Kits		\$ -
01 52 16	First Aid Replenishment		\$ -
01 52 16	Crew/Visitor PPE		\$ -
			\$ -
01 52 19.1	Port O Johns		\$ 450.00
			\$ -
01 52 25	Field Office Equipment		\$ -
01 52 25	Computers		\$ -
01 52 25	Fax/Copier/Printer	In OH&P	\$ -
01 52 25	Copier Setup	In OH&P	\$ -
01 52 25	Digital Cameras	In OH&P	\$ -
01 52 25	Field Office Equipment - Office Supplies		\$ -
			\$ -
	Construction Equipment		\$ -
01 54 01	Trucks/Cars		\$ -
01 54 01	Material Pick Up Mileage		\$ -
01 54 02	Project Fuel		\$ 500.00
01 54 04	Fork Lifts		\$ -
01 54 06	Scissor Lift		\$ -
			\$ -
01 54 20	Scaffolding		\$ -
01 54 20	Scaffolding		\$ -
			\$ -
01 55 19	Parking Fee		\$ -
			\$ -
01 56 00	Security Fencing		\$ -
			\$ -
01 57 00	Temp Environmental Control		\$ -
01 57 00	Dust Control		\$ -
01 57 00	Trash Wash Area		\$ -
01 57 00	Spill Prevention Kit		\$ -
01 57 00	Hazardous Material Storage		\$ -
01 57 00	Storm Repair/Cleanup		\$ -
01 57 00	Erosion Control Maintenance		\$ -
			\$ -
01 58 00	Project Signage		\$ -
01 58 00	Project Signage		\$ -
01 58 00	Interior Signage		\$ -
01 58 00	Safety Signs		\$ -
			\$ -
	Cleaning and Waste Management		\$ -
01 74 13	Progress Clean		\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
01 74 23	Final Clean	By Owner	\$ -
01 74 25	Dump Boxes		\$ -
01 74 25	Dump Boxes - Runs		\$ -
01 74 25	Recycling		\$ -
01 74 25	Exterior Window Wash		\$ -
01 74 25	Final Landscape Touch Up		\$ -
01 74 25	Street Sweeping		\$ -
			\$ -
01 78 00	Close out and Submittal		\$ -
01 78 00	Punch Lists		\$ -
01 78 00	O&M Manuals		\$ -
			\$ -
01 80 00	Travel and Subsistence		\$ -
01 80 00	Meals and Safety Incentive		\$ -
01 80 00	Travel Expenses		\$ -
01 80 00	Subsistence s		\$ -
			\$ -
	Contract Documents		\$ -
01 85 01	Project Plan Prints		\$ -
01 85 01	Sub Plan Print		\$ -
01 85 01	FedEx/UPS		\$ -
01 85 01	CD and Scanning		\$ -
01 85 01	Courier		\$ -
01 85 01	Sub Plan Print		\$ -
			\$ -
01 90 01	Mobilization		\$ -
01 90 01	Office/Conex Mob		\$ -
01 90 01	Equipment Relocations		\$ -
01 90 01	Flatbed Trailers		\$ -
			\$ -
01 95 00	Project Misc.		\$ -
01 95 00	Drywall Repair		\$ -
01 95 00	Flooring Protection		\$ -
01 95 00	Reglazing		\$ -
01 95 00	Theft		\$ -
01 95 00	Vandalism		\$ -
			\$ -
01 95 01	Special Inspections	By Owner - Stegner to coordinate	\$ -
			\$ -
01 95 14	Punch List		\$ -
			\$ -
DIVISION 2 - EXISTING CONDITIONS			
DIVISION 3 - CONCRETE			
DIVISION 4 - MASONRY			
DIVISION 5 - METALS			
DIVISION 6 - WOOD & PLASTICS			
DIVISION 7 - THERMAL & MOISTURE			
DIVISION 8 - DOORS & WINDOWS			
DIVISION 9 - FINISHES			
DIVISION 10 - SPECIALTIES			
DIVISION 11 - EQUIPMENT			
DIVISION 12 - FURNISHINGS			
DIVISION 13 - SPECIAL CONSTRUCTION			
DIVISION 14 - CONVEYING SYSTEMS			
DIVISION 21 - FIRE SPRINKLERS			
DIVISION 22 - PLUMBING			
DIVISION 23 - MECHANICAL			
DIVISION 26 - ELECTRICAL			
DIVISION 27 - COMMUNICATIONS			
DIVISION 28 - ELECTRONIC			
DIVISION 31 - EARTHWORK			

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
			\$ -
31 00 01	Earthwork	RK Concrete and Excavation	\$ -
31 00 01	Clean up existing edges		\$ 2,600.00
31 00 01	Excavate to widen the road		\$ 7,440.00
31 00 01	Rock Road, Grade, and Compact		\$ 24,650.00
31 00 01	Move 5900 CY from existing garage site to fill for retaining walls		\$ 49,000.00
31 00 01	Sewer rough in		\$ 9,800.00
31 00 01	Water rough in		\$ 5,700.00
31 00 01	Electrical rough in		\$ 12,800.00
31 00 01	Low Voltage rough in		\$ 5,900.00
31 00 01			\$ -
31 00 01			\$ -
			\$ -
31 40 01	Shoring- Road retaining walls (excludes house piles)	Pacific Foundations	\$ -
	Mobilization		\$ 44,551.40
	Shoring design		\$ 3,481.92
	Furnish Piles		\$ 42,983.75
	Install Piles		\$ 61,645.73
	Wood Lagging		\$ 39,635.07
			\$ -
DIVISION 32 - SITE WORK			
DIVISION 33 - WATER UTILITIES			
DIVISION 48 - ALTERNATIVE ENERGY SYSTEMS			
		SUBTOTAL	\$ 313,137.87
	TOTAL HARD COST		\$ 313,137.87
	GENERAL CONDITIONS	0%	\$ -
	CONTINGENCY	0%	\$ -
	OVERHEAD AND PROFIT	8%	\$ 25,051.03
	TOTAL COST		\$ 338,188.90
	GENERAL LIABILITY	1%	\$ 3,381.89
	BUILDING PERMIT		BY OWNER
	TOTAL PROJECT COST		\$ 341,570.79

Exhibit D: Tillamook County LID Process Document  
(see attached 7 pages)





*Land of Cheese, Trees and Ocean Breeze*

TILLAMOOK COUNTY  
PUBLIC WORKS DEPARTMENT  
503 Marolf Loop, Tillamook, OR 97141

(503) 842-3419  
FAX: 842-6473

TDD-NONVOICE  
Oregon Relay Service

December 16, 2002

TO: Interested Parties

FROM: Aaron D. Suko, Director of Public Works, P.E.

RE: Funding Policy For County/Community Paving of Public Gravel Roads

This policy outlines County participation in match funding paving projects on residential public right of way streets.

County will participate in funding of Community Paving Agreements (CPA) as follows:

- Determination of County/Community funding split based on total project costs
- County share is 25% (citizen share is 75%).
- Total County contribution per project is limited to \$30,000.
- Total County expenditure per budget year is limited to \$60,000.

Procedures and construction standards for CPAs for Paving of Public Gravel Roads are addressed in a separate policy titled, Procedures and Standards for Community Involvement in Paving of Public Gravel Roads.

Local Improvement Districts cost are borne 100% of the applicant (i.e. no County fund match participation).

The above policy details are subject to available funds.

This policy is approved by the County Roads Advisory Committee and the County Board of Commissioners.

AN EQUAL OPPORTUNITY EMPLOYER



*Land of Cheese, Trees and Ocean Breeze*

TILLAMOOK COUNTY  
PUBLIC WORKS DEPARTMENT  
503 Marolf Loop, Tillamook, OR 97141

(503) 842-3419  
FAX: 842-6473

TDD-NONVOICE  
Oregon Relay Service

December 16, 2002

TO: Interested Parties

FROM: Aaron D. Suko, Director of Public Works, P.E. *Aaron Suko*

RE: Procedures and Standards for County/Community Paving of Public Gravel Roads

This memorandum addresses the following topics:

- Definitions of terms used in this and other related policies
- General policies, procedures and standards regarding paving of public gravel roads
- Local Improvement Districts (LID)
- Community Paving Agreements (CPA)

This policy is approved by the County Roads Advisory Committee and the County Board of Commissioners.

County match funding for paving of public gravel roads is addressed in a separate policy titled, Funding Policy For County/Community Paving of Gravel Roads.

**DEFINITIONS**

Local Improvement District or "LID": Formal process regulated by Oregon Revised Statutes (371.605 to 371.660) for the establishment of an improvement district for specified road related work. Final costs for the LID are distributed by liens or assessment on properties. This process is generally used with larger projects over \$50,000.

Community Paving Agreement or "CPA": County agreement process where road improvements needed for and including paving of existing gravel roads are funded, at least in part, by citizen funds provided in bulk to the County Road Department. County does not participate in how or from what sources the citizen contributions are collected.

AASHTO Manual (A Policy on Geometric Design of Highways and Streets published by the American Association of State and Transportation Officials): These are the design standards for road improvements. The level of required improvements are usually based on topography and ADT. Other considerations may apply (such as grade and sight distance).

Average Daily Traffic or "ADT": Total traffic count on a roadway during a typical day. There are several different levels for measuring ADT:

- Existing ADT: traffic count based on current use. Typically for a no-outlet road, ADT is determined at 10 vehicle trips per residence
- Potential ADT: traffic count based on expected use. Typically measured by adding total acreage that would use a roadway divided by the existing land use density
- Through traffic ADT: For a through road carrying traffic beyond a road improvement in question, this traffic count is typically measured using traffic counter(s) or estimated, if possible.

Cost share or funding split: For a CPA, this is how the County/Citizen cost are split. The actual funding percentage is established in a separate policy from the procedures policy (this document). The funding split applies only to CPAs.

Preliminary Estimate: This estimate is the initial cost projection. It is typically used to determine if the project is eligible for match funding and to allow an applicant to determine if they are still interested in proceeding with the project. This estimate uses estimate material volumes and a series of general assumptions. It is further refined by the Project Budget Estimate.

Project Budget Estimate: After the Preliminary Estimate is reviewed and concurred with by the applicant, the Project Budget Estimate (PBE) is developed. The PBE represents the detailed estimate of project costs for the entire project including required engineering and administrative services. The Preliminary Estimate and PBE are not necessarily the same. Combining the PBE and the current County/Citizen cost share percentage determines commitment cost by the applicant. If the citizen match based on PBE and cost share are provided to the Road Dept, the Road Dept is committed to completing the proposed project work for that amount.

#### **GENERAL POLICIES REGARDING PAVING OF GRAVEL ROADS**

1. The projects must include the necessary improvements to make the road safe and easy to maintain. This may require some roadway widening and drainage improvements.
2. Citizens of a proposed project should be aware that each considered improvement project is unique. Specific details that apply to one project may not apply to another project.

There are two procedures used in Tillamook County for community involvement in the paving of public gravel roads:

The "Local Improvement District" process in accordance with ORS 371.605 through 371.660. This is a formal process generally used in larger projects.

OR

A "Community Paving Agreement". This process is a less formal agreement between the County and the citizens.

#### **LOCAL IMPROVEMENT DISTRICTS**

For road improvement projects over \$50,000, the County provides the administrative services of a Local Improvement District (LID). This needs to be only for larger districts because the administrative costs for a LID are close to \$5,000. This is due to the detailed records for costs, allocations and loan forms. The LID would be constructed by contract. An LID would require payment by all adjacent property owners if the district is wanted and approved by a majority of the owners.

The attached flow chart explains the initial LID process steps and then references the below LID steps.

#### STEP ONE: PETITION

An LID may be initiated by a petition signed by not less than 60% of the owners of the land representing not less than 60% of the land abutting the proposed improvements. The petition documents to start the process are to be prepared by the Public Works Department.

#### STEP TWO: ENGINEER'S REPORT

The County Engineer then prepares a report to recommend the method of assessment used to arrive at a fair apportionment of the improvements to the properties especially benefited. The report also includes an estimate of the amount to be assessed against each lot or parcel of land.

#### STEP THREE: NOTICE TO OWNER

If the Engineer's report is favorable, the County mails the owner of each parcel of land to be assessed for the proposed improvements, a notice of the proposed improvements and the estimated amount of the assessment against their land.

#### STEP FOUR: OBJECTION PERIOD

The notice mailed in Step Three requires the owner to file a written notice with the County within 20 days after the mailing of the notice, of any objections to the project. If written objections are received by the County by more than 50% of the owners of the land representing more than 50% of the land, the project is then abandoned.

#### STEP FIVE: IMPROVEMENTS MADE

If the LID is not abandoned in Step Four, the Tillamook County Board of Commissioners may order the improvements to be made.

#### STEP SIX: ASSESSMENT ESTABLISHED

After the improvements have been completed, the County Engineer compiles a report of all of the costs of the improvements and the amount proposed to be assessed against each property. The Board of Commissioners, upon receiving this report, sets a hearing for objections to the report. All property owners are notified of the proposed amount of the assessment and of the time of the hearing. After the hearing, the Board of Commissioners shall order the amount of assessment against each property.

#### STEP SEVEN: PAYMENT OF ASSESSMENT

After the Board of Commissioners orders the assessments, the payments can be made in full or the owner will be allowed to pay for the assessment over a period of time with interest due on the unpaid portion. The interest rate and time allowed for payment have not been established at this time.

#### STEP EIGHT: LIEN

Unpaid assessment becomes a lien against the property.

#### LID TIMELINE

Due to the formal nature of the LID process and required public meetings and hearings, from start to completion an LID process takes anywhere from 1 to 2 years or more for project completion.

#### **COMMUNITY PAVING AGREEMENTS**

The Community Paving Agreement (CPA) is a less formal improvement process consisting of the following features:

1. If serious interest in funding a project were shown, the County would develop a cost estimate of the work and provide it to the citizens. The estimate will include how much money would be required from the citizens for the County to do the project (in accordance with the County Policy titled, Funding Policy For County/Community Paving of Gravel Roads).
2. **The County would not be involved in the decision about who paid how much or who didn't pay at all.**
3. The citizens would have a deadline to deposit the entire share of their costs with the County. This deadline occurs in early Spring, so we can budget and schedule the project.
4. The homeowners may use any of the following methods of payment to the County:
  - a. Payment by regular checking account check(s). The County upon receipt will cash these. If the County decides not to do the

project, a refund in the amount of the checks collected is mailed.

- b. Payment by bank cashier's check(s). The County does not cash these until after the work has been completed.
- c. Payment into an escrow account with a bank or title company, whereby the funds would be held until the work is completed. This escrow account is created by and paid for by the homeowners.
  - (1) If the County decided to not do the project, the County would pay the escrow costs and then refund the money (plus interest) to the citizens.
  - (2) After the County does a project, the County receives all of the money in the escrow account (including interest). There is no attempt at a detailed accounting for an exact split of costs.

5. The projects may be constructed by County forces or by contract.

The attached flow chart explains the CPA cost estimate process more thoroughly.

#### CPA TIMELINE

Assuming the collection of neighborhood contribution funds in a timely manner, a typical CPA is started and finished within a year time frame. Typically the estimate is completed during the Winter and match funds collected during the Spring prior to a Summer overlay project.

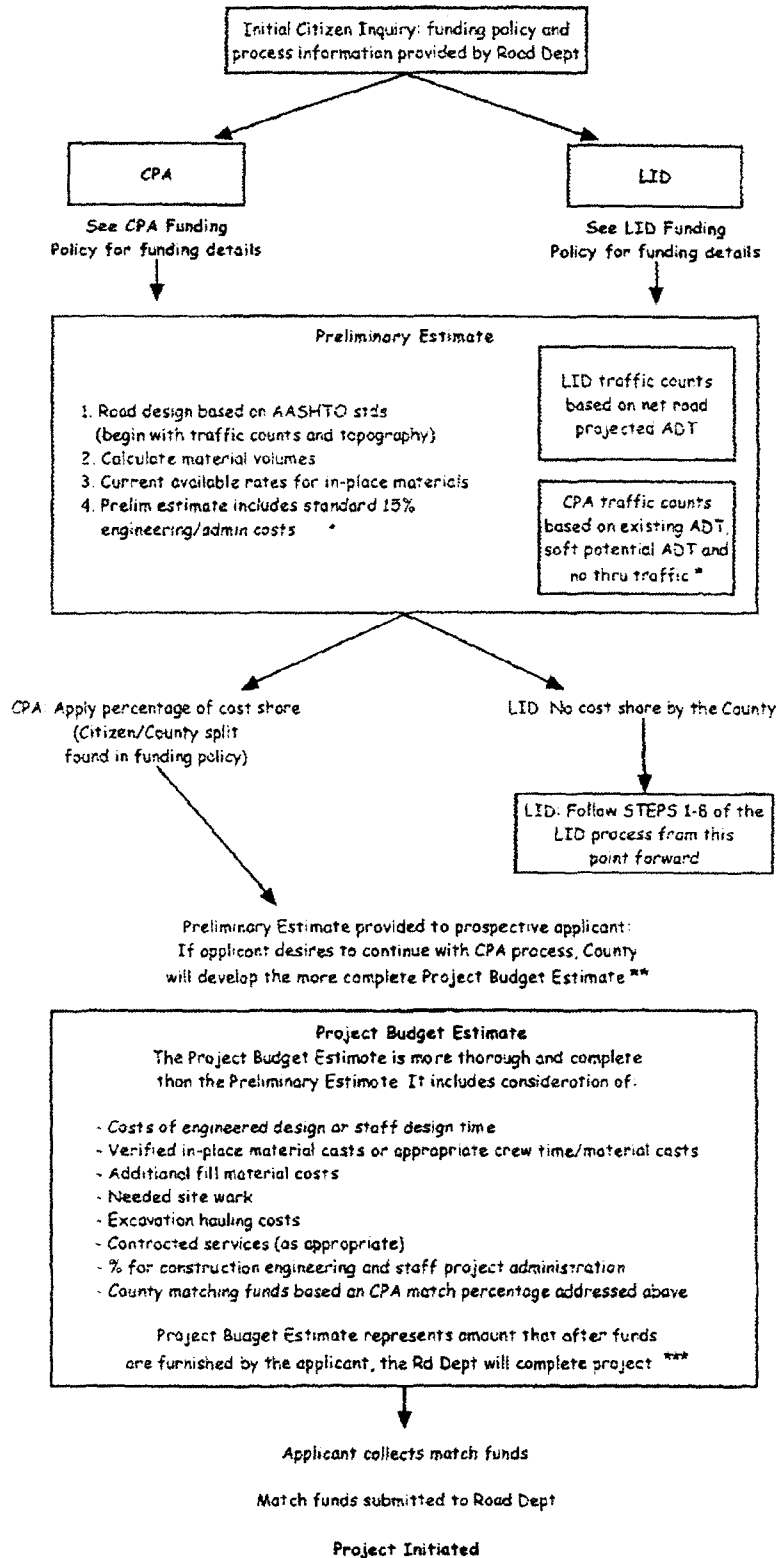
I hope this letter answers questions you may have regarding improvements to County Roads and the differences between Local Improvement Districts and Community Paving Agreements. If you have additional questions, please let me know.

Enclosure: LID/CPA Cost Estimates Flow Chart

cc: File

# LOCAL IMPROVEMENT DISTRICT / COMMUNITY PAVING AGREEMENT COST ESTIMATES

See policy for definition of terms



\* CPA traffic count determination subject to interpretation based on specifics of a project

\*\* Preliminary Estimate and Project Budget Estimate are not necessarily the same

\*\*\* Project Budget Estimate will be honored by the Road Dept for up to 3 months at the discretion of the Director prior to applicant submission of respective match funds

As of: 12/18/02

### Exhibit E: Initial Estimated Project Schedule

Road Concept Design Started	January 26 2021
Road Concept Design Complete	March 10, 2021
Invitation to Bid	March 12, 2021
Bidding Complete	April 12, 2021
Road Concept Approval	April 27, 2021
Land Use Legal Counsel Engaged	August 23, 2021
Letter of Intent Sent	September 21, 2021
Ridge Road LID Informational Meeting w/ County	September 30, 2021, 8:30am
Non-binding Letter of Intent Signature Requested by	September 30, 2021
Property Owner Kick-off Meeting	October 2021
LID Agreement Drafted, Reviewed & Approved by County	March 2023
Road & Utility Plan Complete	May 2023
Final Bidding	June - July 2023
Contracting	August 2023
Construction Starts	September 202



**Exhibit F: Property Owners:**

**Lot 3500**

Highstorm Ridge, LLC  
2321 NW Thurman St  
Portland, OR 97210

**Owner's Representative:**

Urban Patterns  
Attn: Ben Gates  
2326 SE Morrison St, Suite A  
Portland, OR 97214

**Lot 3501**

Highstorm Ridge, LLC  
2321 NW Thurman St  
Portland, OR 97210

**Owner's Representative:**

Urban Patterns  
Attn: Ben Gates  
2326 SE Morrison St, Suite A  
Portland, OR 97214

**Lot 3600**

Rodger B. & Ruth Anne Lance  
8309 NE 152nd Ave  
Vancouver, WA 98682

**Lot 3700**

Keith & Sharon Engel (Keith A. Engel Trust and Sharon L Engel Trust)  
PO Box 3694  
Sunriver, OR 97707

**Lot 3800**

Dianne & Larry Parent  
4986 Kinsington St SE  
Salem, OR 97302

**Lot 3801**

George Domurot & David S Beanland  
603 SE 54th Ave  
Portland, OR 97215

**Lot 3900**

William D Thomason, Anne Tomason, and Tom S. & Lori Thomason  
PO Box 5244  
Bend, OR 97708



CERTIFIED TO BE A TRUE AND  
CORRECT COPY OF THE ORIGINAL  
TASSI O'NEIL

BY

*Christy Biggs* *Chief*  
DEPUTY



# TILLAMOOK COUNTY BOARD OF COMMISSIONERS

Tillamook County Courthouse 201 Laurel Avenue Tillamook, Oregon 97141

## MEETING INFORMATION AND RULES

- Matters for discussion and consideration by the board shall be placed on an agenda prepared by the staff and approved by the board chair. Any commissioner may request items on the agenda.
  - Public hearings are formal proceedings publicized through a special public notice issued to media and others. Public hearings held by the board are to provide the board an opportunity to hear from the public about a specific topic. Public hearings are therefore different regarding audience participation at board meetings.
  - Commissioners shall be addressed by their title followed by their last name.
  - Commissioners shall obtain approval from the chair before speaking or asking questions of staff, presenters, and public. As a courtesy, the chair shall allow an opportunity, by the commissioner who has the floor, to ask immediate follow-up questions.
  - Masks, face coverings or face shields must be worn in the courthouse by State order. Masks must be worn while giving comment.
  - A majority of the board shall constitute a quorum and be necessary for the transaction of business.
  - All board meeting notices are publicized in accordance with public meeting laws.
  - All board meetings shall commence with the Pledge of Allegiance.
  - The chair will utilize the gavel as needed to maintain order, commence and adjourn meetings, and signal approval of motions.
  - The board reserves the right to recess to executive session as may be required at any time during these meetings, pursuant to ORS 192.660(1).
  - The courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing, visual, or manual impairments who wish to participate in the meeting, contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.
- 

## PUBLIC COMMENT

- Providing public comment is an opportunity for constituents to be heard and express their views to the board.
- The board allows public comment at board meetings during the public comment period designated on the agenda.
- Comments are limited to one per person and per agenda item.
- Comments must be related to the agenda item(s) previously registered to comment on.
- The allotted time for public comments is two minutes per person; this time may not be allotted to another speaker. The chair may, at their sole discretion, further limit or expand the amount of time.
- The public comment opportunity is not a discussion, debate, or dialogue between the speaker and the board, which may or may not respond.
- Members of the public do not have the right to disrupt the meeting; the board may prohibit demonstrations such as booing, hissing, or clapping.
- Remarks containing hate speech, profanity, obscenity, name calling or personal attacks, defamation to a person, people, or organization, or other remarks the board deems inappropriate will not be allowed.
- Failure to follow all rules and procedures may result in not being able to provide public comment and/or being removed from the meeting.

## In-Person Procedures

- Sign in before the meeting begins and indicate your desire to provide public comment and which agenda item you would like to comment on. When your name is announced, please come forward to the table placed in front of the dais and for the record, first identify yourself, area of residence, and organization represented, if any.

# TILLAMOOK COUNTY BOARD OF COMMISSIONERS

Tillamook County Courthouse 201 Laurel Avenue Tillamook, Oregon 97141

## **Virtual Procedures**

- Register by sending an email to [publiccomments@co.tillamook.or.us](mailto:publiccomments@co.tillamook.or.us) by 12:00 p.m. on the Tuesday prior to the board meeting. The email must contain all of the following information:
  - Full name, area of residence, and phone number.
  - Agenda item(s), you wish to comment on.
- Once registered, and before the start of the meeting, board staff will email a Microsoft Teams meeting link.
- When logged in to the meeting you must remain muted with your camera off until your name is called, then you unmute and turn on your camera.
- The chair may require those providing virtual comment to turn on their camera while providing comment or testimony.

## **Written Procedures**

- Written comments may be mailed to 201 Laurel Avenue, Tillamook, Oregon 97141 or emailed to: [publiccomments@co.tillamook.or.us](mailto:publiccomments@co.tillamook.or.us).
- Written comments received by 12:00 p.m. on the Tuesday prior to the board meeting will be distributed to the board and posted online. All written comments submitted become part of the permanent public meeting record.

