

City Hall  
 206 N. Main St.  
 Toledo, Oregon 97391  
 5:45 p.m.



**URBAN RENEWAL AGENCY  
 Regular Meeting Minutes  
 June 3, 2026**

**1. Call to Order & Pledge of Allegiance**

- a. President Mix called the Toledo Urban Renewal Agency to order at 5:45 PM on Wednesday, June 3, 2026, at City Hall, 206 North Main Street, Toledo, Oregon. President Mix led the recitation of the Pledge of Allegiance.

**2. Roll Call & Quorum Determination**

- a. City Manager Rich Huebner took roll call and determined a quorum is present.

<b>Council Member</b>	<b>Present</b>	<b>Absent</b>	<b>Via Zoom</b>
President Mix	X		
Director Riley	X		
Director Chambers	X		
Director Kauffman	X		
Director Keating		X	
Director Burns			X

- b. City Staff noted for the benefit of Director Riley, who was attending his first URA meeting, that when the council sits as the Urban Renewal Agency, the presiding officer holds the title of President and all other members hold the title of Director.
- c. Staff Present: City Manager Rich Huebner, Interim Finance Director Judy Richter (via Zoom), Planning Assistant Arlene Inukai, and City Recorder Paul Johnson (via Zoom).

**3. Decision Items**

- a. Yaquina Pacific Railroad Historical Society Urban Renewal Agency (URA) Rehabilitation Program Application
  - i. City Manager Huebner presented the application from the Yaquina Pacific Railroad Historical Society, a nonprofit organization located within the Toledo Urban Renewal District. The Society requested financial support for a cupola restoration project on their historic JC caboos. Staff explained that the cupola, the raised windowed structure atop the caboos, had been leaking for some time, and the funds would be used to remove deteriorated wood and update the structure to prevent further decay. The applicant, who was present in the chamber, noted that the cupola is a popular feature for young museum visitors, who can climb a ladder up into the space, and that it plays an important role in the historical interpretation

of the caboose. She also confirmed that the Society had applied for a Siletz Tribal grant to cover remaining project costs beyond what the URA would provide.

- ii. Huebner noted that the Society last received URA funds in July of 2024, making them eligible again. Because the application was received during the current budget year, any approved funds would be remitted beginning in the next budget year July 2026 onward.
- iii. Board members praised the quality and legibility of the hand-completed application, and there was warm discussion about the historical significance of the caboose to the Toledo community, including recollections from a community member in attendance who shared that he had once sold the caboose to the Railroad Society for \$500, with proceeds going to the city's fireworks.
- iv. The approved funding comes from URA Rehabilitation Program funds and will be disbursed in the next budget year (FY 2026–27), making this a one-time expenditure. The specific dollar amount was not enumerated on the record for this application, though it was approved as submitted. The restoration addresses an immediate structural need, an actively leaking cupola, and preserves a piece of Toledo's railroad heritage that serves both as an educational attraction and a community gathering space. The cupola draws younger visitors in particular, and the Society indicated it serves as the entry point for museum tours. The Siletz Tribal grant application for remaining costs reflects a responsible, leveraged funding approach. No formal oversight metrics were established on the record, though the Society's prior receipt of URA funds in 2024 demonstrates an established relationship with the program.
- v. Motion to approve the URA Rehabilitation Program funding application for the Yaquina Pacific Railroad Historical Society was made by Director Chambers and seconded by Director Burns. The motion carried 5-0.

Agency Member	M	S	Yay	Nay	Abstained	Absent
President Mix			X			
Director Chambers	X		X			
Director Riley			X			
Director Kauffman			X			
Director Keating						X
Director Burns		X	X			

b. Rizza Pizza Urban Renewal Agency (URA) Rehabilitation Program Application

- i. City Manager Huebner presented the application from Rizza Pizza, located at 1127 Northeast Highway 20 in Toledo, a location within the Urban Renewal District. The applicant requested funding for infrastructure improvements, specifically the installation of new electrical wiring and a new electrical panel, as well as replacement of existing carpet with vinyl plank or laminate flooring.

- ii. Huebner confirmed that Rizza Pizza had not received URA funds as far back as 2021, making them eligible for immediate disbursement. Staff clarified that while the application itself was complete and contained everything needed, additional documentation, such as vendor setup paperwork, would be required before funds could actually be issued. Director Burns asked whether the application looked to be in order, and Staff confirmed that all required application materials had been received.
- iii. The board approved funding in the amount of \$10,000, drawn from the current URA budget year a one-time expenditure eligible for immediate disbursement upon completion of vendor setup and lien documentation. The improvements address aging electrical infrastructure and worn flooring at an active local business, which directly benefits the safety and comfort of employees and customers alike. Upgrading the electrical panel in particular is a foundational improvement that supports the long-term viability of the business within the URD. No specific oversight metrics were established on the record beyond the standard documentation and lien requirements of the URA program.
- iv. Motion to approve the Toledo Urban Renewal Agency Rehabilitation Program funding application for Rizza Pizza in the amount of \$10,000 was made by Director Burns and seconded by Director Kauffman. The motion carried 5-0.

Agency Member	M	S	Yay	Nay	Abstained	Absent
President Mix			X			
Director Chambers			X			
Director Riley			X			
Director Kauffman		X	X			
Director Keating						X
Director Burns	X		X			

c. Cobblestone Pizza Urban Renewal Agency (URA) Rehabilitation Program Application

- i. City Manager Huebner presented the application from Cobblestone Pizza, located at 300 South Main Street in Toledo, also within the URD boundaries. Cobblestone Pizza requested funding for the installation of a new ductless heating and air conditioning unit in the main dining area. Staff noted that the applicant had not specified a requested dollar amount on the application; however, two contractor bids were included, one from Commercial Cooling Repair and one from Arrow Heating, both of which exceeded \$10,000. Staff recommended the board consider the application at the full program maximum of \$10,000. The applicant indicated they may seek additional estimates beyond the two included with the application.
- ii. Director Riley asked for clarification on whether one or two systems were being installed; Staff confirmed that the application described a single

ductless unit providing both heating and cooling. No further concerns were raised.

- iii. The board approved funding in an amount not to exceed \$10,000, drawn from the current URA budget, representing a one-time expenditure. The installation of a ductless HVAC unit is a permanent improvement to the building that will reduce electrical costs for the business and provide a more comfortable environment for both customers and employees — a concrete, near-term benefit to a Main Street business in the heart of the URD. The "not to exceed" framing preserves flexibility if final bids come in under the cap. No formal post-project reporting metrics were established on the record.
- iv. Motion to approve the URA Rehabilitation Program funding application for Cobblestone Pizza in an amount not to exceed \$10,000 was made by Director Chambers and seconded by Director Burns. The motion carried 5-0.

Agency Member	M	S	Yay	Nay	Abstained	Absent
President Mix			X			
Director Chambers	X		X			
Director Riley			X			
Director Kauffman			X			
Director Keating						X
Director Burns		X	X			

**4. Discussion and Information Items**

- a. Following action on the three applications, City Manager Huebner raised a question for the board's consideration outside of the formal agenda. Huebner explained that earlier that day, an application had been received from a business that was in the process of setting up and opening but was not yet open to the public. Because the application was received less than 24 hours before the meeting, it could not be added to the evening's agenda regardless. The applicant is a restaurant seeking funds for a permanent installation within their leased building space. The building owner provided a letter of approval, which would be required to place a lien on the property given that the applicant does not own it.
- b. The City Manager asked the board whether, assuming the URD plan permits it, they would be interested in receiving and considering applications from businesses not yet open for business.
- c. Director Burns expressed support for the idea in principle but urged caution, suggesting that any such application should come with a business plan and proof of financing, rather than serving as a blanket invitation to any new startup. President Mix echoed this sentiment, noting that the board should not automatically say no, but should think carefully about how to protect the city's interests while still encouraging business growth. Director Chambers suggested that the board could simply evaluate the application on its merits if and when it came in. Huebner noted that if the URD plan does not expressly prohibit such applications, a special URA meeting could be scheduled for the evening of June

17 for the board to consider it.

- d. The City Manager committed to reviewing the URD plan well in advance of June 17 and, if the application passes muster under the plan, scheduling the meeting accordingly.

## 5. Public Comment

### a. Barry Brewster

- i. Barry Brewster, of 109 Main Street, Toledo, addressed the board with an informal proposal to use URA funds to construct a staircase and boardwalk system up the steep grassy hillside adjacent to the parking lot near Timbers, connecting the port park area below to Main Street above. Mr. Brewster observed that the hillside currently acts as a barrier between the Waterfront Park and Main Street, discouraging foot traffic between the two areas. He described a concept involving a zigzagging staircase with landing boardwalks at each jog, providing seating areas with views of the park, including potential viewing areas for fireworks. He acknowledged the hill would not be ADA-accessible via a ramp given its grade.
- ii. Mr. Brewster offered to engage an engineer independently and return with a ballpark cost estimate, at no cost to the city, before any formal commitment was requested. Board members expressed general interest in the concept. City Manager Huebner noted that if the board were ultimately to approve such a project, it would become a city capital project subject to prevailing wage requirements and public contracting rules.
- iii. A question was raised about the ownership of the hillside property, and it was noted in discussion that the parcel may be owned by the Toledo Development Corporation, a successor entity to the urban renewal district established in the 1970s, rather than the city directly, though the adjacent parking lot was believed to be city-owned. Huebner indicated they would look into the property ownership question. The board encouraged Mr. Brewster to proceed with gathering preliminary cost information and to report back.

## 6. Adjournment

- a. President Mix adjourned the Toledo Urban Renewal Agency meeting. A five-minute recess was announced before the commencement of the next meeting at 6:20 PM.

APPROVE:

ATTEST:

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President Tracy Mix

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City Recorder Paul Johnson