



CITY OF LA PINE, OREGON URBAN RENEWAL AGENCY REGULAR MEETING

Tuesday, November 4, 2025, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/85264694062>

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

AGENDA

CALL TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

ADDED AGENDA ITEMS

Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such time selected by the Urban Renewal Agency.

CONSENT AGENDA

1. 10.07.2025 Urban Renewal Agency Minutes.....3.

OLD BUSINESS

1. La Pine Gateway – Design Materials (Updated).....6.

NEW BUSINESS

1. La Pine Gateway – Architecturally Significant Requirements
 - a. Staff Report.....11.
 - b. Change Order.....13.

OTHER MATTERS

Only Items that were previously added above in the Added Agenda Items will be discussed.

PUBLIC COMMENTS

Public Comments provide an opportunity for members of the community to submit input on ongoing matters within the city.

Public Comments are limited to three (3) minutes per person; when asked to the podium, please state your name and address. This helps the Agency and staff determine if you are a city resident. The acting chair may elect to respond to comments if the matter is within the jurisdiction of the city or defer to city

staff for response. Any matter that warrants testimony and rebuttal may be debated only during a Public Hearing on the matter.

STAFF COMMENTS**BOARD MEMBER COMMENTS****ADJOURN MEETING**

Pursuant to ORS 192.640: This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the Urban Renewal Agency to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.



CITY OF LA PINE, OREGON
URBAN RENEWAL AGENCY
WORKSHOP & REGULAR MEETING

Tuesday, October 07, 2025, at 12:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/87370676897>

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

MINUTES

WORKSHOP (12:00 PM)

Chair Russell opened the workshop at 12:13 p.m.

The workshop portion of the meeting will focus on business/projects before the Urban Renewal Agency Board and their consultants. No formal decision(s) will be made during this portion of the meeting, and the public is invited to attend.

1. Design Review (Open Concept Architecture)
 - a. Summary of previous discussions

Sara Young with Open Concept Architecture reviewed the topics that the Agency had discussed during the workshop. Randi Lacy, also with Open Concept Architecture, presented several location options for placing the archway across 4th Street and asked if there had been any changes to the design since the original design meeting. The Agency stated that the need for the archway had increased due to growing public interest and population growth. There was discussion about potential commercial development along Huntington Road and the broader potential for establishing a downtown area in La Pine.

- b. Introduction of options

Ms. Lacy reviewed the different placement options for an archway over 4th Street and discussed future possibilities for enhancing the transit center, which could include trees, seating, and a pavilion. There was discussion about the potential benefits of adding a pavilion and how it could attract community members, events, and tourists. It was suggested that the space be flexible for all seasons, allowing for heating during the winter and cooling during the summer. This would also allow the URA to expand its art program and provide opportunities for physical display. Ms. Lacy then presented the location options for the archway and the potential issues associated with each option. The Agency selected option A1, located closest to Highway 97, to provide the best visual impact for the archway.

- c. Review materials and samples

Ms. Lacy and Ms. Young presented the materials that had been chosen at the previous meeting to determine if they would still be suitable for the new location. The Agency discussed the design

elements and overall aesthetics. They agreed to keep the previously selected materials but requested that Open Concept Architecture bring physical samples to the next meeting for review in person.

d. Piece together desired direction

There was a recap of all topics discussed, including confirmation of the archway's location, an estimated start date for construction, the projected construction timeline, and a target ribbon-cutting ceremony to coincide with the 20-year anniversary of La Pine's incorporation and the annual Music in the Pines event.

e. Discussion of next steps

Ms. Young discussed the next steps, which included upcoming meetings with construction engineers and one final in-person meeting with the URA to present the completed design and conduct a virtual walkthrough. There was discussion regarding the project timeline and an anticipated completion date of August 2026. To meet the target ribbon-cutting date in August 2026, the URA determined that final design approval would need to occur at the December 2025 meeting.

Chair Russell closed the workshop at 1:50 p.m.

REGULAR MEETING (3:00 PM)

CALL TO ORDER

Chair Russell called the meeting to order at 1:57 p.m.

ESTABLISH QUORUM

Chair Vicki Russell

Andrea Hine

Sondra Anderson

Courtney Ignazzitto

Staff

Geoff Wullschlager – Agency Director

Patricia Lucas – SLED Executive Director

Amanda Metcalf – City Recorder

PLEDGE OF ALLEGIANCE

Courtney Ignazzitto led the Pledge of Allegiance.

ADDED AGENDA ITEMS

There were no added agenda items.

CONSENT AGENDA

1. 09.02.2025 Urban Renewal Agency Minutes

Courtney Ignazzitto made a motion to approve the consent agenda. *Sondra Anderson seconded the motion.*

Vicki Russell – Aye

Andrea Hine – Aye

Sondra Anderson – Aye

Courtney Ignazzitto – Aye

Motion Passed unanimously.

OLD BUSINESS

1. La Pine Gateway Project – Actionable Items

There were no actionable items with the gateway project.

NEW BUSINESS

None

OTHER MATTERS

There were no other matters.

PUBLIC COMMENTS

There were no public comments.

STAFF COMMENTS

There were no staff comments.

BOARD MEMBER COMMENTS

There were no board member comments.

ADJOURN MEETING

Chair Russell adjourned the meeting at 2:02 p.m.

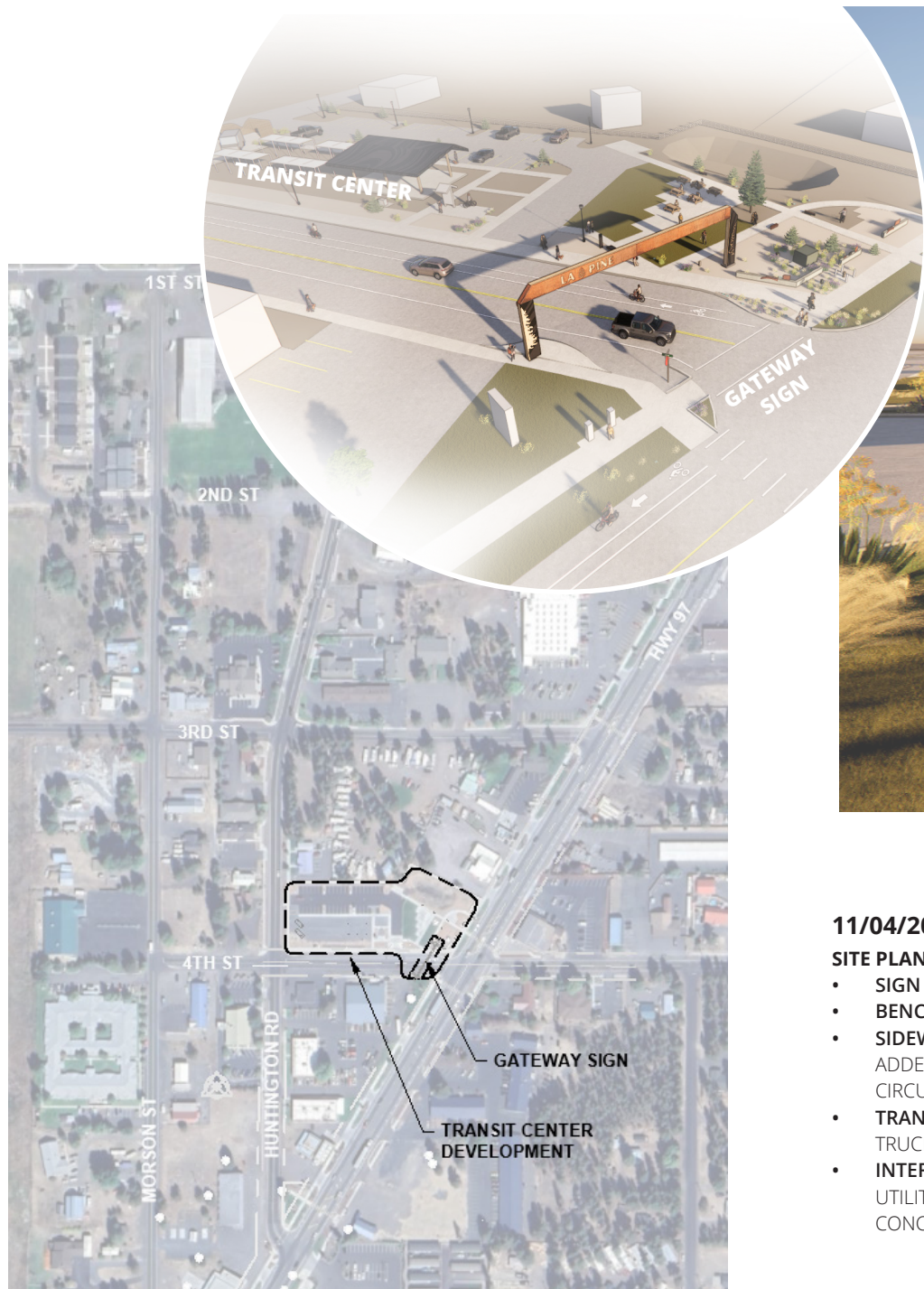
Date:

Vicki Russell, Chair

ATTEST:

Date:

Amanda Metcalf, City Recorder



11/04/2025 URB MEETING - KEY DISCUSSION POINTS

SITE PLAN

- **SIGN LOCATION** OPTION A PER LAST MEETING
- **BENCH** MOVED OFF OF CORNER (STYLE/LOCATION(S) TO BE DISCUSSED)
- **SIDEWALK AT SOUTH POST** - EXTENDED TO 'FLOW' OUTSIDE OF THE CURRENT PATH - ADDED INTEREST ON THE GROUND PLANE AND DISCUSS OPTIONS FOR PROVIDING CLEAR CIRCULATION GIVEN THE PLACEMENT LOCATION MID-EXISTING SIDEWALK
- **TRANSIT CENTER DEVELOPMENT PHASING** - CONCEPTUAL OPTIONS FOR LAYOUT (FOOD TRUCKS, SCREENING, PAVILION, PLAZA, FACILITIES, ACCESS)
- **INTERPRETIVE INSTALLATIONS** - REVIEW OPTIONS FOR CONCRETE WALL, SCREENING FOR UTILITIES/FACILITIES ON SITE THAT CAN DOUBLE AS ARTISTIC MOMENTS, DISPERSING THE CONCEPTS OF FLOW, NATURE, AND RUSTIC MATERIAL USE THROUGHOUT SITE ELEMENTS.

SIGNAGE GRAPHIC AND MATERIALITY

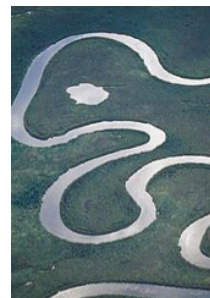
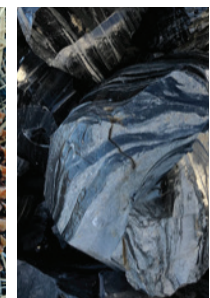
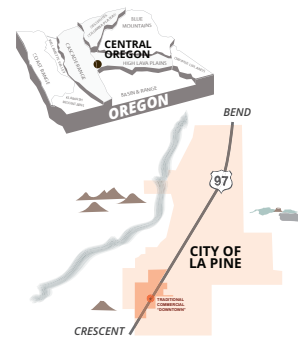
- **'LA PINE' TEXT** - RE-ALIGNMENT TO VIEWS FROM 97 AND TRANSIT CENTER 'PHOTO' MOMENTS
- **TREE GRAPHIC** - OPTIONS FOR PLACEMENT, FULL TREE PROFILE IS REPRESENTED AT THE POST AND THE CONTINUATION IS REVEALED AS YOU TURN THE CORNER.
- **GRAPHICS AND METAL FLOW** - ARTICULATION OF FLOW ELEMENTS, OPTIONS TO BE REVIEWED.
- **MATERIAL SAMPLES** - REVIEW ALONGSIDE 3D MODEL AND VISUALIZATION WALKTHROUGHS.

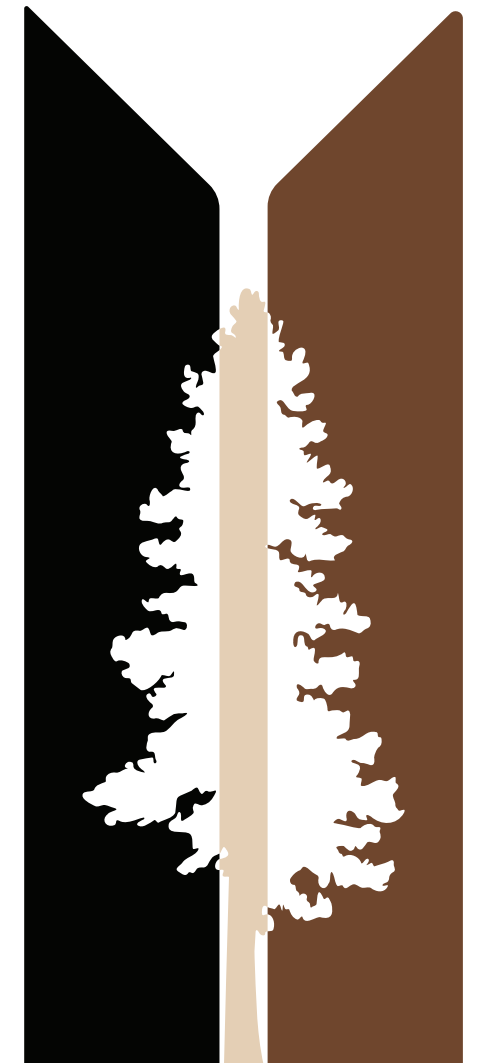
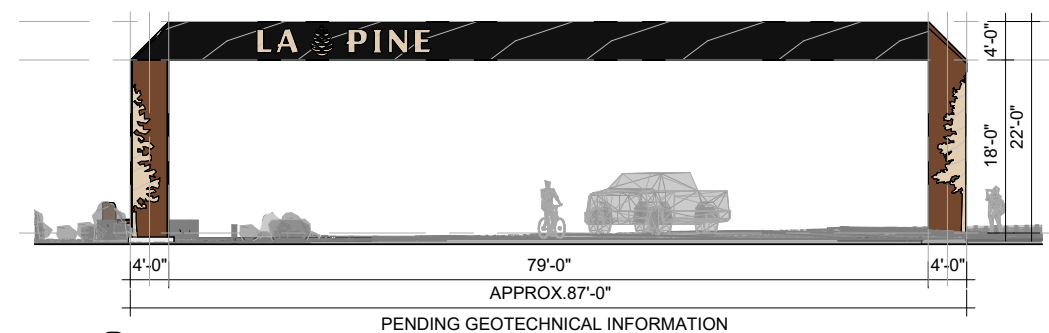
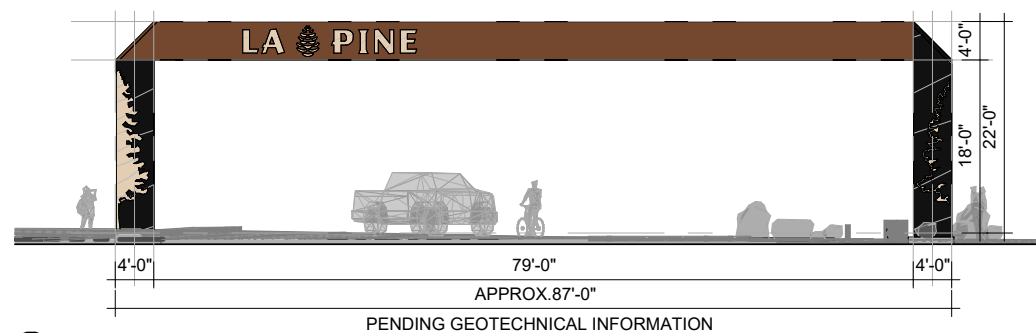
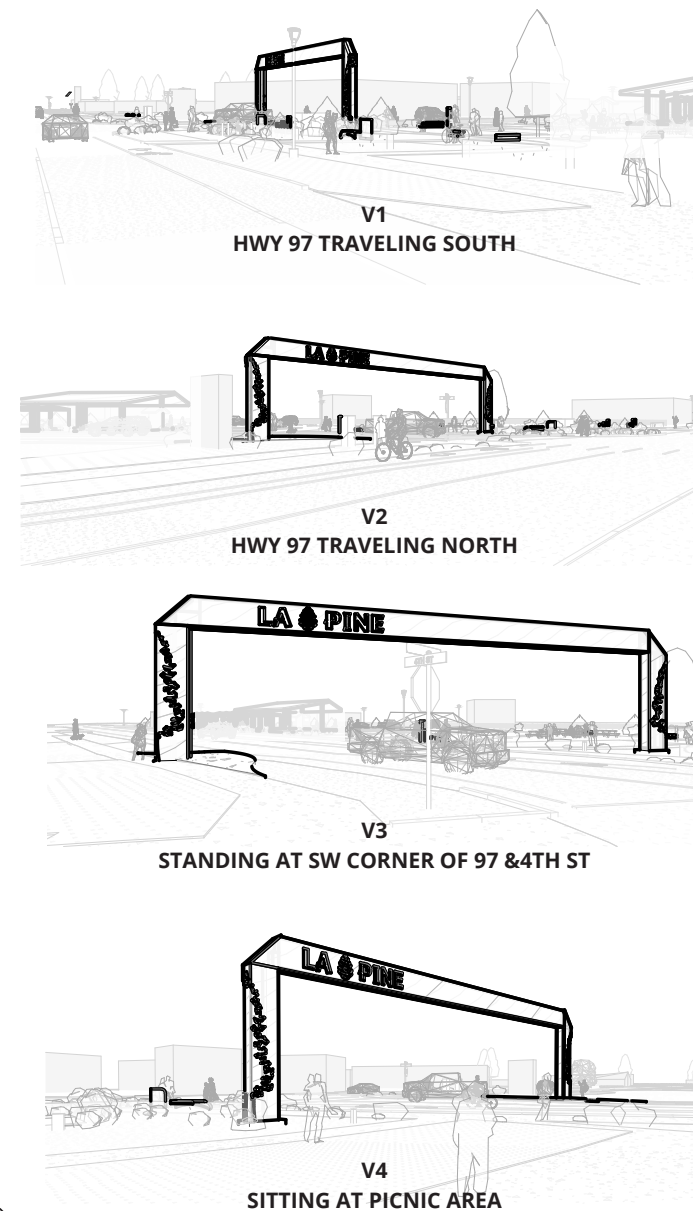
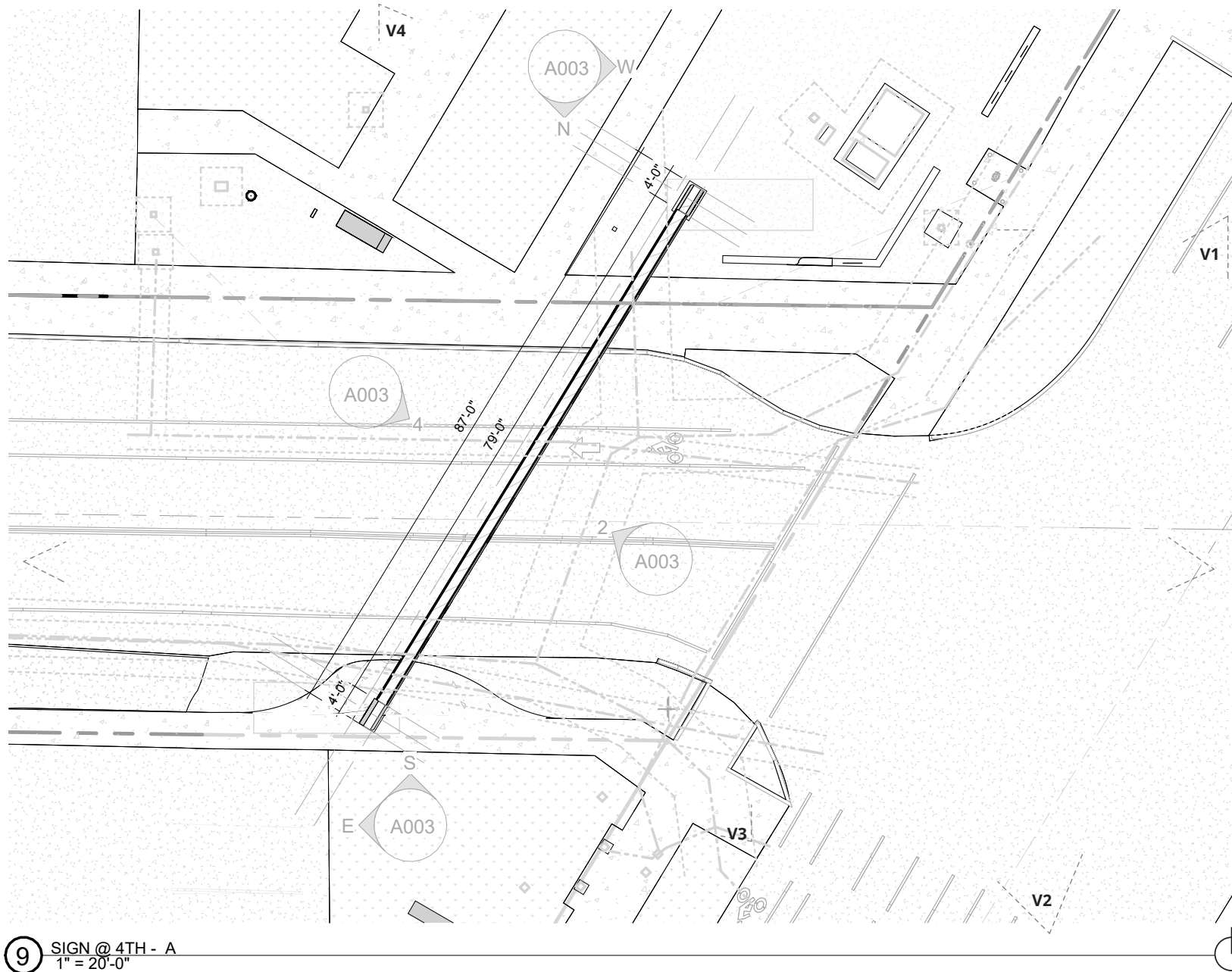
ASSEMBLY OVERVIEW

- STRUCTURAL SIZING UPDATES FOR SPAN INCREASE
- HEIGHT UPDATE TO 18'-0" CLEAR CLEARANCE SURITY, REVIEW AND CONFIRM PROPORTIONS
- UTILITY CONNECTIONS FOR LIGHTING SIGN ELEMENTS
- FOUNDATION APPROACH

NEXT STEPS:

- GEOTECHNICAL INFORMATION EXPECTED MID-LATE NOVEMBER, TO INFORM STRUCTURAL SIZING
- NEXT MEETING PROPOSED 12/16/2025 - FINAL WALKTHROUGH, DETAIL & MAINTENANCE REVIEW, FINAL APPROVAL AHEAD OF PERMIT SUBMISSION





LA PINE TREE GRAPHIC
OPTIONS AND ADDITIONAL VISUALS TO
BE REVIEWED DURING MEETING

GRAPHICS

GRAPHICS AND OPTIONS FOR DESIGN ARTICULATION TO BE REVIEWED AT 11/04/2025 MEETING



Quador SemiBold

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn
Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
0123456789

MATERIALITY

SAMPLES TO BE REVIEWED AT 11/04/2025 MEETING

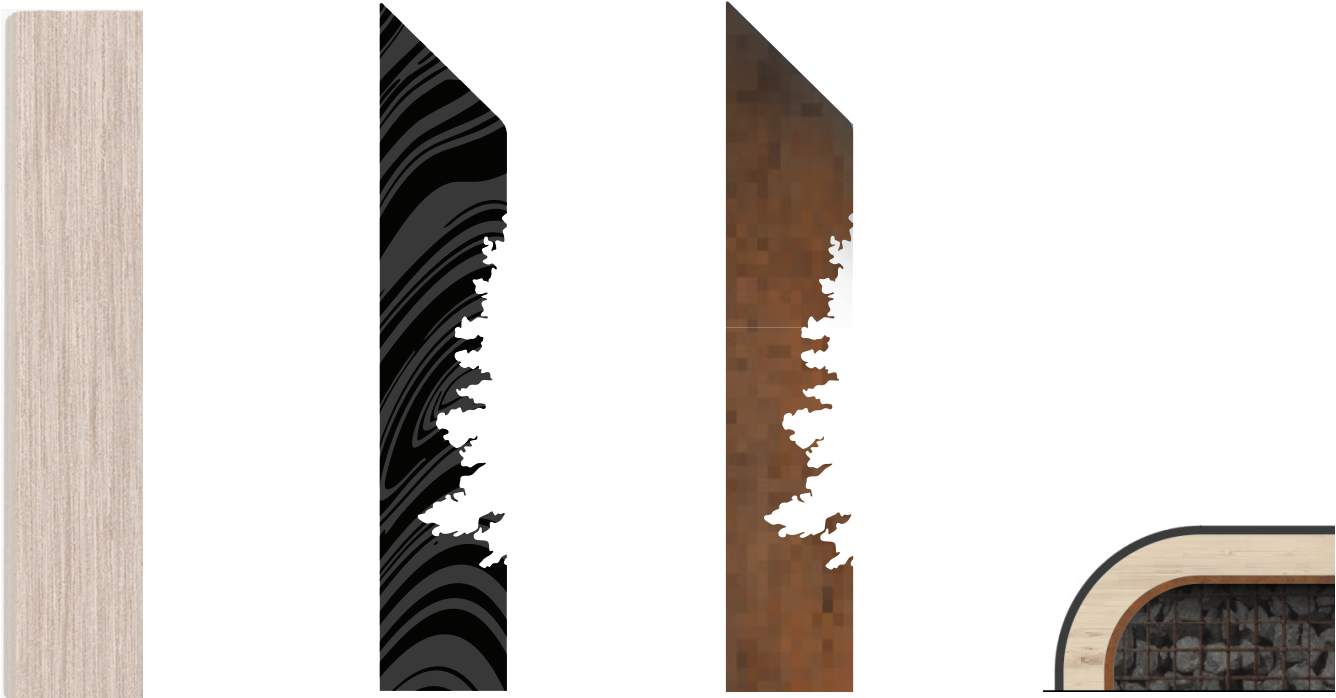


WOOD
ACRE BY MODERN MILL
sustainable board product
made from rice husks, better for
maintenance and longevity
TIMBER PANELS
glue-laminated timber

PAINTED STEEL
MANUFACTURER TBD
all visible surfaces to be
painted with 'matthews
opaque bright black paint',
pattern painted with
'matthews clear gloss'

CORTEN STEEL
MANUFACTURER TBD

GABION FILL
BLACK BASALT STONE /
CORTEN WIRE MESH



CLADDING

WOOD
 ACRE BY MODERN MILL 3/4"
 or TIMBER PANELS tbd

CORTEN STEEL
 size and manufacturer tbd

PAINTED STEEL
 size and manufacturer tbd

STRUCTURE

HSS 24X12 (LSV) BEAM
 smaller beam weld connection at
 post

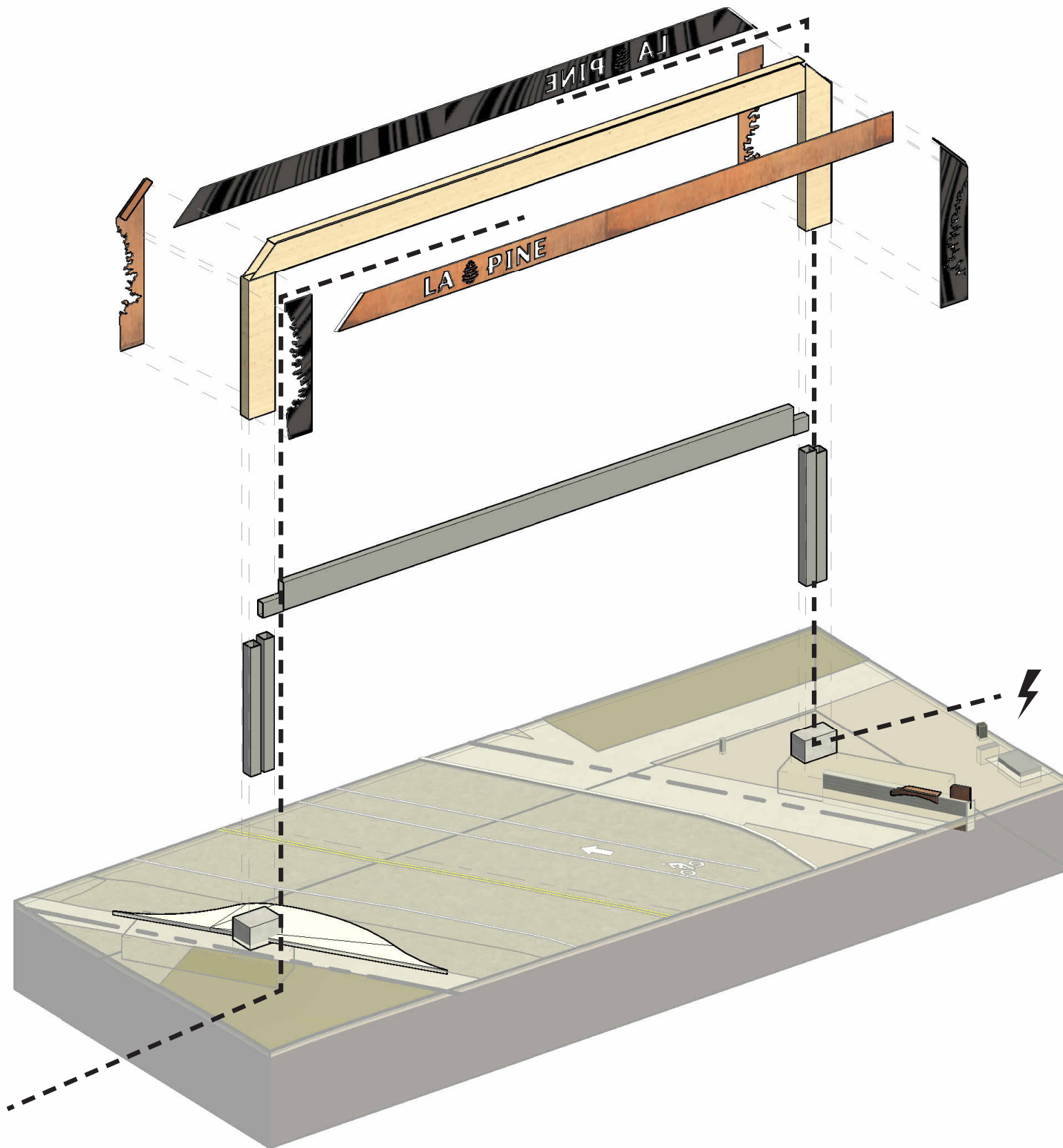
HSS 18x18 POSTS

CONCRETE PLINTH
 concealed by graphics, or below
 ground and formed into footing

FOUNDATION

DEEP FOUNDATION FOOTINGS
 36" deep footings, size and type
 TBD geotech

**UNDERGROUND ELECTRICAL
 CONNECTION FOR LIGHTING
 FEATURES**





**LA PINE URBAN
RENEWAL
AGENCY**

STAFF REPORT

Meeting Date: November 04, 2025

TO: La Pine Urban Renewal Agency

FROM: Geoff Wullschlager, Executive Director

SUBJECT: ASR -5

☐ Resolution

☐ Ordinance

☐ No Action – Report Only

☐ Public Hearing

☒ Formal Motion

☐ Other/Direction: Please see below

Agency Board Members:

The Attached Architecturally Significant Requirements document (ASR – 5) and associated Change Order propose an increase of \$23,850.00 – Twenty-Three Thousand Eight Hundred and Fifty dollars to the La Pine Archway Project. These costs, as summarized in the prepared change, are directly related to the graphic design, documentation, permit set creation, and construction administration for the Gateway Arch at the 4th St. location. You may recall we previously approved an earlier change order, ASR -3 which provided for revised design studies for the 4th St. location, and extended project management. An additional change order, ASR – 4 was approved by the Executive Director's office that consisted of development phases that will lead to the permanent and conclusive work proposed in ASR – 5. This was approved unilaterally as it was under the \$20,000.00 cap as set forth under LPC – Division 2. Sec. 2-185 and was for a total of \$9,790.00 – Nine Thousand Seven Hundred and Ninety dollars.

To move forward for approval of final documents to formalize zoning and building permits, and to prepare for construction ASR – 5 requires Board Approval under LPC - Division 2. Sec. 2-185, and the Urban Renewal Agency Bylaws under which:

1. LPC – Division 2. Sec. 2-185 - (c)

All public contracts or amendments to public contracts with an estimated cost of \$20,000.00 or more must be approved by the council; and

2. Resolution 2017-01 A Resolution of the La Pine Urban Renewal Agency Approving and Adopting the Agency's Bylaws:

Section 3: The board of directors will act as the Local Contract Review Board when approving public contracts in accordance with the Agency's public contracting rules. All contracts, deeds, and instruments, will be approved in accordance with the applicable law and Agency's public contracting rules.

As the La Pine Urban Renewal Agency Board has not defined specified public contracting rules, but is considered a public body as defined under ORS 174.109:

"Subject to ORS 174.108, as used in the statutes of this state 'public body' means state government bodies, local government bodies and special government bodies. [2001 c.74 §2]"; and

As the City's public contracting laws are in adherence with ORS 279A "Public Contracting – General Provisions" , of which are of application to "local government" as defined under ORS 174.109, which is of application to the La Pine Urban Renewal Agency, your approval of the attached ASR – 5 – is required by way of a formal motion, followed by a second, and a roll call vote.

If there are questions regarding the scope of work at this time, it is suggested that they be directed to the consultants and/or the Executive Director. If there is support for approving this change order, please make the following motion:

Motion:

I make a motion for the La Pine Urban Renewal Agency to approve the change order contained within ASR – 5, as presented by Open Concept Architecture for \$23,850.00 – Twenty-Three Thousand Eight Hundred and Fifty Dollars. Please follow this with a second, and a roll call vote of the Board.

Geoff Wullschlager, City Manager
On behalf of the:
La Pine Urban Renewal Agency Board
PO Box 2460 La Pine, OR 97739

LA PINE GATEWAY SIGN – ASR 5

ADDITIONAL SERVICE REQUEST:

Client has requested additional scope outside the original agreement— Following completion of the Design Development package for *Option A* at the Fourth Street location, this request covers the Construction Documentation and permit set preparation for the updated design. (Anticipated 11/5/25)

The work will include final coordination with the structural engineer, incorporation of graphic design and architectural metals input, and preparation of a complete permit-ready drawing set. One in-person meeting is included on **12/16/25** to review the permit set and conduct a final virtual reality walkthrough prior to release for detailing.

This request represents the documentation and coordination phase required to advance the approved Fourth Street design to permit submission.

Scope and further Additional services outlined in Exhibit A.

ADDITIONAL FEES:

035	Documentation and Permit set	\$ 6,950.00
035.1	Graphic Design support and documentation	\$ 4,050.00
405	Structural Engineering – Permit set	\$ 6,200.00
405.1	Structural Engineering – Construction Administration services	\$ 4,150.00
050	Consultant Reimbursables	\$2,500.00

Net Change under this ASR:	<u>\$23,850.00</u>
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PROJECT

Project Name: 24-058 La Pine Gateway Sign
Change to Prime Agreement signed 8/30/24.

This document represents an agreement between OCA and CLIENT regarding the change outlined above. All Work completed under this addendum shall adhere to the Exclusions and Terms and Conditions as outlined in the Prime Agreement.

Sarah Young, NCARB, DBIA, CDT
Senior Project Manager

Date

Signature
Accepted by: Geoff Wullschlager

Date

EXHIBIT A - SCOPE:

DOCUMENTATION PHASE – FOURTH STREET OPTION A

GOAL: Prepare a coordinated, permit-ready documentation package for the approved Fourth Street Option A design, incorporating structural engineering, environmental-graphic documentation, and detailing input from the architectural-metals subcontractor.

PHASE DESCRIPTION: This phase advances the approved design into a complete documentation set suitable for permit submittal and fabrication pricing. Work focuses on aligning the structure, finishes, and integrated artwork so that all disciplines are coordinated prior to construction.

This includes:

Architectural Development – OCA

- Develop the Revit model and drawing set to permit-ready level, including finish, lighting, and attachment details.
- Coordinate detailing of steel interfaces, panel joints, and finish transitions with the metals subcontractor.
- Facilitate one (1) in-person coordination meeting on 12 / 16 / 25 to review the permit set and conduct a VR walkthrough prior to submission.
- Review shop-level input from the metals subcontractor and incorporate key detailing notes
- Compile and issue the final permit-set documentation

Structural Coordination – S&A Engineers

- Complete structural calculations and drawings addressing gravity, lateral, and foundation systems.
- Coordinate footing layout and connection detailing with revised site grading and geotechnical data (if required).
- Provide digitally sealed structural sheets and calculations for permit.
- Confirm tolerances and anchor requirements for integration of artwork and lighting.
- Issue one (1) check set for review and incorporate comments into the final stamped submittal.
- Provide limited Construction Administration services during procurement and fabrication to respond to RFIs, review shop drawings, and confirm field compliance with design intent.

Environmental-Graphic Design – Anzelina Coodey

- Finalize artwork for the La Pine text, tree, and obsidian-flow elements.
- Confirm scale, placement, and attachment details with OCA and S&A.
- Identify final materials and finishes; assist with sample procurement.
- Provide artwork sheets, specifications, and notes for inclusion in the permit set. Participate in one (1) page-turn meeting (December 2025) to review the near-final set.
- Conduct QA/QC review and coordinate minor revisions through final permit submission (January 2026).
- Provide limited support for jurisdictional coordination and pre-construction kickoff meetings on an hourly basis, as requested.

DELIVERABLES

- Complete coordinated permit-ready Construction Document package (Architectural, Structural, and Environmental-Graphic).
- Stamped structural drawings and calculations (S&A).
- Final artwork files, specifications, and material schedule for fabrication coordination.
- VR walkthrough link and coordination summary memorandum.



