Burns Urban Renewal Agency

Work Session Meeting Agenda

Wednesday February 11, 2026, 5:15 p.m. (Prior to City Council Meeting)

Zoom Meeting ID: 902 014 3459

Members:	Brad Erbe, Chair	Jen Hoke	Susan Lowe
	Tod Gahley	Chase Patterson	Andrew Roy

I. Call to Order

II. Pledge of Allegiance

III. Establish Quorum/roll call

IV. Public Comment

V. Review/approve minutes – February 26, 2025

VI. Review/approve consent agenda

VI. Review/approve bills -

VII. New Business

a. New Application – John Coppedge
b. Kim Rollins

VIII. Old Business

a. Bon Temps – Status of Application

IX. Open Discussion

X. Next meeting date - To be determined

XI. Adjourn

BURNS URBAN RENEWAL AGENCY
(URA)

February 26, 2025

The Burns Urban Renewal Agency met on February 26, 2025, at 5:15 p.m. Members present were as follows:

Chairperson: Jen Keady
Members: Jen Hoke
Heather Smith
Tod Gahley
Brad Erbe - Unexcused
Chase Patterson
Andrew Roy - Excused

Chairperson Jen Keady called the meeting to order at 5:15 p.m.

PUBLIC COMMENT

There was no public comment given.

REVIEW AND APPROVE MINUTES

Regular Meeting Minutes for December 11, 2024 -

Jen Hoke made a motion to approve the minutes. Heather Smith seconded the motion. All Ayes.

NEW BUSINESS

1. Current Account Balance – Chairperson Jen Keady informed the council that the agenda packet had information from the budget on what the balances were at that time for the agency (see attached). She said there was nothing to really discuss but wanted to make sure they had all the information on what money had come in and what money had been spent so far. The property taxes they received were $91,229, their working capital was $49,713, and the biggest rebate payment that has been sent out so far was $25,981 92. There were also a couple other smaller fees.

OLD BUSINESS

1. New Applications –
    a. Tylor and Kacey Kness have a new build at a %7 rebate, and their initial tax assessed value was $27,251 (bare land).

    Taylor Kness said they would be building their new single-family home as well as a shop. They will be putting a road in also.

    Jen Hoke wanted to know if they would be building the shop separately and what color it would be.

    Taylor Kness said it would be separate.

    Kacey Kness said they had not discussed the other details such as color and things of that nature yet.

Chairperson Jen Keady asked if water, sewer, and electricity were already connected to that property. She also wondered when they were planning on breaking ground.

Taylor Kness informed her that the power runs to the property line, but they need to get it to their property as well as put the infrastructure for water and sewer in still. He was hopeful they would break ground within the next month and a half or so, but the ground needed to dry out a little more.

Heather Smith wanted to know where it would be located.

Kacey Kness said it was located behind the football field on the West Pierce side.

Chairperson Jen Keady said the city would be calling them every now and then to have them give an update if they are willing to do so. It's just fun for them to see bare land having something built on it. It's really exciting. The whole purpose of the Burns Urban Renewal Agency is to improve land and take anything that is not so beautiful and make it really nice. She said they were excited to have them be part of it.

Heather Smith asked if they would maybe be able to see photos of the work.

Kacey Kness said she planned on documenting it all.

OPEN DISCUSSION

Chairperson Jen Keady said they are going to be having just a quarterly meeting. She also mentioned that she would like someone to consider being the URA chair for the next term and asked the URA to start thinking about that.

City Manager Judy Erwin said she couldn't recall if she was at the last meeting but wondered if they had any update on the 2 projects on Main Street that have been stalled.

Chairperson Jen Keady said she had actually reached out to the Dominics. She read what they had sent to her and it read:

Hi Jen,

Not a lot to update on our end. We have a couple of other projects that we're working on now, still working on our best path forward. Given the state of the building, I don't think we are at a point to give an update right now. Let us know if you guys have more thoughts or ideas. All out best.

Chairperson Jen Keady said that the project was stalled for now, but she was hopeful they would come up with a plan and idea of how to move forward. She informed them that she had not had any updates from The Whittier or the Kainos. The Bon Temps is moving full steam ahead and they are hoping to be open sometime this calendar year.

City Manager Judy Erwin said The Bon Temps keeps them pretty informed at City Hall every step of the way and she knows what's going on with them.

Chairperson Jen Keady said the only other project that is still out there is Dobson's. They got the partial payout on that shop, so she would expect they're going to be coming in to get a final soon.

Heather Smith said as far as the Dominic's, the city may want to push them in R3's direction in terms of funding options. It's always worth applying, even if it is not going to be immediate.

City Manager Judy Erwin said her understanding of the hold-up was that they made some changes, and they are expanding the parking area. They must get approval from ODOT because it's off of ODOT's road.

That means they must have their plans re-engineered because of the changes they are making in the parking lot.

Chairperson Jen Keady said that they could still be eligible for R3 technical assistance, and she would reach out to them and let them know to do that.

There was no further discussion.

The next meeting is to be determined. They will now be quarterly unless otherwise needed.

ADJOURN

Chairperson Jen Keady made a motion to adjourn the meeting at 5:41 p.m. Heather Smith seconded the motion. All Ayes.

_____ _____

Tiffany Leffler, City Clerk

Brad Erbe, Chairperson

BURNS URBAN RENEWAL AGENCY
INCENTIVE PROGRAM PROPERTY APPLICATION

☒ New Home ☐ Major Home Remodel ☐ Commercial New Build ☐ Major Commercial Remodel

Date Submitted _____

Name of Applicant: John Coppedge

Project Street Address: 1035 E Adams St. Burns

Mailing Address (if different): _____

Telephone number/s: 971-218-7505

Email address: J.t.coppedge@att.net

Property Owner Address/Phone number (if different):

_____

Who is to be the recipient of the incentive payment:
John Coppedge

Type of project: Residential: New Build - or - Major Remodel (circle one)

Commercial: New Build - or - Major Remodel (circle one)

Harney County Assessors Map #: 23S31E07DD 03400

(Include an aerial map view of property)

Harney County Tax Lot #: 9

Most recent Tax Assessor's Assessed Value: $ 68,830

Brief description of project: Placing New Double wide manufactured Home on property with Associated Site work

_____

What permits do you currently have: All

Which permits do you plan to apply for: _____

Total Project Cost (see worksheet on page 2): $ 245,125

Estimated Project Start Date: 10/29/25

Estimated Project Completion Date: 11/26

I, applicant, acknowledge that the statements made herein are true and represent an accurate and full disclosure of all appropriate information as of this date. I understand that the URA will retain this application and any other information the URA receives, whether or not this incentive request is approved. I understand that this is public information.

APPLICANT SIGNATURE: J C Coppedge Date: 11/24/25

Proposed Project Financing Worksheet

Estimated Costs (Itemized) (If more space is needed, please attach worksheet)

Description	Cost
Manufactured Home	$ 190,519
Site Work	$ 54,606
	$
	$
	$
	$
Labor (personal or hired)	$
Total Est. Cost →	$ 245,125

Please ensure that the following items are included with the completed application form

- ☐ Application Fee (Cashier's Check/Money Order) made payable to the City of Burns URA in the amount of $250
- ☐ Current building/property photos
- ☐ Proof of legal ownership (Property Deed)
- ☐ Proof of current tax statement (Available from HC Assessor)
- ☐ Any agreements between property owners/recipient of proposed incentive

****NOTE: IF PROPERTY SELLS PRIOR TO THE PROJECT BEING FINISHED AND RE-ASSESSED THIS APPLICATION MAY BE NULL & VOID WITHOUT APPROPRIATE NOTIFICATION SUBMITTED TO BURNS URA BOARD AT TIME OF SALE*****

FOR OFFICIAL USE ONLY

Type of Project (select all that apply)

- ☐ Building interior
- ☐ Building exterior/facade
- ☐ Infrastructure
- ☐ New construction/site development
- ☐ Mitigation, reduction, removal of blight
- ☐ SDC rebates
- ☐ Notes:

Property in Urban Renewal Area?	(Y)/N
Approvals required?	(Y)/N
Building Code Compliance?	(Y)/N
Planning Commission meeting?	(Y)/N
Easement/Encroachments?	(Y)/N
Remodel meets threshold?	(Y)/N

Date of initial Tax Assessment _____ Date of 'finished' Tax Assessment _____

Change in assessed value: $_____

Date deemed complete: _____ Estimated Incentive Rebate: $_____

Approval for payment date: _____ Reviewed by: _____

If ineligible, reason NOT approved for program: _____

OFFICIAL RECORD OF DESCRIPTIONS OF REAL PROPERTIES
Office of County Assessor – Harney County

Reference # 903 Code Area 13-01

Map # 23 31 07DD Tax Lot # 3400 Acres .36

Legal Description	Date	Deed Recorded
LAND IN BENNETT'S 2ND ADDITION, CITY OF BURNS, HARNEY COUNTY, OREGON AS FOLLOWS: IN BLOCK 15: LOTS 2, 3, 4 AND THAT PORTION OF THE ALLEY VACATED BY THE CITY OF BURNS, ORDINANCE NO. 506, RECORDED JANUARY 18, 1967, IN BOOK 81, PAGE 519, HARNEY COUNTY DEED RECORDS.		
Mary Margaret Sallick	7/14/49	51 176
Death Certificate – Paul Sallick	1/18/67 11/14/89	81 519 891644
Petition for Probate of Will and Appointment of Personal Representative Mary M. Sallick, deceased Case No. 03-02-2894 Donald E. Dixon, Petitioner	2/18/03	20030309
BS: Donald E. Dixon to: Delbert D. Dixon	9/20/05	20051799
WD: Delbert D. Dixon to: John Andrew Swanson	10/11/05	20051956
WD: John Andrew Swanson to; Darwin W. Webster	01/10/07	20070056
Burns Urban Renewal Plan	12-29-21	2021-2094
Affidavit of Claiming Successor – Small Estate of: Darwin Wayne Webster, deceased Case #22-03-3543 with death certificate to: Bonnie Webster	3-24-22	2022-0415
Amended Affidavit of Claiming Successor	4-14-22	2022-0509
City of Burns URA Legal Description	6-30-22	2022-0902
Personal Representative's Deed: Bonnie Webster the duly appointed, qualified and acting Personal Representative of the estate of Darwin Wayne Webster, deceased, Probate Case #23PB05351 to: John Coppedge and Doreen Coppedge, with right of survivorship	1-2-24	2024-0007
City of Burns – Consolidation	5-14-24	2024-0495

AmeriTitle

THIS SPACE RE

HARNEY COUNTY, OR 2024-0007
DEED-PRD 01/02/2024 02:59:02 PM
Pgs= 3 $91.00
I, Derrin Robinson, County Clerk for Harney County, Oregon certify that the instrument identified herein was recorded in the Co. Clerk's records.
Derrin E. Robinson, Harney County Clerk

AFTER RECORDING RETURN TO:
John Coppedge and Doreen Coppedge
Po Box 158
Orovada, NV 89425

Until a change is requested all tax statements shall be sent to the following address:
John Coppedge and Doreen Coppedge
Po Box 158
Orovada, NV 89425

File No. 616603AM

PERSONAL REPRESENTATIVE'S DEED

THIS INDENTURE Made this 18th day of December, 2023 by and between

Bonnie Webster the duly appointed, qualified and acting personal representative of the estate of Darwin Wayne Webster, deceased, Probate Case No. 23PB05351, filed in Harney County,

hereinafter called the first party, and

John Coppedge and Doreen Coppedge, with right of survivorship,

hereinafter called the second party;

WITNESSETH:

For value received and the consideration hereinafter stated, the receipt whereof hereby is acknowledged, the first party has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell and convey unto the said second party and second party's heirs, successors-in-interest and assigns all the estate, right and interest of the said deceased at the time of the decedent's death, and all the right, title and interest that the said estate of said deceased by operation of the law or otherwise may have thereafter acquired in that certain real property situated in the County of Harney, State of Oregon, described as follows, to-wit:

Land in Bennett's Second Addition, City of Burns, Harney County, Oregon, according to the official plat thereof as follows:

In Block 15: Lots 2, 3, 4, and the North 8 feet of that portion of the alley vacated by City of Burns Ordinance No. 506, recorded January 18, 1967, in Book 81, Page 519, Deed Records.

The true and actual consideration paid for this transfer, stated in terms of dollars is $30,000.00. However, the actual consideration consists of or includes other property or value given or promised which is part / whole of the consideration.

FOR INFORMATION PURPOSES ONLY, THE MAP/TAX ACCT #(S) ARE REFERENCED HERE:

23S 31E 07DD 3400	**903**
23S 31E 07DD 3401	**93083**
23S 31E 07DD 3402	**93084**

TO HAVE AND TO HOLD the same unto the said party, and second party's heirs, successors-in-interest and assigns forever.

IN WITNESS WHEREOF, the said first party has executed this instrument; if first party is a corporation, it has caused its name to be signed and its seal affixed by an officer or other person duly authorized to do so by order of its board of directors.

Return To: AmeriTitle

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Executed this 29 day of December, 2023.

Bonnie Webster

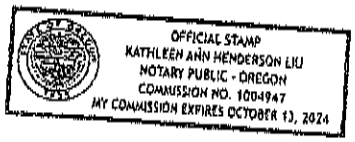
Bonnie Webster Personal Representative for the Estate of Darwin Wayne Webster, Deceased.

STATE of Oregon, County of Lake) ss.

This instrument was acknowledged before me on December 29, 2023 by Bonnie Webster as Personal Representative for the Estate of Darwin Wayne Webster.

Kathleen Ann Henderson Liu

Notary Public for Oregon
My commission expires 10/13/2024



CERTIFIED TRUE COPY
BY

Verified Correct Copy of Original 6/9/2023

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF LANE
125 E. 8th Ave. Eugene Oregon 97401

In the Matter of the Estate of:	**Case No: 23PB05351**
Darwin Wayne Webster,	**LETTERS TESTAMENTARY**
Deceased.	

THIS CERTIFIES that the Will of **DARWIN WAYNE WEBSTER** Deceased, has been accepted and **BONNIE WEBSTER** has been appointed and is, at the date hereof, the duly appointed, qualified, and acting Personal Representative of the will and estate of the Decedent.

IN WITNESS WHEREOF, I, as Clerk of the Circuit Court of the State of Oregon for the County of Lane, in which proceedings for administration upon the estate are pending, do hereto subscribe my name and seal of the court on this 9th day of June, 2023.

CIRCUIT COURT, LANE COUNTY STATE OF OREGON

Clerk of the Court

By: _____
Deputy

I certify that the foregoing copy of Letters of Testamentary has been compared by me with the original thereof, and that it is a correct transcript therefrom, and of the whole of said original as the same appears on file in my office. I certify that said Letters are still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Court this _____ day of _____, 20_____.

SEAL

Clerk of the Court

By: _____
Deputy

Harney County
2026 Real Property Assessment Report
Account 903
NOT OFFICIAL VALUE

Map	23S31E07-DD-03400	**Tax Status**	Assessable
Code - Tax ID	1301 - 903	**Account Status**	Active
		Subtype	NORMAL
Legal Descr	Metes & Bounds - See legal report for full description		
Mailing	COPPEDGE, JOHN & COPPEDGE, DOREEN 1035 E ADAMS ST BURNS OR 97720-1824	**Deed Reference #**	2024-7
		Sales Date/Price	01-02-2024 / $30,000
		Appraiser	JENNIFER HUGHES

Property Class	101	**MA**	**SA**	**NH**
RMV Class	101	06	00	011

Site	Situs Address	City
	1035 E ADAMS ST	BURNS

Value Summary

Code Area		RMV	MAV	AV		RMV Exception	CPR %
1301	Land	20,460	33,750	20,460	Land	0	
	Impr	28,370	16,710	28,370	Impr	0	
Code Area Total		48,830	50,460	48,830		0	
Grand Total		48,830	50,460	48,830		0	

Land Breakdown

Code Area	ID #	RFPD	Ex	Plan Zone	Value Source	Trend %	Size	Land Class	LUC	Trended RMV
1301	1			SFR-4	Market	100	0.36 AC	LOT	001	20,460
					Code Area Total		0.36 AC			20,460

Improvement Breakdown

Code Area	ID #	Year Built	Stat Class	Description	Trend %	Total Sqft	Ex%	MS Acct	Trended RMV
1301	2	1964	131	One story	100	0			28,370
				Code Area Total		0			28,370

Exemptions / Special Assessments / Notations

Notations

- IMPROV VALUE ADDED 2010
  NEW BUILDING AND REMODEL PLANNED-NOTHING 1/11/10
- ADDED 2022
  URBAN RENEWAL

Comments Re-appraisal-25: no change, no longer in flood zone- jh 2025

****

Consolidation per owner's request approved by City of Burns #2024-0495 5-14-24
23 31 07 DD 3400 #903 = .36 acres
23 31 07 DD 3401 #93083 and 23 31 07 DD 3402 #93084 cancelled and combined with 23 31 07 DD 3400 #903 balanced land and MAV for 2024 CH

Harney County
2024 Real Property Assessment Report
Account 903

Map	23S31E07-DD-03400	**Tax Statue**	Assessable
Code - Tax ID	1301 - 903	**Account Status**	Active
		Subtype	NORMAL
Legal Descr	Metes & Bounds - See legal report for full description		
Mailing	COPPEDGE, JOHN & COPPEDGE, DOREEN 1035 E ADAMS ST BURNS OR 97720-1824	**Deed Reference #**	2024-7
		Sales Date/Price	01-02-2024 / $30,000
		Appraiser	CHARLES DICKINSON

Property Class	101	**MA**	**SA**	**NH**
RMV Class	101	06	00	011

Site	Situs Address	City
	1035 E ADAMS ST	BURNS

Value Summary

Code Area		RMV	MAV	AV		RMV Exception	CPR %
1301	Land	15,300	33,750	15,300	Land	0	
	Impr	17,520	16,710	17,520	Impr	0	
Code Area Total		32,820	50,460	32,820		0	
Grand Total		32,820	50,460	32,820		0	

Land Breakdown

Code Area	ID #	RFPD	Ex	Plan Zone	Value Source	Trend %	Size	Land Class	LUC	Trended RMV
1301	1			RS	Market	100	0.36 AC	LOT	001	15,300
					Code Area Total		0.36 AC			15,300

Improvement Breakdown

Code Area	ID #	Year Built	Stat Class	Description	Trend %	Total Sqft	Ex%	MS Acct	Trended RMV
1301	2	1964	131	One story	100	0			17,520
				Code Area Total		0			17,520

Exemptions / Special Assessments / Notations

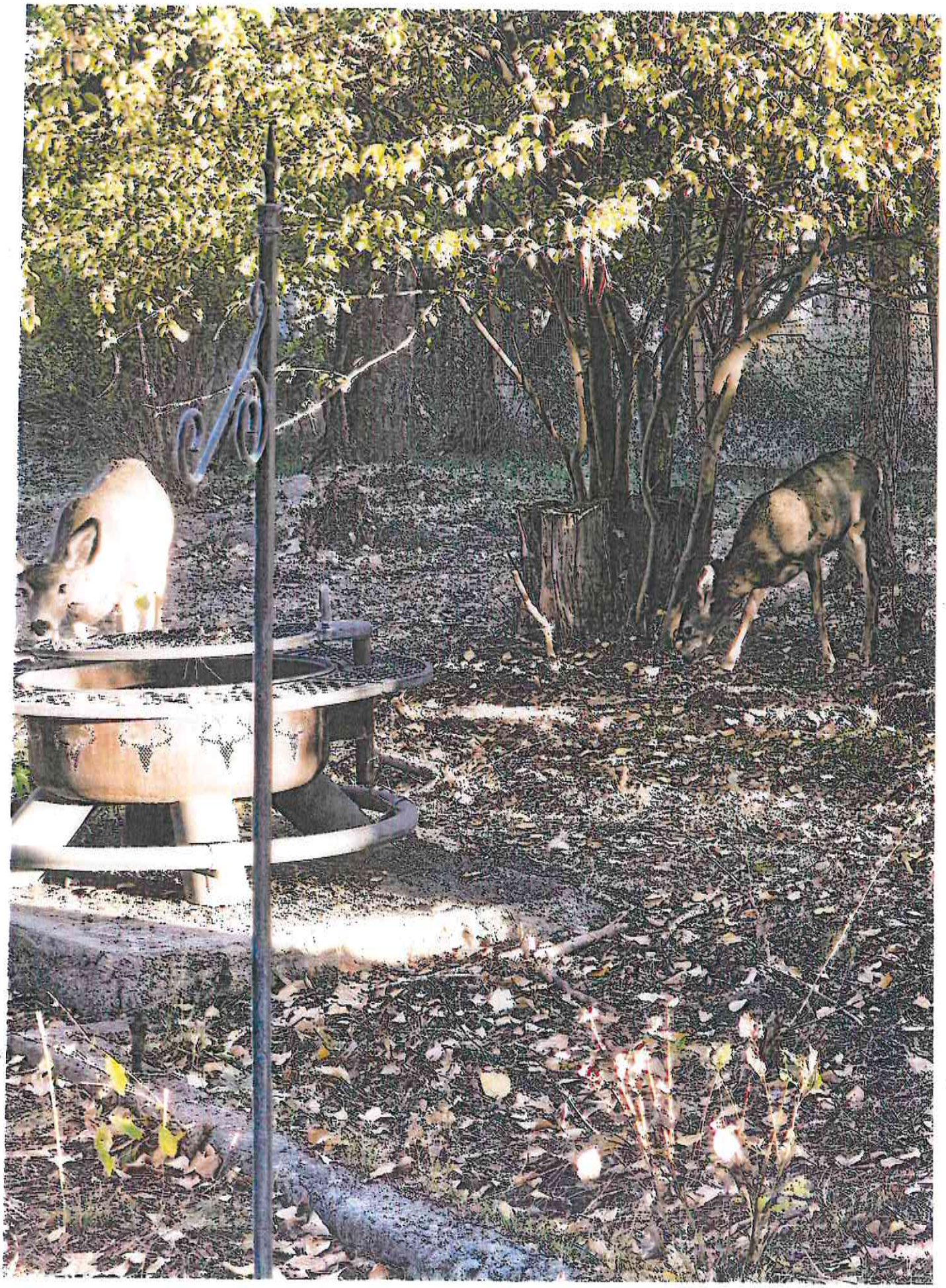
Notations

- IMPROV VALUE ADDED 2010
  NEW BUILDING AND REMODEL PLANNED-NOTHING 1/11/10
- ADDED 2022
  URBAN RENEWAL

Appraisal Maint 2024-SIZE CHANGE

Comments Consolidation per owner's request approved by City of Burns #2024-0495 5-14-24
23 31 07 DD 3400 #903 = .36 acres
23 31 07 DD 3401 #93083 and 23 31 07 DD 3402 #93084 cancelled and combined with 23 31 07 DD 3400 #903 balanced land and MAV for 2024 CH

Value judgement change per owners request. Revisited by Jen and valued reduced on detached garage for 2024 correction. CH



Receipt No: 6.006003923

Nov 24, 2025

John Coppedge

Planning Fees - URA APPLICATION FEES	250.00
Total:	250.00
Check Check No: 0000121043	250.00
Total Applied:	250.00
Change Tendered:	.00

Duplicate Copy

11/24/2025 1:12 PM