

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
MARCH 23, 2015**

0:00 **DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, MARCH 23, 2015**

CONVENED The meeting convened at 6:47 p.m. with Chair Figley presiding.

ROLL CALL

Chair Figley	Present
Member Schaub	Present
Member Lonergan	Present
Member Carney	Present
Member Morris	Present
Member Ellsworth	Present
Member Alonso Leon	Present

Staff Present: City Administrator Derickson, City Attorney Shields, Captain Alexander, Public Works Director Scott, Assistant City Administrator Row, Human Resources Director Hereford, Economic and Development Director Hendryx, Urban Renewal Manager Stowers, City Recorder Pierson

0:00 **CONSENT AGENDA**

A. Urban Renewal Agency minutes of March 9, 2015.
Morris/Ellsworth... adopt the Consent Agenda. The motion passed unanimously.

0:00 **ASSOCIATION BUILDING FEASIBILITY REVIEW COMMITTEE RECOMMENDATION**

Economic and Development Director Hendryx provided a staff report. **Lonergan/Alonso Leon...** reject all Association Building proposals consistent with the direction of the Association Building Feasibility Review Committee. The motion passed unanimously.

0:27 **ADJOURNMENT**

Morris/Lonergan... meeting be adjourned. The motion passed unanimously.
The meeting adjourned at 7:14 p.m.

APPROVED _____
KATHRYN FIGLEY, CHAIR

ATTEST _____
Heather Pierson, City Recorder
City of Woodburn, Oregon



Agenda Item

April 13, 2015

TO: Downtown Advisory Renewal Subcommittee

FROM: Jim Hendryx, Economic and Development Services Director
Robyn Stowers, Urban Renewal Manager

SUBJECT: **URG 2015-06 225 W Hayes Street (Chay Properties, LLC)**

RECOMMENDATION:

It is recommended that the Woodburn Urban Renewal Agency Board approve the Urban Renewal Exterior Grant application from Chay Properties, LLC (Applicant) for up to \$5,700.

BACKGROUND:

The Woodburn Urban Renewal Agency Board (Agency) approved a comprehensive grant and loan program on February 14, 2011 for properties within downtown Woodburn. The program is designed to provide matching funds for exterior (\$10,000) and interior (\$5,000) improvements to commercial properties located in the historic downtown district. The program also provides loan funds (\$25,000) to further these same improvements.

The Applicant owns two other downtown properties located at 405 and 425-445 N. First Street. Over the past two years, the Applicant was awarded \$50,000 of Urban Renewal grant funds to repair the properties and received a \$20,000 grant from the state to restore the historic façade. The Applicant purchased 225 W. Hayes Street on November, 2014 at auction, due to its proximity directly behind the N. First Street properties and its structural integrity. The property is in need of a new roof and the Applicant is requesting \$5,700 for the project.

The Downtown Advisory Review Subcommittee (DARS) first reviewed the application on February 24, 2015 and recommended that the Agency approve the \$5,700 request. On March 9th, the Agency rejected the application, expressing concern over the improvements and value of the building, and requesting that DARS reevaluate their recommendation in light of the following questions: (1) whether the value of the property is sufficient to warrant the improvement, (2) whether the structure is capable of supporting a new roof, and (3) whether the ultimate use of the property will positively impact to the area.

To address Agency concerns on value, structural integrity, and use, the Applicant submitted a development plan and attended the March 26th DARS meeting.

- (1) The Applicant acknowledged that replacing the roof at a cost of \$11,400 is a large investment in a property that Marion County values at \$25,310 (RMV Total); however, replacing the roof is more economically feasible than demolishing the property and constructing a new building. The current Grant and Loan Program does not set project cost to property value ratios.
- (2) The plans (see attachment) show that the building is constructed of 8" steel reinforced concrete walls. It also illustrates the building floor plan, roof framing details and elevations. A building permit is required for a commercial roof and approval must be obtained from the City's building inspector to ensure the structural integrity of the property.
- (3) Previously, the property was used as a medical office and the Applicant plans to maintain the current occupancy classification and lease the facility for office space. The current Grant and Loan Program does not require applicants to identify building use.

DARS determined that the application complies with current program requirements and would add significant value to the downtown by transforming a blighted property into an active commercial space. DARS recommended the Agency approve the request for \$5,700.

Proposal

The proposal is to replace the roof.

Grant amount:	\$5,687.50
Estimated cost of all improvements:	\$11,375
Percentage of grant to total project costs:	50%

Program Criteria:

Property Location & Ownership

The property is located at 225 W. Hayes.

- That the property is within the Urban Renewal Grant and Loan District.
The property is within the Urban Renewal Grant and Loan District.

- That the proposal complies with the downtown architectural design standards and signage standards.
The exterior grant is intended to repair the existing roof, which is not visible to the public. This request does not impact the appearance of the building or the signage.
- That the project encourages greater marketability of the downtown area.
Restoring a vacant, blighted property improves the overall marketability of the downtown.
- That the proposal will complement the existing historic downtown core.
Improving the appearance of a blighted property complements the existing historic downtown core.
- That the project design works toward restoring the building as closely to its original design as possible.
Replacing the roof works towards restoring the property to its original design.
- That building interiors are improved with a focus on addressing code-related improvements
Not applicable
- That the project is in the public interest
The Urban Renewal Program specifically identifies the need to improve buildings within Woodburn's downtown. Continued improvements will be made to the subject property.

Summary and Conclusion

The Downtown Grant and Loan Program is intended to encourage and assist business and property owners to invest in the downtown. This particular grant application is intended to assist the business owners to make improvements to their property by repairing the roof. The request is consistent with the program criteria.

Conditions of Approval

1. There is a 50/50 match requirement required for the Grant program. Invoices must be submitted for reimbursement. No grant money will be disbursed until the project is completed and is approved by the Agency.
2. Grant and loan funds cannot be used for any work commenced or completed prior to project approval.

3. Grant and loan funds may be used for materials and services provided by licensed contractors.
4. All necessary building, electrical, plumbing permits must be obtained and work inspected and approved.
5. Projects shall be completed within one year of approval in order to be eligible for reimbursement. Grants provide for a single payment after receipts are provided and all completed work is accepted by the City.
6. All work will be done by licensed contractors and the applicant needs to provide at least three bids for every aspect of work greater than \$2,500.

ATTACHMENTS:

1. Application
2. Development Plan for 255 W. Hayes St.
3. 255 W. Hayes St. Property Records

Attachment D
Woodburn Urban Renewal Agency
Grant and Loan Program

Application

Exterior Grant Interior Grant Loan

1. Applicant

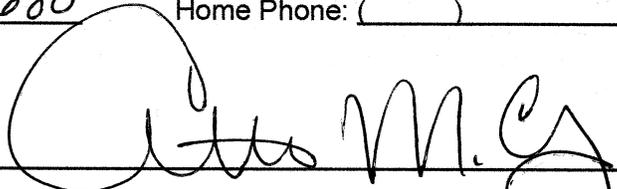
Name: CHAY LLC / Annette CHAY
Address: 1980 WILLAMETTE FALLS DR. #120-343
Work Phone: (503) 358-7680 Home Phone: ()
E-mail: CHAYLLC@GMAIL.COM
Legal Form: Sole Proprietorship Partnership Corporation Non-Profit

2. Building or Business to be rehabilitated

Name: CHAY LLC
Street Address: 255 W. HAYES ST., WOODBURN OR.
Tax Map/Lot Number: 051W 12105926
051W18BA01400

3. Property Owner

Name: CHAY LLC
Address: 1980 WILLAMETTE FALLS DR. #120-343
Work Phone: (503) 358-7680 Home Phone: ()

Property Owner's Signature: 

4. **Loan Program** - Give a brief description of the overall proposed improvements and how loan funds will be used to improve the property.

New Roof

Loan amount: \$ _____
Estimated total cost of improvements: \$ _____
Percentage of loan to total project costs: _____%

5. **Exterior Grant Program** - Give a brief description of the proposed exterior improvements and a description of how the project complies with the Woodburn Development Ordinance standards.

New Roof

Loan amount: \$ _____
Grant amount: \$ 5,687.50
Total estimated cost of all work: \$ 11,375.00
Percentage of grant to total project costs: 50%

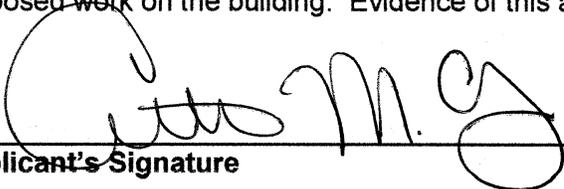
6. **Interior Grant Program** - Give a brief description of the proposed interior improvements and how this work addresses code related improvements.

Grant amount: \$ _____
Estimated cost of all improvements: \$ _____
Percentage of grant to total project costs _____ %

The Woodburn Urban Renewal Board will review the proposed redevelopment improvements and advise the applicant of the status or recommend changes.

CERTIFICATION BY APPLICANT

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this authority must be attached.



Applicant's Signature

1-28-15

Date

Return Application To:
James N.P. Hendryx
Economic & Development Services
270 Montgomery St.
Woodburn, OR 97071



405 N. 1st Street
 Woodburn, OR 97071
 (503) 421-5799
 CCB# 204115

No. 112042
 Date 12/1/14

www.foxtronconstruction.com

PROPOSAL SUBMITTED TO Chay Properties LLC	PHONE 503.421.5799	
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ADDRESS 255 West Hayes ST	EMAIL ADDRESS toney@foxtron.us	
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CITY, STATE, ZIPCODE Woodburn, Or, 97068		
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CONTRACTOR Foxtron Construction		
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We hereby submit specifications and estimate for:		
Replace and repair roof top with 5/8-inch plywood (25ft x50ft) <i>(includes labor and material to remove old plywood and replace with new similar material)</i>	\$	2,500
Arrow Roof (subcontractor)*	\$	5,625
Batt Insulation with R-38 ceiling insulation	\$	2,750
Site cleanup	\$	500
* See attached bid		

We propose hereby to furnish material and labor complete in accordance with the above specifications for the lump sum of
ELEVEN THOUSAND THREE HUNDRED SEVENTY FIVE Dollars \$ **11,375**

Payments: Deposit of 50% of agreed upon total, and 50% upon completion of contract

Terms and Conditions
 All material is guaranteed to be specified. All work to be completed in a professional manner according to standardized practices. Any deviation from above specifications involving extra costs will be executed only upon change orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized Signature _____
 Proposal may be withdrawn in _____ days

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above

Date of Acceptance _____ Signature _____
 Signature _____



P.O. Box 55097 → Portland, OR 97238
 Phone: (503) 460-2767 → Fax: (503) 460-2768 → Toll Free: (866) 901-4155

PROPOSAL

December 29, 2014
 Attn: Ann Chay

Chay, LLC
 1980 Willamette Drive, #120
 West Linn, OR 97068

Ph: 503-358-7680 Fx:

RE: 445 N. 1st Street, Woodburn, OR-Reroof

We appreciate the opportunity to provide you with our quote on your project. We hereby propose to furnish all materials and perform all labor necessary for the completion of the following:

ITEM	SCOPE OF WORK	PRICE \$
1.	NOTE: Others to remove the existing roofing and replace any damaged roof joist, framing members and sheathing on the entire roof deck prior to installing the new roof system.	
2.	We will set up all necessary safety and fall protection to meet Oregon OSHA guidelines.	
3.	We will furnish and install a layer of ½" densdeck over the wood substrate and mechanically attach.	
4.	We will fabricate and install new TPO clad drip metal and gravel stop.	
5.	We will furnish and install a new 60mil white TPO membrane over the entire roof area and mechanically attach to the substrate.	
6.	We will flash in all curb and pipe penetrations with new TPO flashings.	
7.	We will install new roof to wall flashings along the East wall. After installing base flashings we will furnish and install a new surface mounted metal counter flashing.	
8.	Upon completion of the above work, we will remove all tools and debris and leave the site in a clean and orderly condition.	
TOTAL		\$5,625.00

LICENSES: OR CCB# 115153 → WA Lic# ARROWRS034KK → ID Lic# 16126-A-4



Date: 11/14/14

To: Tony

255 W Hayes St

Woodburn, OR

From: West Sky Roofing and Construction

208 NE 4TH Ave.

Canby, OR 97013

Proposal: \$8,277.64 Includes labor, tear off, Materials and disposal

25'x50'= 1,200 square feet area, tear off and install new membrane TPO. And disposal.

Includes all plywood for roofing.

Owner to remove a/c equipment and reinstall again.

Scope of work: complete tear of, flat roof system and replace with new roofing system TPO (membrane) white. Add new flashings, replace all roof vents if any, fasteners, replace custom drains if any, add clatt metal drip edged, add clatt metal gravel stop. ONE LAYER OF SOLO FIRE SHEETS. ONE LAYER OF POLY ISO. ONE LAYER OF TPO MEMBRANE. Add plywood as needed \$25.00 per sheet extra cost Please contact me if you have any questions

All new roof installations include a 5 year labor warranty.

Payment 50% of full contract is required to start and 50% at end of the contract.

We accept: Cash, check, visa, mastercard, American express, and paypal, bill me later (OAC).

Customer _____ / /

General Manager: Victor Carrillo

CCB# 185260 licensed, insured and bonded

208 NE 4TH Ave. Canby, OR 97013 (971)302-3596 or (971)266-7499

GIRON CONSTRUCTION LLC



10001 SE Sunnyside Rd, Suite 200, Clackamas, OR 97015
 Email: info@giron-construction.com www.giron-construction.com
 Phone: (503) 954-1494 Fax:(503) 427-7940
 OR #196905 WA #GIRONGC88200

Quote-Work Agreement

DATE	11/15/2014
COSTUMER ID	
This proposal may be withdrawn by us if not accepted within 30 days.	

BILL TO		PROPERTY ADDRESS		CONTACT INFORMATION	
Name	Toney Chay			Phone	Cell phone #: 503-421-5799
Address	255 w Hayes St. Woodburn OR, 97071			Email	Email: toney@foxtron.us

Inc	Roof Materials & Ridge Caps.	Inc	Decking & Underlayment.	Inc	Attic Venting.
yes	Versico, 60mil VersiWeld® Reinforced TPO flat no Pitch roofing system.Mechanically attached and fully adhered.Fully adhered system Pipe boots				Ridge Venting System.
				yes	Metal Square Vents .
					Add Metals Vents.
					Soffits venting (4x16)
					Air Edge Venting system.
					New Solar powered Vents

Inc	Flashings & Chemneys.	Inc	Skylights & Gutters.	Inc	Ridge Insulation
yes	TPO DRIP EDGE METAL		Re-Flash Existing Skylights.		Ridge insulation 1"
yes	TPO GRABLE STOP EDGE METAL		Replace Existing Skylights.	yes	
	Metal Valleys standard 18" Large 24"		New Velux Skylight.		
	Double Layer System (on Valleys).		New Solar Tube		
	Chemney Step Flashings.		5-k Style Gutters & Down Spouts.		
	Chemney Tuck Point Flashings.	yes	Clean Existing Gutters.		

Scope of Work.

- yes Remove Existing Roofing shingles to bare wood sheeting .
- Haul away old roofing materials. Inspect for dry rot in existing roof deck.
- yes Re-nail existing roof deck, Ensure decking is not bucklin. Install roofing underlayment to dry roof deck using fasteners.
- yes Install 1x3" standard 26 gauge, Drip edge & Gable trim Metal Around entire perimeter of roof.
- yes Install New roofing Versico, 60mil VersiWeld® Reinforced TPO flat no Pitch roofing system.Mechanically attached and fully adhered according to manufacturer's spec.
- yes Remove all Construction debris from the job site. Roll over entire arca on the ground with magnctic rake to ensure there arc no scrap metals or nails left bching.
- yes All grounds to be cleaned up on a daily basis. All bushes, shrubs, and flowers to be protected. Homeowner is asked to supply electrical power if needed.

NOTES/SPECIAL INSTRUCTIONS: Selective replacement of fascia, and barge boards: We'll review during roof demolition. Roof venting: Additional vents may be required for the sloped roof, cathedral ceiling and elsewhere. We'll review during roof demolition.

Option 1		Roofing Color	
Option 2		Gutters Color	
Subtotal	\$0.00	Start Date	
Exclusions/ Additional Charges. Inspect for dry rot in existing roof deck. If bad wood is found , for sample but limited to Plywoods, Fascia boards, Rafter tails . 1/2" Plywoods @ \$45 per sheet 4x8" sheet labor & materials. \$4.00/linear ft labor and materilas, For any Fascia Boards and rafter Tails. Fifty(50) percent down upon acceptance of the agreement and balance upon completion. Payments made with a credit card are subject to an administrative fee of 2% Initial here if accepted _____		Project Total	\$13,833.00
		Tax (Wa)	
		Total Price	
		Deposit	
		Balance Due Upon Completion	

GUARANTEE: TEN(10) year(s) roof leak repair under normal weather conditions from completion date. The warranty shall protect the owner from damage to the building and contents resulting from roof leakage for a period of ten (10) years, beginning from the date of completion of the project.

All material is guaranteed to be as specified. All work to be completed in workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will became an extra charge over & above the estimate. Our worker(s) are fully covered by workman's compensation insurance .

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

REPRESENTATIVE SIGNATURE:	DATE:
CUSTOMER SIGNATURE:	DATE:

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Exterior



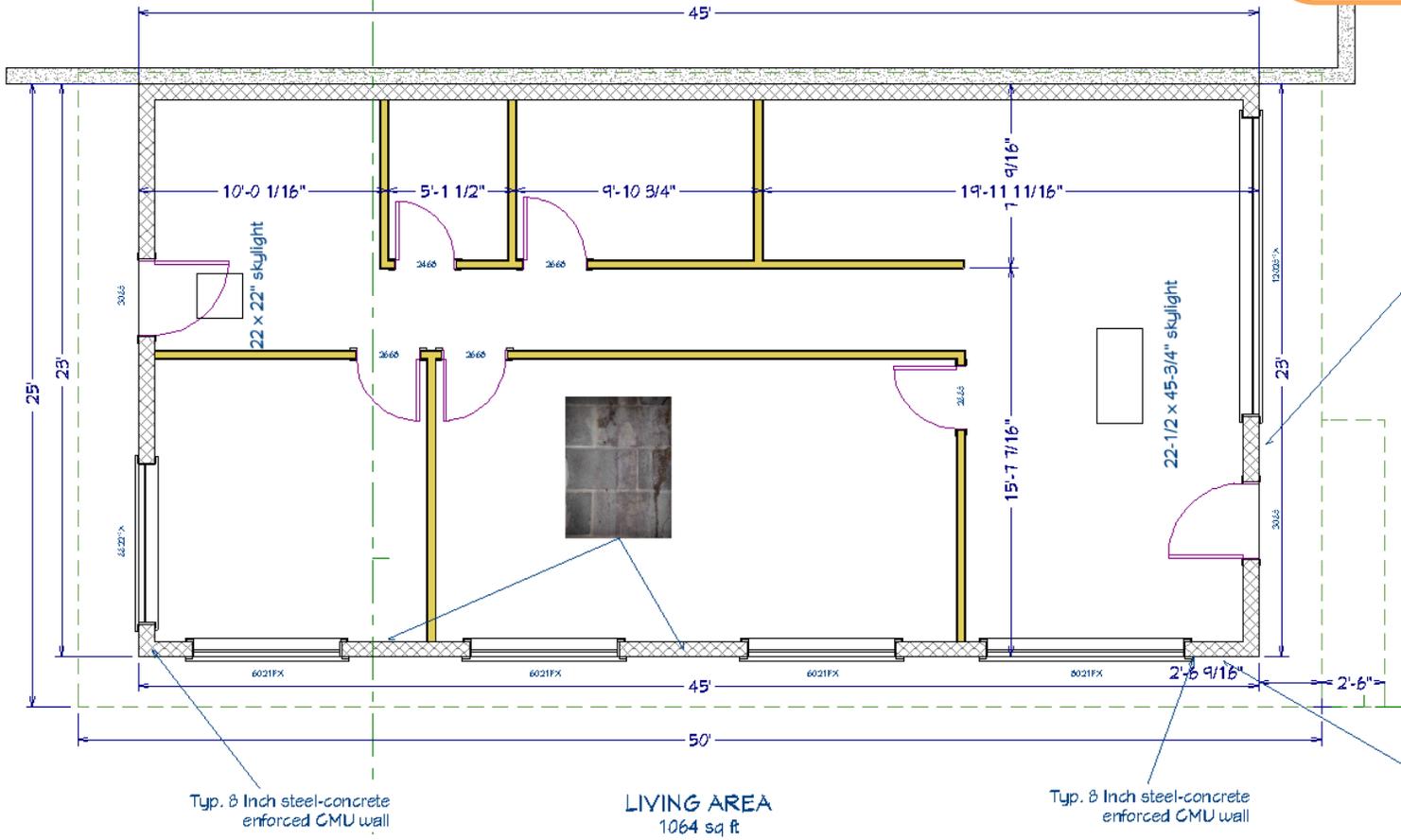
Exterior

Development Plan for 255 W Hayes Street, Woodburn, OR 97071

Original Built: 1985
 Floor Type: Solid Concrete
 Wall Type: 8"+ Steel re-enforced CMU wall.
 Former Use: Family medical Doctor's office.
 Proposed Use:

- Professional Office
- Medial/Dental Office
- Health Care Service
- Community Service

Adjacent 405 N. 1st Street Building



LIVING AREA
1064 sq ft

Typ. 8 Inch steel-concrete
enforced CMU wall

Typ. 8 Inch steel-concrete
enforced CMU wall



W. Hayes Street



1st Floor

REVISIONS	DATE	BY	DESCRIPTION

Owner: Chay LLC

Hayes Building Project

Foxtron Development

DATE:
3/17/15

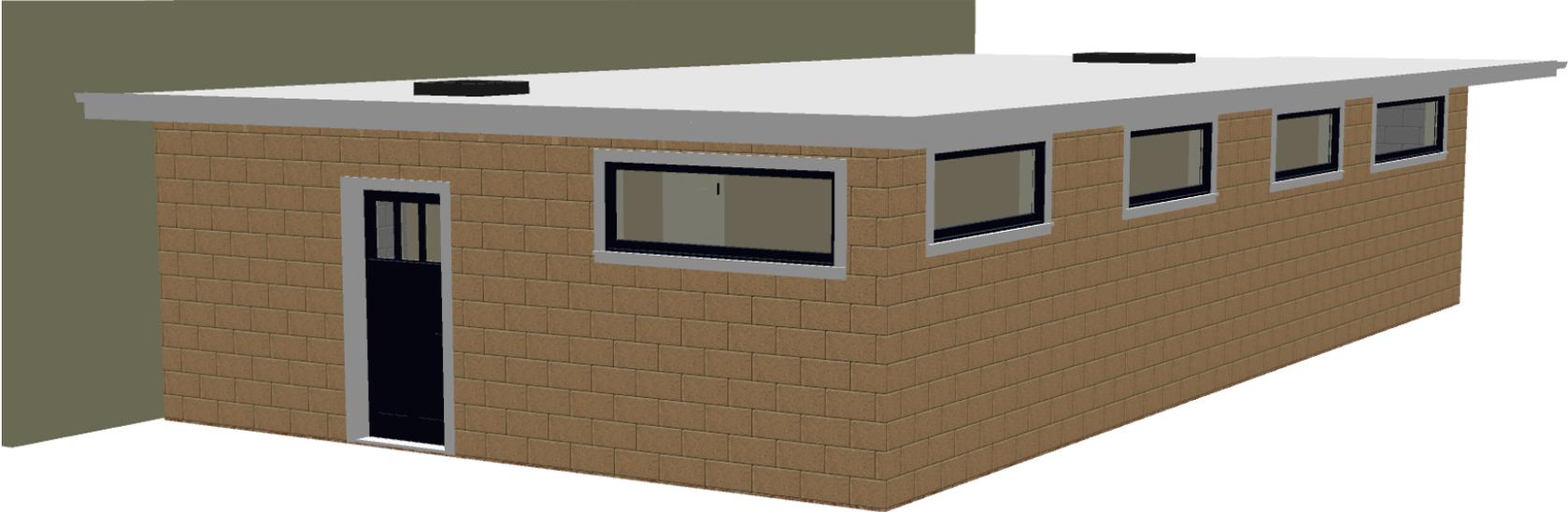
SCALE:

SHEET:
A#

W. Hayes Street View



Hayes Building Rear Entrance View



Hayes Building Preliminary Roof Framing and Interior View



Marion County Assessor's Property Records

Property Summary

Property Identification

Property ID:	R105926	Manufactured Home ID:	
Situs Address:	255 W HAYES ST WOODBURN, OR 97071	Legal Description:	ADDITION A WOODBURN, FR LOTS 5 & 6, BLK 1. ANNEX. 84-36.
Map Tax Lot:	051W18BA01400		

Owner Information

Owner:	MARION COUNTY C/O FINANCE <CHAY LLC 1980 WILLAMETTE FALLS DR #120-343 WEST LINN, OR 97068
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Property Details

Year Built:	1985	Property Code:	O11
Living Area:	902	Property Class:	C30
Bedrooms:	0	Levy Code Area:	10303930
Bathrooms:		Zoning:	Contact Local Jurisdiction
Legal Acreage:	0.052	Apex Sketches:	1

Value Information

RMV Land:	\$18,140	Exemption Description:	COUNTY GOV'T OWNED PROPERTY, FULL EXEMPT
RMV Improvements:	\$7,170		
RMV Total:	\$25,310		
Assessed Value:	\$0		

Tax Information

Taxes Levied 2014-15:	\$0.00	Tax Payoff Amount:	\$0.00
Tax Rate:	19.0445	Tax Statement:	2014-15 Tax Statement

Sales Information

Sales Date:	11/6/2014	Deed Number:	36480342
Sales Price:	\$18,982	Deed Type:	RC
Sale Type:	03	Property IDs Included in Sale:	R105926
Sales Date:	11/19/2013	Deed Number:	35620160
Sales Price:		Deed Type:	MI
Sale Type:	03	Property IDs Included in Sale:	R13549 R13330 R87526 R68023 R325250 R49418 R43638 R77937 R105926 R31664 R108488 R34556 R330614 R333029 R40858 R40859 R101196 R101194 R31512 R105900
Sales Date:	6/21/1994	Deed Number:	11740117
Sales Price:	\$0	Deed Type:	RD
Sale Type:	12	Property IDs Included in Sale:	R105926