

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
JUNE 13, 2011**

HH:MM

0:00 **DATE: COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JUNE 13, 2011.**

CONVENED: The meeting convened at 6:35 p.m. with Chair Figley presiding.

ROLL CALL:

Chair	Figley	Present
Member	Cox	Present
Member	Lonergan	Present
Member	McCallum	Present
Member	Morris	Present
Member	Pugh	Present
Member	Schmidt	Present

Staff Present: City Administrator Derickson, City Attorney Shields, Public Works Director Brown, Economic & Community Development Director Hendryx, Community Services Director Row, Police Captain Garret, Police Captain Alexander, Community Relations Coordinator Stowers, Acting City Recorder Zastoupil.

0:00 **CONSENT AGENDA**

A. approve the Urban Renewal Agency Board minutes of May 23, 2011;
McCallum/Lonergan... adopt the Consent Agenda. The motion passed unanimously.

0:01 **PUBLIC HEARING – URBAN RENEWAL 2011-12 BUDGET**

Mayor Figley declared the hearing open at 6:32 pm for the purpose of hearing public input on the Agency’s Budget for 2011-12. Finance Director Palacios provided a staff report on the approved Agency Budget for 2010-11. No members of the public wished to speak in either support or opposition of budget. Mayor Figley declared the hearing closed at 7:36 pm.

0:03 **RESOLUTION 2011-03: A RESOLUTION ADOPTING THE WOODBURN URBAN RENEWAL AGENCY BUDGET FOR THE FISCAL YEAR 2011-2012**

McCallum introduced the resolution. On roll call vote for final passage, the resolution passed unanimously. Chair Figley declared Resolution 2011-03 duly passed.

0:04 **REIMBURSEMENT AGREEMENT FOR SERVICES, MATERIALS AND PROJECTS**

Cox/McCallum...approve and authorize the Chair of the Agency to execute the reimbursement agreement between the City of Woodburn for fiscal year 2011-12. The motion passed unanimously.

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
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0:05

ADJOURNMENT

Cox/McCallum...meeting be adjourned. The motion passed unanimously.
The meeting adjourned at 6:40 p.m.

APPROVED _____
KATHRYN FIGLEY, Chair

ATTEST _____
Christina M. Shearer, Recorder
City of Woodburn, Oregon

DRAFT

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
JUNE 27, 2011**

HH:MM

0:00 **DATE: COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN,
COUNTY OF MARION, STATE OF OREGON, JUNE 13, 2011.**

CONVENED: The meeting convened at 6:30 p.m. with Chair Figley presiding.

ROLL CALL:

Chair	Figley	Present
Member	Cox	Present
Member	Lonergan	Present
Member	McCallum	Present
Member	Morris	Present
Member	Pugh	Present
Member	Schmidt	Present

Staff Present: City Administrator Derickson, City Attorney Shields, Public Works Director Brown, Economic & Community Development Director Hendryx, Community Services Director Row, Police Captain Garret, Police Captain Alexander, Community Relations Coordinator Stowers, Acting City Recorder Zastoupil.

0:03 **RESOLUTION 2011-04: A RESOLUTION AMENDING THE DOWNTOWN
GRANT AND LOAN PROGRAM PROCEDURES AND REQUIREMENTS**
McCallum/Lonergan... adopt Resolution 2011-04. The motion passed unanimously.
Chair Figley declared Resolution 2011-04 duly passed.

0:08 **URBAN RENEWAL GRANT (URG 2011-02A) EXTERIOR GRANT 429 N.
FRONT STREET (BERTHA GOMEZ – PALETARIA EL PAISANITO)**
Lonergan/McCallum...approve the Urban Renewal Exterior Grant URG 2011-02A for
up to \$9,600. The motion passed unanimously.

0:13 **URBAN RENEWAL GRANT & LOAN (URG&L 2011-03) EXTERIOR,
INTERIOR GRANTS; LOAN 550 N. FIRST STREET (SANCHEZ FAMILY
TRUST – OLD CITY HALL)**
Cox/Lonergan...approve an exterior grant in the amount of \$3,250, an interior grant of
\$5,000, and a \$25,000 loan. The motion passed unanimously.

0:20 **URBAN RENEWAL GRANT (URG 2011-06) EXTERIOR GRANT 130 W.
CLEVELAND STREET (BRUCE THOMAS – YES GRAPHICS)**
Lonergan/McCallum...approve the Urban Renewal Exterior Grant URG 2011-6 for up
to \$10,000. The motion passed unanimously.

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
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0:22 **URBAN RENEWAL GRANT (URG 2011-08) EXTERIOR AND INTERIOR GRANTS 134 ARTHUR STREET (NORA FIVES – OLD BANK BUILDING)**

Schmidt/Cox...approve the Urban Renewal Exterior Grant URG 2011-08 comprised of an exterior grant of up to \$3,400 and an interior grant of up to \$3,150. The motion passed unanimously.

0:24 **URBAN RENEWAL GRANT (URG 2011-09) INTERIOR GRANT 479 N. FRONT STREET (PAMELA FREEMAN – LA CASETA)**

LONERGAN/McCallum...approve the Urban Renewal Interior Grant URG 2011-09 for up to \$4,000. The motion passed unanimously.

0:26 **ADJOURNMENT**

Cox/McCallum...meeting be adjourned. The motion passed unanimously. The meeting adjourned at 6:55 p.m.

APPROVED _____

KATHRYN FIGLEY, Chair

ATTEST _____

Christina M. Shearer, Recorder
City of Woodburn, Oregon



Agenda Item

August 8, 2011

To: Urban Renewal Agency Board
From: Jim Hendryx, Economic and Development Services Director
Subject: **Revised Downtown Grant and Loan Requirements**

RECOMMENDATION:

Adopt the attached resolution amending and readopting the Downtown Grant and Loan Requirements to provide for grant and loan amount adjustments in instances where project costs increase beyond original estimates.

BACKGROUND:

Improving Woodburn's downtown area has been recognized as a priority for a number of years dating back to 1997, with the adoption of the original Downtown Development Plan. Woodburn's Urban Renewal Program provides the funding mechanism to implement the Urban Renewal Grant and Loan Program.

The Agency Board, through Resolution 2011-01, adopted the Downtown Urban Renewal Grant and Loan Program in February, 2011. The program has been operational for approximately five months and various grants and loans have been approved by the Agency.

Remodeling projects frequently cost more than originally anticipated. This is also true with rehabilitation projects in the downtown historic area. Estimates are based upon facts apparent to the contractor at the time of the evaluation and may not account for unforeseen circumstances.

As an example, the Agency approved Urban Renewal Grant URG 2011-05 at its May 23, 2011 meeting. The original estimates did not take into account current energy code requirements, nor the extent of the work needed to repair the building's roof. These costs would have been reflected in the project costs, had the property owner known the costs at the time of application. Project costs increased significantly from the estimate submitted with the initial application,

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and the applicant is currently deciding whether to request an adjustment to the grant amount, or to apply for an Urban Renewal loan to complete the project.

The Downtown Advisory Review Subcommittee recognizes that the Urban Renewal Grant and Loan Program should have guidelines and procedures in place to deal with situations where project costs exceed original estimates, without unduly delaying the applicants from completing their projects.

DISCUSSION:

Project costs can change over the course of construction and it is customary to include contingency funds in building projects. This is especially true with remodeling projects for older buildings. Unforeseen circumstances will arise periodically during efforts to improve the downtown. How should the Grant and Loan Program respond to these situations?

The Downtown Advisory Review Subcommittee considered the problem of unforeseen project costs at its July 15, 2011 meeting and recommended that the Agency consider certain guidelines in instances where project costs increase unexpectedly.

In instances where project costs increase during the course of a particular project, the following recommended guidelines would apply:

- The Downtown Advisory Review Subcommittee may authorize increases to approved grant and/or loan requests when project costs rise above original estimates, but do not exceed grant and loan limitations. Examples include, but are not limited to, additional costs associated with code-related requirements for an approved re-roofing project; remediation costs that exceed original bids for work associated with an environmental site clean-up project; additional structural requirements associated with an approved facade improvement project, etc.
- Requests must be made in writing, must include a detailed description of the overall project, justification for additional grant and/or loan funds, cost estimates and bids, and must be submitted prior to the commencement of work on the requested project element(s).
- All requests are subject to the availability of funds.

- Project scope remains consistent with the originally approved project and the request is not associated with new project elements. Examples of situations where new elements are added to a project could include adding new windows to an approved roofing project, adding rewiring costs for a flooring project, etc.
- Overall project costs cannot exceed grant and loan fund limitations. Maximum exterior and interior grants are limited to \$10,000 & \$5,000 respectively. Maximum loan amounts cannot exceed \$25,000.
- Property owners may request converting Urban Renewal grants into loans. Upon approval from the Downtown Advisory Review Subcommittee, the property owner needs to separately apply and qualify for a loan through the Mid-Willamette Council of Government.
- The Downtown Advisory Review Subcommittee's action shall appear on the Urban Renewal Agency consent agenda as an informational item.

FINANCIAL IMPACT:

The 2011-12 Downtown Woodburn Grant and Loan Program budget includes approximately \$240,000. This budget amount assumed 6 individual exterior grants, 6 interior grants and 6 loans during the year, with a maximum grant and/or loan amount of \$10,000, \$5,000 & \$25,000, respectively. Adjustments to grant and loan amounts affect the number of potential projects fundable during the current fiscal year.

URBAN RENEWAL RESOLUTION NO. 2011-05

A RESOLUTION AMENDING AND READOPTING THE DOWNTOWN GRANT AND LOAN REQUIREMENTS

WHEREAS, with the adoption of Resolution 2011-01, the Urban Renewal Agency Board established the Downtown Grant and Loan Program in February 2011; and

WHEREAS, the Downtown Grant and Loan Program includes procedures and requirements which were developed with the initiation of the program; and

WHEREAS, procedures and requirements for the Downtown Grant and Loan Program need to be periodically updated to reflect changing circumstances; and

WHEREAS, the Downtown Grant and Loan Requirements need further clarification on how to address situations where project costs exceed original estimates without unduly delaying the applicant, and

WHEREAS, when unforeseen costs occur with projects, the Downtown Grant and Loan Program needs to address how an applicant can convert an approved grant into a loan; **NOW, THEREFORE**,

THE WOODBURN URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

Section 1. The Downtown Grant and Loan Requirements are amended to provide further clarification on how to address situations where project costs exceed original estimates and clarify how applicants convert an approved grant into a loan.

Section 2. The Downtown Grant and Loan Requirements, as amended, are readopted and attached to this resolution as Exhibit "A".

Approved as to Form: _____
City Attorney

Date

APPROVED: _____
Kathryn Figley, Chair

Passed by the Agency
Submitted to the Chair
Approved by the Chair

ATTEST: _____
Christina Shearer, City Recorder
City of Woodburn, Oregon

Exhibit "A"

Woodburn Urban Renewal Agency Downtown Grant and Loan Requirements

Program Requirements

- 1) Projects must be located within the Urban Renewal & Downtown Development and Conservation Districts as identified below.
- 2) The applicant, after meeting with staff to discuss the proposed project, shall submit a completed Downtown Grant and Loan application and all supplemental materials provided.
- 3) Projects assisted by this program are to be rehabilitation and renovation projects showing significant improvement to the property and must be compatible with the downtown streetscape.
- 4) Exterior projects shall:
 - Comply with the City of Woodburn Downtown Architectural Design and Signage Standards.
 - Shall work towards restoring the building as closely to its original design as possible.
 - Shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. All accessories, signs, awnings, etc. shall likewise compliment the overall character of the building.
- 5) Grants are available for up to \$10,000 for exterior renovation and up to \$5,000 for interior renovation.
- 6) Loans are available to property owners in amounts up to \$25,000 and are secured by a Trust Deed in the amount of the loan.
- 7) Applications may be made for a combination of grant and loan funds.

Eligible Projects:

The following list is not exhaustive, but covers the majority of types of exterior projects that are eligible:

- _ADA accessibility
- _Awnings/canopies
- _Code deficiencies
- _Cornices
- _Design & architectural services (up to \$1,000)
- _Electrical

- _Energy efficient upgrades (some restrictions apply)
- _Environmental remediation
- _Exterior lighting
- _Exterior painting and cleaning
- _Gutters & downspouts
- _HVAC
- _Permits
- _Plumbing
- _Seismic
- _Storefronts
- _Re-pointing
- _Replacement of missing decorative features
- _Removal of non-historic materials or additions
- _Roofing
- _Windows

Ineligible Activities:

- _Administrative costs or payments to borrower for direct labor costs
- _Building acquisition
- _Improvements to non-public faces of buildings
- _Inventory or other working capital
- _Landscape improvements
- _ Property maintenance
- _ Work (wages) not performed by a licensed contractor

- 8) 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.
- 9) Grant and loan funds cannot be used for any work commenced or completed prior to project approval.
- 10) Grant and loan funds may be used for materials and services provided by licensed contractors.
- 11) All necessary building, electrical, plumbing permits must be obtained and work inspected and approved.
- 12) Grants and loans are dependent upon the availability of funds and must be reviewed and approved by the Downtown Advisory Review Subcommittee and the Urban Renewal Agency Board.
- 13) 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.
- 14) The Urban Renewal Agency Board may grant one 6 month extension for work to be completed under this program. The applicant must submit a written request for the extension and provide justification for the Board's consideration.

- 15) 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.
- 16) Business and/or property owners may reapply for grant and/or loan funds until the grant and/or loan limit is reached. They must then wait 12 months to reapply.
- 17) After grant and loan limits have been reached on the property, business and/or property owners may reapply for grant and/or loan funds every 12 months for the same property
- 18) Grant and loan funds are limited to physical improvements to the downtown buildings themselves. Non-permanent improvements, such as purchasing new equipment, do not qualify for this program.
- 19) **The Downtown Advisory Review Subcommittee may authorize increases to approved grant and/or loan requests when project costs rise above original estimates.**
- 20) **Requests must be made in writing, must include specific documentation, and are to be submitted prior to commencement of work on the requested project element(s).**
- 21) **All requests are subject to the availability of funds.**
- 23) **Project scope remains consistent with the originally approved project, and the request is not associated with new project elements.**
- 24) **Overall project costs cannot exceed grant and loan fund limitations. Maximum exterior and interior grants are limited to \$10,000 & \$5,000 respectively. Maximum loan amounts cannot exceed \$25,000.**
- 25) **Property owners may request to convert an Urban Renewal grant into a loan. Upon approval from the Downtown Advisory Review Subcommittee, the property owner must separately apply and qualify for a loan through the Mid-Willamette Council of Governments.**
- 25) **The Downtown Advisory Review Subcommittee's action shall appear on the Urban Renewal Agency consent agenda as an informational item.**



Agenda Item

August 8, 2011

TO: Urban Renewal Agency Board
FROM: Jim Hendryx, Director of Economic & Development Services
SUBJECT: **Grant Modification - Urban Renewal Grant URG 2011-05
165 W. Hayes Street – Exterior Grant (Mary and José Parra)**

RECOMMENDATION:

In agreement with the Downtown Urban Renewal Advisory Committee, it is recommended that the Woodburn Urban Renewal Agency approve a modification to the Urban Renewal Exterior Grant application from Mary and José Parra from \$1,067 to \$3,125.

The request to modify the grant is being submitted to the Board to expedite consideration of this particular request. The Downtown Advisory Review Subcommittee recognized that the program should have guidelines and procedures in place to deal with situations where project costs exceed original estimates.

BACKGROUND:

The Board approved Urban Renewal Grant URG 2011-05 at its May 23, 2011 meeting. The grant was approved for up to \$1,067. Upon initiating the project to re-roof the building, code-related issues arose, increasing the overall costs of the project. Specifically, for remodeling projects including roof replacement, the energy code requires insulation for non-insulated buildings. The original bid did not include those costs and the applicant is requesting to increase the amount of the grant to cover the revised estimate. These costs would have been reflected in the original project costs, had the property owner known the costs at the time of application.

Remodeling projects frequently cost more than originally anticipated. This is also true with rehabilitation projects in the downtown historic area. Estimates are based upon facts apparent to the contractor at the time of the evaluation and may not account for unforeseen circumstances.

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The Downtown Advisory Review Subcommittee recognizes that the Urban Renewal Grant and Loan Program should have guidelines and procedures in place to deal with situations where project costs exceed original estimates, without unduly delaying the applicants from completing their projects. Guidelines are being considered at the August 8, 2011 Agency meeting which would authorize the Subcommittee to approve grant and loan fund adjustments.

Proposal

Grant amount:	\$3,125
Estimated cost of all improvements:	<u>\$6,250</u>
Percentage of grant to total project costs:	50%

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 application is intended to assist the property owner to make improvements to their property by replacing the existing roof and repairing the existing awning. Upon initiating the project, additional code-related issues arose, increasing the overall cost of the project. As a result, the applicant has requested modify the amount of the grant from \$1,067 to \$3,125. 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 the 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.

7. Business registration is required for any person engaging in business within the City of Woodburn.

ATTACHMENTS:

Application addendum
A.R.T. Inc. agreements
Pictures

Woodburn Urban Renewal Agency
Downtown Grant and Loan Program

July 27, 2011

Application addendum

Mary Parra
445 Smith Drive
Woodburn OR 97071
503-981-2670 Wk
503-982-7108 Hm
503-989-2220 Cell

Building location

165 W Hayes St
Woodburn OR 97071

Exterior Grant Program

We would like to amend the following exterior improvements to our grant due to additional work needed to make the roof comply with city requirements. We wish to increase the amount of the grant to a total of \$6250.

Roof including insulation \$4800
Metal Soffit Panels \$550
Materials \$ 700
Old roof material disposal \$200
TOTAL \$ 6250

Applicant Signature: _____

Date 7/27/11

Mary Parra
Mary Parra

☆ REC'D ☆

JUL 27 2011

WOODBURN COMMUNITY
DEVELOPMENT DEPT.



A.R.T. Inc.
Advanced Roofing Technologies
DBA Advanced Roofing & Sheet Metal

PO Box 33770
Portland, OR 97292
CCB# 162890

Project name: Barber Shop
Contact Person: Jose Luis Parra
Address: 165 Hayes St
City and State: Woodburn, OR
Phone#: (503) 989-1373
Email: Parra40@MSN.com

DATE: 7/25/2011

Scope of Work: Supply all labor, materials, and equipment to install new single ply roof as per Versico Roofing Manufacturer specs. Install 3.1 inch ISO insulation system to achieve R-19. Install 50 mil PVC Versico roofing membrane, mechanically fastened. All materials and accessories will be provided by Versico Roofing Manufacturer. Install plywood on inside of parapet walls to fully adhere the walls using contact adhesive. Install metal flashings around all perimeters. Re-install gutters. All work to be performed in a substantial workman like manner and to comply with all safety standards. After installation All debris created on this project will be cleaned up and hauled away prior to completion. This bid is including all flashing metal and cap metal to meet drawings and specifications.

INVESTMENT: \$ 4,800.00

WARRANTY: 5 year labor and a 15 year material warranty from manufacture.

This Bid is only good for 60 days and does not include any state or local taxes

All building permits must be obtained by owner

50% down remainder due upon completion

General Conditions

All work guaranteed as specified above. All work completed in a professional manner according to industry approved standards and practices. Any deviation or alteration from the above specifications only upon owner notification and written change order. Owner to carry fire, tornado, and other necessary insurance. Our employees are fully covered by Workers Compensation Insurance in accordance with applicable state law. This contract may not be transferred or assigned to another party without expressed written consent of Advanced Roofing Technologies, Inc. Advanced Roofing Technologies, Inc. accepts no liability for the existence or continued existence of main and/or risk/water conditions. Holding owner responsible for obtaining need for mold/moisture mitigation.

Extra Work

Unforeseen or concealed conditions necessitating extra work are not included in the above prices. Such work will be done upon consultation with and consent of owner. All such extra work will be charged on a "time and materials" basis. (material cost plus 15% plus labor at \$50.00 per man-hour) and billed at job completion per terms outlined below.

Payment Terms

Unless otherwise agreed in advance, 50% contract amount due upon signing contract. Balance due within 7 (seven) days of billing at job completion. A late fee of \$25.00 will be charged if balance due no more than 10 (ten) days late. Additionally, finance charges of 2% of the unpaid balance will be charged each month on accounts 30 days or more past due.

Signature _____
 Authorized Agent of Advanced Roofing Technologies

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and hereby accepted. By signing below, I authorize Advanced Roofing Technologies, Inc. to proceed as specified. Payment will be made as outlined. Owner acknowledges receipt of "Information Notice to Owner about Construction Liens," as required at all contractors by state law. Owner agrees to settle any dispute(s) between the parties by arbitration.

Signature _____ Date _____
 Owner/Contractors Agent



A.R.T. Inc.
Advanced Roofing Technologies
DBA Advanced Roofing & Sheet Metal

PO Box 33770
Portland, OR 97292
CCB# 162890

Project name: Barber Shop
Contact Person: Jose Luis Parra
Address: 165 Hayes St
City and State: Woodburn, OR
Phone#: (503) 989-1373
Email: Parra40@MSN.com

DATE: 7/25/2011

Scope of Work: Supply all labor, materials, and equipment to remove all sheet metal soffit panels and re-install new pre-painted kinart soffit cover panels, mechanically attached. With all new trim to match existing color All work to be performed in a substantial workman like manner and to comply with all safety standards. After installation All debris created on this project will be cleaned up and hauled away prior to completion. This bid is including all flashing metal and cap metal to meet drawings and specifications.

INVESTMENT: \$ 550.00

WARRANTY: 5 year labor.

This Bid is only good for 60 days and does not include any state or local taxes
All building permits must be obtained by owner

50% down remainder due upon completion.

General Conditions

All work guaranteed as specified above. All work completed in a professional manner according to industry approved standards and practices. Any deviation or alteration from the above specifications only upon owner notification and written change order. Owner to carry fire, tornado, and other necessary insurance. Our employees are fully covered by Workers Compensation Insurance in accordance with applicable state law. This contract may not be transferred or assigned to another party without expressed written consent of Advanced Roofing Technologies, Inc. Advanced Roofing Technologies, Inc. accepts no liability for the existence or continued existence of mold and/or moisture conditions. Building owner responsible for evaluating need for mold/moisture mitigation.

Extra Work

Unforeseen or concealed conditions necessitating extra work are not included in the above prices. Such work will be done upon consultation with and consent of owner. All such extra work will be charged on a "time and material" basis. (material cost plus 15% plus labor at \$50.00 per man-hour) and billed at job completion per terms outlined below.

Payment Terms

Unless otherwise agreed in advance, 50% contract amount due upon signing contract. Balance due within 7 (seven) days of billing at job completion. A late fee of \$25.00 will be charged if balance due is more than 15 (fifteen) days late. Additionally, finance charges of 2% of the unpaid balance will be charged each month on accounts 30 days or more past due.

Signature: _____
 Authorized Agent of Advanced Roofing Technologies

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and hereby accepted. By signing below, I authorize Advanced Roofing Technologies, Inc. to proceed as specified. Payment will be made as outlined. Owner acknowledges receipt of "Information Notice to Owner about Construction Liens," as required of all contractors by state law. Owner agrees to settle any dispute(s) between the parties by arbitration.

Signature: _____ Date: _____
 Owner/Contractor's Agent



Roof



Awning





Agenda Item

August 8, 2011

TO: Urban Renewal Agency Board

FROM: Jim Hendryx, Director of Economic & Development Services

SUBJECT: **Urban Renewal Grant & Loan (URG&L 2011-11) Maria Martinez
237 N. Front Street**

RECOMMENDATION:

In agreement with the Downtown Advisory Review Subcommittee, it is recommended that the Woodburn Urban Renewal Agency approve Urban Renewal Grant & Loan URG&L 2011-11 for 237 N. Front Street from Maria Martinez. The request includes a \$5,000 interior grant, a \$3,500 exterior grant & and \$10,500 loan.

BACKGROUND:

The Woodburn Urban Renewal 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.

PROPOSAL:

Grant and loan funds would be used to install heating and air conditioning in the upstairs living/office space, and to install flooring. Improvements to building ventilation will also be made. Exterior improvements include sealing exterior walls (north and west walls) and re-pointing portions of the exterior bricking on the west wall.

Staff expressed concern over the proposed use of acrylic elastomeric waterproofing sealant/paint on the brick surface (west wall) and the applicant has since revised her plans, deciding not to use the sealant as originally proposed. The north wall was resurfaced several years ago and sealant is not

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problematic for that surface. Such applications are discouraged on historic surfaces (west wall).

The Downtown Advisory Review Subcommittee considered this request on June 25, 2011 and recommended that the Urban Renewal Agency Board approve an \$5,000 interior grant, a \$2,500 exterior grant & and \$10,500 loan.

Subsequently, the applicant requested to increase the amount of the exterior grant to \$3,500, reflecting additional bid results. Subcommittee members, contacted by phone, supported the exterior grant increase up to \$3,500.

The exterior grant program is intended to improve the exterior of buildings located downtown. The following list is not exhaustive, but covers the majority of types of exterior projects that are eligible for grant funding:

- o _ADA accessibility
- o _Awnings/canopies
- o _Code deficiencies
- o _Cornices
- o _Design & architectural services (up to \$1,000)
- o _Electrical
- o _Energy efficient upgrades (some restrictions apply)
- o _Environmental remediation
- o _Exterior lighting
- o _Exterior painting and cleaning
- o _Gutters & downspouts
- o _HVAC
- o _Permits
- o _Plumbing
- o _Seismic
- o _Storefronts
- o _Re-pointing
- o _Replacement of missing decorative features
- o _Removal of non-historic materials or additions
- o _Roofing
- o _Windows

Ineligible Activities:

- o _Administrative costs or payments to borrower for direct labor costs
- o _Building acquisition
- o _Improvements to non-public faces of buildings

- That the project encourages greater marketability of the downtown area

The proposed grant is intended to improve commercial properties within downtown Woodburn.

- That the proposal will complement the existing historic downtown core

A majority of the improvements are on the interior of the building. Sealing and re-pointing the building will generally improve the appearance of the building.

- That the project design works toward restoring the building as closely to its original design as possible

A majority of the improvements are on the interior of the building. Sealing and re-pointing the building will generally assist in restoring the building more closely to its original design.

- That building interiors are improved with a focus on addressing code-related improvements

Flooring, improving ventilation, and heating and cooling upgrades will improve the habitability of the building.

- That the project is in the public interest

The Urban Renewal Grant and Loan Program is intended to encourage businesses and property owners to invest in their properties. This request is consistent with that objective.

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 and loan application is intended to assist the business owner to make both interior and exterior improvements to her property. 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.
7. A business registration is required for any person engaged in business within the City of Woodburn.
8. A Subsequent loan application must be submitted for consideration to the Mid-Willamette Council of Governments and is subject to review and approval.

ATTACHMENTS:

Grant application
Pictures

JUN 23 2011

WOODBURN COMMUNITY DEVELOPMENT DEPT.

Woodburn Urban Renewal Agency Downtown Grant and Loan Program

Application

Exterior Grant Interior Grant Loan

1. Applicant

Name: María Martínez

Address: 756 E. Lincoln St, Woodburn OR 97071

Work Phone: () Home Phone: (503) 980-5253

E-mail: _____

Legal Form: Sole Proprietorship Partnership Corporation Non-Profit

2. Building or Business to be rehabilitated

Name: N/A

Street Address: 237 Front St, Woodburn OR 97071

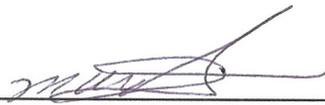
Tax Map/Lot Number: 051W

3. Property Owner

Name same as above

Address: _____

Work Phone: () 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.

Exterior waterproofing.
Interior energy efficiency & furnace addition
to better air circulation, as currently an air quality
inspection revealed poor air quality.

Loan amount: \$ 10,500

Estimated total cost of improvements: \$ 18,500

Percentage of loan to total project costs: %

5, Exterior Grant

Sealing + Waterproofing West and North side of the building. Currently the exterior brick facade is allowing water to penetrate. We have a tenant ready to occupy this building and is requiring this.

Loan amount: \$ _____

Grant amount: \$ 2500

Total estimated cost of all work: \$ 5000

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.

Install furnace on second floor, improve air circulation on first floor + add energy efficient cooling system.

Grant amount: \$ 5000

Estimated cost of all improvements: \$ 13,000

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

6-23-11

Date

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

SmoothSystems Since 1983

All General Construction
 Services Available
HVAC Commercial & Residential
503-875-9692

OR ccb#41597
 WA UBI#602805725

CUSTOMER:	DATE:
ADDRESS: <u>237 FRONT ST</u>	HOME:
CITY, STATE, ZIP: <u>Woodborn, WA</u>	WORK:
JOB SITE ADDRESS:	FAX/CELL:

GUARANTEES

- Complete clean up including vacuuming and use of drop cloths for the protection of home furnishings.
- Performance Guarantee:
 - The cooling system will provide a _____ F indoor temperature on a _____ F summer day.
 - The heating system will provide a _____ F indoor temperature on a _____ F day.

- INVESTMENT to include COMFORT AGREEMENT and Precision Tune-up AT NO ADDITIONAL COST
- At the end of 24 months, if customer is not 100% satisfied SMOOTH SYSTEMS will remove system for full refund of monies paid.
- SMOOTH SYSTEMS agrees to pay for cost of repair in the unlikely event of damage done by our workers.

EQUIPMENT	MODEL NUMBER	EQUIPMENT DESCRIPTION
<u>GAS FURNACE</u>	<u>90% EFF GAS</u>	<u>90% EFF GAS FURNACE STANDARD 80K BTU</u>
<u>ELECTROSTATIC F. FILTRATION UNIT</u>	<u>W/ ULTRAVIOLET LIGHT</u>	

	YES	NO	N/A	SPECIAL INSTRUCTIONS
BUILDING PERMITS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>EXHAUST THRU ROOF</u>
DISPOSAL OF EXISTING EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Complete INSTALLATION</u>
ASBESTOS REMOVAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Programmable Thermostat</u>
LOW VOLTAGE CIRCUIT AS REQUIRED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Custom metal</u>
110 VOLT CIRCUIT AS REQUIRED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Custom Ducting</u>
220 VOLT CIRCUIT AS REQUIRED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Registers (Qty of 10)</u>
GAS PIPING TO EQUIPMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>GAS PIPING TO EQUIPMENT</u>
VENTING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EQUIPMENT PAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COPPER REFRIGERANT TUBING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CONDENSATE DRAIN SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SYSTEM WARRANTY: Labor 1 Parts 10 Compressor 10 Heat Exchanger Lifetime

- RECOMMENDED OPTIONS**
- OPTION 1 AIR CONDITIONER ADD-ON
2.5 TON 13 SEER
 - OPTION 2 Heat pump ADD-ON
3 TON 13 SEER
 - OPTION 3 DOWN STAIRS Replacement 80K BTU FURNACE
ELECTROSTATIC AIR FILTER W/ ULTRA VIOLET
 - OPTION 4 Electronics FOR UPGRADES OF SYSTEM TO 90%
Please inquire/call 503-875-9692

BASIC INVESTMENT	<u>8,050⁰⁰</u>
ACCEPT	DECLINE
<u>1940⁰⁰</u>	
ACCEPT	DECLINE
<u>3400⁰⁰</u>	
ACCEPT	DECLINE
<u>4690⁰⁰</u>	
ACCEPT	DECLINE

QUOTATION GOOD THRU:	APPROX. INSTALLATION DATE:
GENERATION REP:	
APPROVAL DATE:	
(CONTRACT SUBJECT TO APPROVAL) APPROVED BY:	
CUSTOMER NUMBER:	

ACCEPTANCE:
 Smooth Systems to receive approval from participating lender prior to execution of above installation.

BUYER _____ DATE _____

TOTAL INVESTMENT	
DEPOSIT	
BALANCE DUE	

BALANCE DUE TERMS:

A finance charge will be made on all accounts that are not paid as stated under terms on this contract. The charge is computed by a "Periodic Rate" of 1 1/2% per month (or a maximum charge of 50 cents) which is an ANNUAL PERCENTAGE RATE of 18% applied to your "Previous Balance" without deducting current payments and/or credits or adding current purchases appearing on your statement. All collection charges, including interest, shall be added to the complete amount in arrears. Collection proceeds will be included on the first day after payment due date.



Or Monthly Investment of \$ _____ / month on approved credit.

Jose Gonzalez, Realtor
Tu Casa Realty Group
3545 Portland RD NE #110
Salem OR 97301

Site Location: Maria Martinez, Owner
237 Front Street
Woodburn, Oregon 97071

RE: Brick wall waterproofing and painting.

We recommend waterproofing and painting the north brick wall utilizing a high grade acrylic elastomeric waterproofing sealant/paint. This product is designed for exterior, above grade brick and block walls. It dries to form a waterproof seal to keep water and moisture out. It is also developed for cold and wet weather, and it is formulated to resist fungus, mold and mildew. It is designed for exterior use with good UV resistance and 700% elasticity. Almost peel proof on any concrete or other vertical application. AMES Research Laboratories Block & Wall is a remarkable waterproofing technology.

Color to be: *Light Grey.*

This work/ application is to include the north brick walls only.

As per discussion with the City of Woodburn representative and Jose the above specifications are not approved for the West wall. Therefore, we will be painting the West wall with elastomeric Sherwin Williams, LOXON Top-Coat.

This work will include:

- *gentle* Pressure wash the entire treatment area. Allow complete drying...
 - Tape and prep as necessary.
 - Repair the holes, voids and other necessary areas *by duplicating old mortar in* utilizing high strength non-shrinking 10,000psi *strength,* acrylic cement, elastomeric mortar repair material and expansion joint sealant. *composition color and strength*
 - Seal around penetration.
 - Apply one full surface coat of AMES Block & Wall membrane-paint to the North wall. Paint the West wall with Sherwin Williams LOXON Top-Coat. Areas may be primed if determined necessary.
- Color to be: Light Grey (unless otherwise requested.) Surface may have a textured finish. Colors between the north and west walls may not match exactly due to utilizing two different Mfg's.

Cost: \$6,985.00	Initial: _____
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Terms: 25% down, Balance due upon completion.
5 year warranty provided with AMES application.
Note: WCS is not responsible for any water intrusion which may occur during pressure washing.

More...

We look forward to working with you on this project. Should you decide to accept our proposal please sign and return a copy of the contract. Upon receipt, we will call you for project scheduling.

David A. Arana

Project Manager
Western Construction Systems LLC.
6970 Zena Road NW
Rickreall, Oregon 97371
CCB# 94222
07-28-2011

Proposal Accepted: _____ (Owner)
Date: _____

FOR LEASE
503-980-5253

237



















