

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES  
JUNE 9, 2014**

0:00 **DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JUNE 9, 2014**

**CONVENED** The meeting convened at 6:33 p.m. with Chair Figley presiding.

**ROLL CALL**

|        |             |         |
|--------|-------------|---------|
| Chair  | Figley      | Present |
| Member | Cox         | Present |
| Member | Loneragan   | Present |
| Member | McCallum    | Present |
| Member | Morris      | Present |
| Member | Ellsworth   | Present |
| Member | Alonso Leon | Absent  |

**Staff Present:** City Administrator Derickson, City Attorney Shields, Economic and Development Director Hendryx, Public Works Director Scott, Community Services Director Row, Police Chief Russell, Police Captain Garrett, Communications Coordinator Horton, Finance Analyst Head, Associate Planner Dolenc, Urban Renewal Manager Stowers, Executive Legal Assistant Veliz

0:00 **CONSENT AGENDA**

A. Urban Renewal Agency minutes of May 12, 2014.

**McCallum/Cox...** adopt the Consent Agenda. The motion passed unanimously.

0:01 **PUBLIC HEARING**

Chair Figley declared the hearing open at 6:34 p.m. for the purpose of hearing public input on the Agency's Budget for 2014-15. City Administrator Derickson provided a staff report. No members of the public wished to speak in either support or opposition of the budget. Chair Figley declared the hearing closed at 6:39 p.m.

0:05 **A RESOLUTION ADOPTING THE CITY OF WOODBURN URBAN RENEWAL BUDGET FOR THE FISCAL YEAR 2014-2015** On roll call vote the resolution passed unanimously.

0:06 **A RESOLUTION AMENDING THE DOWNTOWN GRANT AND LOAN PROGRAM TO PROVIDE LARGE RENOVATION GRANTS FOR SIGNIFICANT PROJECTS WITHIN THE URBAN RENEWAL DISTRICT AS SPECIFIED HEREIN** Mayor Figley stated that though she is a property owner downtown she is not the owner of any of the properties in the proposed amendment. Economic and Development Director Hendryx provided a staff report. Councilor Ellsworth asked if this was just available to businesses because she would have a concern about spending \$50,000 upgrading the outside of somebody's home. Director Hendryx answered that it is just for businesses located in the DDC. Councilor Morris stated that he feels that there is just as big a need on the 99E corridor as there is downtown. Councilor Cox stated that he feels the

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES  
JUNE 9, 2014**

discretionary element in the resolution should be made clearer. City Administrator Derickson stated that staff will bring back a revised version of the resolution to the June 23, 2014 Urban Renewal meeting.

0:30 **ADJOURNMENT**

**McCallum/Lonergan**... meeting be adjourned. The motion passed unanimously. The meeting adjourned at 7:03 p.m.

APPROVED \_\_\_\_\_  
KATHRYN FIGLEY, CHAIR

ATTEST \_\_\_\_\_  
Heather Pierson, City Recorder  
City of Woodburn, Oregon



# Agenda Item

June 23, 2014

TO: Urban Renewal Agency Board  
FROM: Robyn Stowers, Urban Renewal Manager  
SUBJECT: **Urban Renewal Grant 2014-13 165 W. Hayes St. (Parra)**

## **RECOMMENDATION:**

In agreement with the Downtown Advisory Review Subcommittee, it is recommended that the Woodburn Urban Renewal Agency Board approve the Urban Renewal Exterior Grant application from Jose Parra for up to \$2,700.

## **BACKGROUND:**

On July 8, 2013 the Urban Renewal Agency Board adopted a resolution expanding the downtown Grant and Loan Program to include properties along the Young Street corridor and the Young/99E intersection, as specified in the resolution. The program is designed to provide matching funds for exterior (\$10,000) and interior (\$5,000) improvements to properties located in the Urban Renewal Grant and Loan District. The program also provides loan funds (\$25,000) to further these same improvements.

In 2011, Mr. Parra was one of the first applicants to apply of the grant and loan program and was awarded a \$4,000 exterior grant to replace the roof on 165 W. Hayes Street. In November, 2013, the Agency approved a second request to replace the awning and transom windows. This request was later withdrawn when the scope of work changed.

## **Proposal**

The proposal is to repair the deteriorated awning.

|   |            |
|---|------------|
| Grant amount:                               | \$2,677.50 |
| Estimated cost of all improvements:         | \$5,355.00 |
| Percentage of grant to total project costs: | 50%        |

---

**Program Criteria:**

**Property Location & Ownership**

The property is located at 165 W. Hayes Street.

- 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

**Repairing the damaged awning complies with the downtown architectural design standards.**

- That the project encourages greater marketability of the Urban Renewal Grant and Loan District.

**The proposed grant is intended to improve properties in the Urban Renewal Grant and Loan District. Repairing the awning maintains the structural integrity of the building, encouraging greater marketability of the area.**

- That the proposal will complement the existing surrounding community.

**Grant funds will be used to repair an awning which is consistent to the design of the neighboring property and complements the historic downtown.**

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

**The project repairs a permanent awning feature.**

- 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 Urban Renewal Grant and Loan District.**

### **Summary and Conclusion**

The Grant and Loan Program is intended to encourage and assist business and property owners to invest in the Urban Renewal Grant and Loan District. This particular grant application is intended to assist the property owner make improvements to their property by repairing the permanent awning. 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:  
Grant application  
Pictures

**Attachment C  
Woodburn Urban Renewal Agency  
Property Owner's Authorization for Completion of Improvement**

Date: 6-2-14

City of Woodburn  
Economic and Development Services  
270 Montgomery Street  
Woodburn, OR 97071  
Attention: Jim Hendryx

Dear Mr. Hendryx:

This letter will serve as my authorization to allow my tenant,

Jose L. Parra  
Name

165 W. Hayes St.  
Woodburn, OR 97071  
Address

to proceed with an improvement to the building(s) located at the address specified above in conjunction with the City of Woodburn Grant and Loan Program. I acknowledge and agree that payment of all costs associated with the proposed improvements will be the sole responsibility of the tenant, and that the Woodburn Urban Renewal Agency shall have no obligation to pay any persons providing materials or performing labor or to cause the release of any mechanics or other liens that may be recorded against the above property in connection with the proposed improvements.

Maryanna  
Building Owner

(503) 982 7108  
Phone

445 Smith Dr. Woodburn Or 97071  
Address

Attachment D  
Woodburn Urban Renewal Agency  
Grant and Loan Program

**Application**

Exterior Grant  Interior Grant  Loan

**1. Applicant**

Name: Jose Parra  
Address: 445 Smith Dr Woodburn OR 97071  
Work Phone: (503) 989-1373 Home Phone: ( )  
E-mail: \_\_\_\_\_  
Legal Form: Sole Proprietorship  Partnership  Corporation  Non-Profit

**2. Building or Business to be rehabilitated**

Name: \_\_\_\_\_  
Street Address: 165 W. Hayes St. Woodburn OR 97071  
Tax Map/Lot Number: 051W \_\_\_\_\_

**3. Property Owner**

Name Mary Parra  
Address: 445 Smith Dr. Woodburn, OR 97071  
Work Phone: (503) 989-1373 Home Phone: (503) 982-7108

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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.**

Awning frame repaired  
Awning roof tear off and replacement  
Permit

Loan amount: \$ 5,110  
Grant amount: \$ 2,555 2,677.50<sup>x</sup>  
Total estimated cost of all work: \$ 5,111 5,355<sup>x</sup>  
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.

José J. Parra  
Applicant's Signature

6-2-14  
Date

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

URG 2014-15 165 W Hayes Street

Project Cost:

|                           |                   |
|---------------------------|-------------------|
| America Construction, LLC | \$4,986.50        |
| Construction Permits      | \$369             |
| <b>Total</b>              | <b>\$5,355.50</b> |

X



21

America Construction LLC  
 1322 SE Oak ST Hillsboro, OR  
 503-747-5419

# Estimate

Number **E101**  
 Date **5/6/2014**

Bill To  
 Mary Parra  
 Woodburn

Ship To

| PO Number | Terms | Customer # | Service Map  | Project     |
|-----------|-------|------------|--------------|-------------|
| Woodburn  |       | Mary Parra | CCB # 202059 | Repair roof |

| Description                                    | Quantity/Units | Price/Rate | Amount     |
|--|----------------|------------|------------|
| Repair roof framing                            | 53.00          | \$55.00    | \$2,915.00 |
| 13 - 2 x 6<br>14ft                             | 13.00          | \$8.50     | \$110.50   |
| 13 - 2 x 4<br>14ft                             | 13.00          | \$7.00     | \$91.00    |
| 1 piece -<br>Fascia Wite<br>Wood 20ft          | 1.00           | \$95.00    | \$95.00    |
| 1 box nails<br>#16 GALV.                       | 1.00           | \$70.00    | \$70.00    |
| 1 box nails<br>#8 GALV.                        | 1.00           | \$54.00    | \$54.00    |
| 20 hangers<br>- 2 x 6<br>GALV                  | 20.00          | \$2.50     | \$50.00    |
| 4 pieces -<br>Plywood<br>t&g 3/4               | 4.00           | \$29.00    | \$116.00   |
| 25 pieces -<br>Flashing<br>metal 3 x 6<br>x 10 | 25.00          | \$23.00    | \$575.00   |

02

America Construction LLC  
1322 SE Oak ST Hillsboro, OR  
503-747-5419

# Estimate

Number **E101**

Date **5/6/2014**

Bill To  
Mary Parra  
Woodburn

Ship To

| PO Number | Terms | Customer # | Service Flag | Project     |
|-----------|-------|------------|--------------|-------------|
| Woodburn  |       | Mary Parra | CCB # 202059 | Repair roof |

| Description - Quantity/Units | Price/Rate | Amount |
|------------------------------|------------|--------|
|------------------------------|------------|--------|

Estimate is only for framing and soffit. Only labor for soffit is being charged not the material. Extra charges will be made if projects from the outside roof needs fixing inside. The installation of the roof is not charged on this estimate.

|             |            |               |            |
|-------------|------------|---------------|------------|
| Amount Paid | \$0.00     | Discount      | \$0.00     |
| Amount Due  | \$4,076.50 | Shipping Cost | \$0.00     |
|             |            | Sub Total     | \$4,076.50 |
|             |            | Total         | \$4,076.50 |

America Construction LLC  
1322 SE Oak ST Hillsboro, OR  
503-747-5419

# Estimate

Number **E103**

Date **5/27/2014**

**Bill To:**  
Mary Parra  
Woodburn

**Ship To:**  
Mary Parra  
Woodburn

| PO Number | Terms | Customer # | Service Rep  | Project     |
|-----------|-------|------------|--------------|-------------|
| Woodburn  |       | Mary Parra | CCB # 202059 | Repair roof |

| Description  | Quantity | Hours | Price/Rate | Amount   |
|--|----------|-------|------------|----------|
| Shingle Roof Labor, Material supplier<br>140 sq ft | 140      |       | \$6.50     | \$910.00 |

|             |          |
|-------------|----------|
| Amount Paid | \$0.00   |
| Amount Due  | \$910.00 |

|                  |                 |
|------------------|-----------------|
| Discount         | \$0.00          |
| Shipping Cost    | \$0.00          |
| <b>Sub Total</b> | <b>\$910.00</b> |

|     |          |
|-----|----------|
| TAX | \$910.00 |
|-----|----------|

Great N.W. Construction  
160 Glory LN  
Medalla OR 97038

Contractors Invoice

WORK PERFORMED AT:

TO: Jose Parra  
165 W. Hayes  
Woodburn OR 97071

DATE  
10.31.13

YOUR WORK ORDER NO.  
cell # 180032

OUR BID NO.  
ccb # 180032

DESCRIPTION OF WORK PERFORMED

Roof Tear off and slope down with 3/4 plywood and  
flash edges of roof new ledger for roof and  
level Metal soffit on 1st floor.

Labor and Materials

\$ 1,080.<sup>00</sup>

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of \_\_\_\_\_

Dollars (\$ \_\_\_\_\_).

This is a  Partial  Full invoice due and payable by: \_\_\_\_\_  
Month Day Year

in accordance with our  Agreement  Proposal No. \_\_\_\_\_ Dated \_\_\_\_\_  
Month Day Year

Phone (503) 522-3040

# TCJ Roofing Co.

Proposal

CCB# 198289

|   |               |                                   |
|---|---------------|-----------------------------------|
| Proposal Submitted To:<br><br><p style="text-align: center;"><b>165 W Hayes<br/>Woodburn OR 97071</b></p> | Phone:        | Date: 11/5/13                     |
|   | Job #:        | Email:<br><b>MHRCV5@YAHOO.COM</b> |
|   | Job Location: |                                   |

We hereby submit specifications and estimates for:  
 New Roof Installation As Follows:

- **Install 60 mil PVC**

**Price: \$800.00**

The above proposal is valid 30 days from 11/5/13

**We propose** hereby to furnish material and labor- complete in accordance with above specifications, for a sum of: **See Above Proposal**

All material is guaranteed to be as specified. All work to be completed in a 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 become an extra charge over and above the estimate. All agreements contingent upon stickers, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Not responsible for broken driveways or sidewalks.

Any damage by other Subcontractors will avoid roof warranty at area damaged unless repaired by TCJ Roofing Co. Roof must be maintained to industry standards within reason, any negligence will avoid warranty.

**Authorized Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within 30 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 21060  
 Keizer, OR 97307  
 Phone 503-339-7234  
 Fax 503-584-1601  
 info@ARTRoofing.biz

CCB# OR162890  
 WA ADVANRT953JQ  
 NM 92118

**DATE: 5/30/14**  
**Contact: Jose Luis**  
**Address: 165 W. Haze St.**  
**City & State: Woodburn, OR**  
**Email: Mhrcv@yahoo.com**

**SCOPE OF WORK:**

- Remove existing awning, soffit and all rusted metals.
- Install new awning and soffit to match existing, using existing frame and supports.
- All work to be done in a substantial workman like manner and to comply with all safety standards.
- All debris created from this project will be legally disposed of prior to completion.

**INVESTMENTS: \$ 6,975.00**

**Warranty: 10 year material from MFG and 5 year labor.**

**Note: Owner is responsible for permits. Enclose nearby sidewalk for safety purposes during construction.**

**Payment Terms: 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 mildew conditions. Building owner responsible for evaluating need for mold/mildew 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 "line 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 thirty 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

**This Proposal is only good for 60 days**



Exterior view



View of awning from interior



# Agenda Item

June 23, 2014

To: Urban Renewal Agency Board  
From: Jim Hendryx, Economic and Development Services Director  
Robyn Stowers, Urban Renewal Manager  
Subject: **URG 2014-14 320 N Pacific Hwy, Ste 110 (Barajas)**

## **RECOMMENDATION:**

In agreement with the Downtown Advisory Review Subcommittee, it is recommended that the Woodburn Urban Renewal Agency Board approve the exterior Urban Renewal grant applications from Timoteo Barajas for up to \$900.

## **BACKGROUND:**

On July 8, 2013, the Urban Renewal Agency Board adopted a resolution expanding the downtown Grant and Loan Program to include properties along the Young Street corridor and the Young/99E intersection, as specified in the resolution. The program is designed to provide matching funds for exterior (\$10,000) and interior (\$5,000) improvements to properties located in the Urban Renewal Grant and Loan District. The program also provides loan funds (\$25,000) to further these same improvements.

Mr. Barajas opened his seafood restaurant, Mariscos el Sarandeadado, LLC, in 2007 at 1032 N Pacific Hwy. In September, 2013, the business relocated to its current location at 320 N. Pacific Hwy, Ste 110. Barajas invested over \$50,000 to upgrade the commercial kitchen and restaurant. These improvements were made without the use of Urban Renewal funds.

## **Proposal**

The exterior grant proposal is to refinish and replace damaged floor tiles, and install protective wainscoting.

|   |          |
|---|----------|
| Exterior grant:                             | \$812.50 |
| Estimated cost of all improvements:         | \$1,625  |
| Percentage of grant to total project costs: | 50%      |

**Program Criteria:**

**Property Location & Ownership**

The property is located at 320 N Pacific Hwy, Ste 110.

- 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

**Not applicable**

- That the project encourages greater marketability of the Urban Renewal Grant and Loan District.

**The proposed grant is intended to improve a property in the Urban Renewal Grant and Loan District. This improves the appearance of a local business which encourages greater marketability of the area.**

- That the proposal will complement the existing surrounding community.

**Not applicable**

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

**Changes will be made to the property to improve functionality and appearance.**

- 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 Urban Renewal Grant and Loan District.**

### **Summary and Conclusion**

The Grant and Loan Program is intended to encourage and assist business and property owners to improve their building in the Urban Renewal District. This particular grant application is intended to help the property owners make interior and exterior improvements to their property. The proposal is to refinish and replace damaged floor tiles, and install protective wainscoting.

### **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:**

Application  
Pictures  
Bids

Attachment D  
Woodburn Urban Renewal Agency  
Grant and Loan Program

Application

Exterior Grant  Interior Grant  Loan

1. Applicant

Name: Timoteo Barajas

Address: 20457 Hwy 99E NE

Work Phone: (503) 209 68 75 Home Phone: ( )

E-mail: timo.barajas@hotmail.com

Legal Form: Sole Proprietorship  Partnership  Corporation  Non-Profit

2. Building or Business to be rehabilitated

Name: Marescos El Sarandacado LLC

Street Address: ~~HWY~~<sup>320</sup> N Pacific Hwy #110

Tax Map/Lot Number: 051W \_\_\_\_\_

3. Property Owner

Name: Arthur

Address: \_\_\_\_\_

Work Phone: (503) 881 3798 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.**

Refinish floors  
Install permanent wall trim and chair rail

Loan amount: \$ \_\_\_\_\_  
Grant amount: \$ 812.50  
Total estimated cost of all work: \$ 1625  
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.

Timoteo Barajas  
Applicant's Signature

6/05/2014  
Date

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

# Star Cleaning Services

Star Cleaning Services  
 2727 SE 75th Ave  
 Hillsboro, OR 97123

(503)642-0126  
 jnoeorooco@gmail.com

## Estimate

| Date       | Estimate No. |
|------------|--------------|
| 06/05/2014 | 1004         |
|            | Exp. Date    |
|            |              |

| Address  |
|--|
| MARISCOS EL SARANDEADO<br>320 N PACIFIC HWY SUITE 110<br>WOODBURN OR 97071 |

| Date         | Activity                                    | Quantity | Rate   | Amount     |
|--------------|---|----------|--------|------------|
| 06/02/2014   | strip and wax a floor (2000 sq ft)          | 2000     | 0.60   | 1,200.00   |
| 06/05/2014   | 50 ft wall trim chair rail and installation | 1        | 425.00 | 425.00     |
| <b>Total</b> |   |          |        | \$1,625.00 |

Accepted By \_\_\_\_\_

Accepted Date \_\_\_\_\_

URG 2014-13 320 N Pacific Hwy (Barajas)



Exterior



Protective Wainscoting



Refinish floors and replace tiles



# Agenda Item

June 23, 2014

To: Urban Renewal Agency Board  
From: Jim Hendryx, Economic and Development Services Director  
Robyn Stowers, Urban Renewal Manager  
Subject: **URG 2014-15 175 S. Front Street (Sumner)**

## **RECOMMENDATION:**

In agreement with the Downtown Advisory Review Subcommittee, it is recommended that the Woodburn Urban Renewal Agency Board approve an exterior Urban Renewal grant from Michael Sumner for the amount of \$1,100.

## **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.

Case Automotive has been located in downtown Woodburn since 1952. Michael Sumner has been with this business since 1990 and assumed ownership in 2006. The Case Automotive foundation is the site of one of the first properties downtown, dating back to the mid-1800s.

## **Proposal**

The exterior grant proposal is to repair exterior walls and repaint building.

|   |            |
|---|------------|
| Exterior grant:                             | \$1,087.50 |
| Estimated cost of all improvements:         | \$2,175    |
| Percentage of grant to total project costs: | 50%        |

**Program Criteria:**

**Property Location & Ownership**

The property is located at 175 S. Front Street.

- 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 proposal complies with the downtown architectural and design standards and signage standards.**

- That the project encourages greater marketability of the Urban Renewal Grant and Loan District.

**Exterior improvements are intended to beautify the downtown commercial property. Improving the appearance of businesses encourages greater marketability of the area.**

- That the proposal will complement the existing surrounding community.

**Improvements to the property complement the existing surrounding community.**

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

**The proposed improvements will improve the appearance of the façade.**

- 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 Urban Renewal Grant and Loan District.**

### **Summary and Conclusion**

The Grant and Loan Program is intended to encourage and assist business and property owners to invest in the Urban Renewal District. This particular grant application is intended to assist the property owner to repair exterior walls and repaint building.

### **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:**

Grant Application  
Pictures

Attachment D  
Woodburn Urban Renewal Agency  
Grant and Loan Program

Application

Exterior Grant  Interior Grant  Loan

1. Applicant

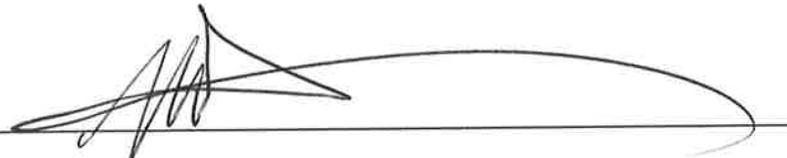
Name: Michael Sumner  
Address: 175 South front street  
Work Phone: (503) 981-0136 Home Phone: (503) 467-8472  
E-mail: caseauto@oregonsbest.com  
Legal Form: Sole Proprietorship  Partnership  Corporation  Non-Profit

2. Building or Business to be rehabilitated

Name: Case Automotive  
Street Address: 175 South front Street  
Tax Map/Lot Number: 051W \_\_\_\_\_

3. Property Owner

Name: Michael Sumner  
Address: 175 South front Street  
Work Phone: (503) 981,0136 Home Phone: (503) 467-8472

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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.**

Patch exterior walls and repaint exterior with same colors and Schemes.

Loan amount: \$ 1087.50  
Grant amount: \$ 1087.50  
Total estimated cost of all work: \$ 2175.00  
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

6-10-2014  
Date

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

# C. Corey Jones PAINTING



Interior . Exterior . Commercial . Residential

Corey Jones - Proprietor

503-552-8957

ccoreyjonespainting@yahoo.com

CCB# 136928 Licensed Bonded & Insured

## PROPOSAL

# Brachot Painting

1058 Birchwood Drive  
Oregon City, OR 97045  
(503) 544-6715

Proposal No. # 141004

Sheet No. ①

Date 4/10/2014

CCB# 74405

| Proposal Submitted To                | Work To Be Performed At         |
|--------------------------------------|---------------------------------|
| Name <u>CASE AUTOMOBILE</u>          | Street <u>SAME ADDRESS Etc.</u> |
| Street <u>175 S. FRONT ST.</u>       | City _____ State _____          |
| City <u>WOODBURN OR 97071</u>        | Date of Plans _____             |
| State <u>OREGON</u>                  | Architect _____                 |
| Telephone Number <u>503-981-0136</u> |                                 |

We hereby propose to furnish the materials and perform the labor necessary for the completion of

- Exterior Repaint   
  House   
  Building   
  Trim Only   
  Other-describe:

### PREPARATION PHASE

- Power wash all surfaces to be repainted  
 TSP or chemical wash down and rinse  
 Scraping of loose paint remaining after power wash is complete  
 Spot primer AS SPEC     Complete surface priming  
 Recaulking where necessary. Around  Windows     Doors     Other:  
 Drop cloths used on walk ways and over plants etc.  
 Tape and paper of windows and other necessary items

Addendum to Prep Phase:

*(REPAIRS TO BUILDING CONCRETE POTELL AS)*  
APPLICATION PHASE *Need*

*2 SIDES ONLY  
① FRONT + SIDE  
REAR EXCLUDED  
300.00 OPTIONAL  
Adjustment  
(MATERIAL + LABOR)*

- One liberal coat of paint applied to surfaces  
 Two coats of paint applied to surfaces. *1-2 AS NEEDED*

- Airless sprayer as method of application, brush and roll trim  
 Airless sprayer and back roll method, brush and roll trim.

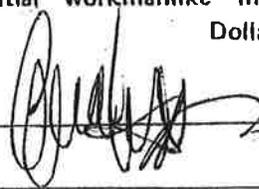
- Materials used will be SUBWIN WILLIAMS A 100 (Black RED MATCH) total clean up will be performed.  
 Addendum to Application Phase: *+ wheel*

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars (\$ 2,175.00)

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work.

Respectfully submitted

Per 

Note -- This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.



Exterior 1



Exterior 2