

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
SEPTEMBER 14, 2015**

0:00 **DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, SEPTEMBER 14, 2015**

CONVENED The meeting convened at 6:05 p.m. with Member Lonergan presiding.

ROLL CALL

Chair Figley	Absent
Member Schaub	Present – 6:30 p.m.
Member Lonergan	Present
Member Carney	Present
Member Morris	Present – 6:15 p.m.
Member Ellsworth	Present
Member Alonso Leon	Present

Staff Present: City Administrator Derickson, City Attorney Shields, Police Chief Russell, Public Works Director Scott, Assistant City Administrator Row, Human Resources Director Hereford, Communications Coordinator Horton, Urban Renewal Manager Stowers, City Engineer Liljequist, Executive Legal Assistant Veliz

0:00 **CONSENT AGENDA**

A. Urban Renewal Agency minutes of June 22, 2015.
Ellsworth/Alonso Leon... adopt the Consent Agenda. The motion passed unanimously.

0:01 **PRESENTATION**

Public Works Director Scott provided a staff report and presentation on First Street improvements from Oak to Harrison and information on options for a downtown restroom. Members asked questions and provided comments and direction regarding the First Street improvements. Member Carney stated that he favors the head in parking option with the idea of incorporating the parking lot behind the post office as part of it. Member Lonergan stated that he likes where we are going with the options but wants to see how the businesses feel about this. Member Alonso Leon concurred with Member Lonergan. Member Ellsworth stated that she likes the idea of the angled parking and feels it's a safer option. Member Lonergan stated that he is in favor of rehabbing the downtown Second Street, he is in favor of the alleys and going with the restroom and doing away with the splash fountain. He added that he would like to dedicate \$100,000 of Urban Renewal funds to go to an art project that can go along with this project. Member Carney stated that he liked that idea and that perhaps the City could provide art grants. Member Ellsworth stated that she is in support of hardscapes over landscapes that we have to maintain. City Administrator Derickson asked if the agency wanted staff to come back with a plan that includes the alleys as part of the overall project. Member Lonergan stated that the unimproved alleys should be improved. Member Morris stated that the City should poll the public before they spend any money on art. Member Alonso Leon concurred. Member Schaub stated that this could be a great opportunity for talented artists in the community to get involved and that she is in favor of a splash fountain in one of our parks. She added that she is in favor of angled parking and

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
SEPTEMBER 14, 2015**

supports getting feedback on this from businesses and the citizens. Member Ellsworth stated that she supports option one, that she doesn't want to have any dead planters and is in favor of updating the parking lot. She added that she likes the idea of attaching the bathroom to the library and she would love to see a splash fountain at Centennial Park. Member Carney stated that he is also in favor of option one. City Administrator Derickson stated that they can come back with a plan for a public bubbler and the alleys. He added that it appears the restroom option has been decided and that option one is the member's preference but that they will keep option two available for public discussion and outreach. He stated that they could do a survey on an art project and could look and see what other cities have done.

0:27 **ADJOURNMENT**

Ellsworth/Carney ... meeting be adjourned. The motion passed unanimously. The meeting adjourned at 7:10 p.m.

APPROVED _____
KATHRYN FIGLEY, CHAIR

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



Agenda Item

November 9, 2015

To: Urban Renewal Agency Board
From: Jim Hendryx, Economic and Development Services Director
Subject: **URG 2014-03 145 Arthur Street Masonic Lodge - Second Extension**

RECOMMENDATION:

Agency approval, since there were extenuating circumstances associated with this project that caused delays beyond the typical grant cycle period.

BACKGROUND:

The Agency approved the above referenced \$5,000 interior grant for the Masonic Lodge in May 2014. Due to pending reroofing of the building, the interior project was delayed until the roofing was completed. Unfortunately, prior to completion of the re-roof project, the building was severely damaged due to a sudden storm, further delaying the interior restoration. The applicant requested, and was granted, a six month grant extension to complete the interior work, which expired this past October. Program guidelines limit grant completion to 12 months, with one six month extension, for a total of 18 months. Work on damage caused by the storm was delayed due to a number of factors, including settlement with the contractor's insurance agency.

Don Judson, President of the Woodburn Masonic Trustees, submitted a request for additional time to complete the interior project. The request requires Agency approval and has not been reviewed by the Design Review Advisory Subcommittee (DARS), since the request is outside their authority to approve. Additionally, the request came in the day after the most recent DARS meeting.

Staff is submitting the request for the Agency's consideration. There are extenuating circumstances associated with this project that caused delays beyond the typical grant cycle period.

Proposal

The Applicant requests additional time to complete the project, since there were extenuating circumstances that affected the building and greatly delayed the work. Program guidelines limit grants to 18 months and Agency action is required to approve this request.

Financial Impact

Already budgeted

Attachments:

Request for Second Extension Letter

October 30, 2015

Woodburn Urban Renewal Agency
C/o James N.P. Hendrix
Economic & Development Services
270 Montgomery Street
Woodburn, Oregon 97071

Dear Mr. Hendryx:

The Woodburn Masonic Trustees, Inc., custodians for the Woodburn Masonic Lodge building at 145 Arthur Street are requesting an extension beyond the 18 months allowed by grant guidelines for the \$5,000 interior portion of the grant approved May 8, 2014.

This interior grant was conditional upon first completing our roof replacement, which was part of the grant and which has been completed. During this latter process a sudden wind and rain storm in late July, 2014 blew off the protective tarp covering the roof, causing extensive water damage to the interior of the building. We did not obtain a settlement from our contractor's insurance company until March 27 of this year, which then allowed us to embark on a much more extensive renovation than originally planned.

We solicited bids from three local companies, and on May 13 approved Belfor Property Restoration to begin this project. All of the interior walls on the stairways and second floor have been repaired, resurfaced and painted, with the exception of one bathroom, and some trim painting remains, which will be completed within the next two weeks. Carpet has been ordered for the entire second floor, which we anticipate being installed by the end of November. The remaining projects will be the third floor kitchen and dining room, ceiling, wall and floors, and the renovation of the building entrance on Arthur Street. We expect the entire project will be done by year end, but would appreciate a six month extension in case there are any more setbacks.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Don R. Judson", written over a large, faint, oval-shaped watermark or stamp.

Don R. Judson
President, Woodburn Masonic Trustees, Inc.



Agenda Item

November 9, 2015

To: Urban Renewal Agency Board
From: Jim Hendryx, Economic and Development Services Director
Subject: **URG 2015-12 702-722 Young Street (Rosera)**

RECOMMENDATION:

Applicant Charles Rosera requests that the Urban Renewal Agency Board approve an exterior Urban Renewal grant in the amount of \$3,325.

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. On June 22, 2015 the Agency reduced the public grant match from 1:1 (50%) to 3:1 (25%).

The Applicant has owned the Rosemont Townhouses since its construction in 1989. The property includes ten townhouses with an average rental occupancy of 7-10 years. On September 8, 2014 the Applicant was awarded \$5,000 to update the façade on four of his ten rental units. The Applicant originally requested \$6,650 (50% of total project cost) to update the façade on the remaining units. However, the new guidelines limit the match to 25% of project cost, or \$3,325.

DARS considered the Applicant's written request to increase the grant amount to 50% at their October 29, 2015 meeting, but concluded that the application could only receive the current City match of 25%. DARS recommended that the Agency approve the grant request.

Proposal

The exterior grant proposal is to install new energy-efficient windows and siding on six rental units.

Exterior grant (25%):	\$ 3,325
Estimated cost of all improvements:	\$13,300

Program Criteria:

Property Location & Ownership

The property is located at 702-722 Young 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 design standards and signage standards.

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

Exterior improvements are intended to improve efficiency of the multi-family residential property. Improving the longevity of the property encourages greater marketability of the area.

- That the proposal will complement the existing surrounding community.

Improvements to the property do not impact the aesthetics of the property.

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

The proposed improvements maintain the original façade 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 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 Applicant to replace windows and siding on four of his ten rental units.

Conditions of Approval

1. There is a 3/1 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

Letter from applicant

To Urban Renewal Agency: Aug 2015

In 2014 Rosemont Townhouses located on Young St in Woodburn took advantage of your Small Renovation Grant program.

Rosemont consists of 4-3 Bdrm townhouses & 6-2 Bdrm townhouses, on the same tax lot. Not sure if it would work out financially, I Charles Rosea decided to do the 4 units first and see if it was affordable. Well it worked out very well and I have received so many compliments from not only my renters but visitors as well.

So this year I proceeded with some caution. I went to see Renewal Manager Robyn Stowers early in 2015 to start the process to do the 6 townhouses at Rosemont. Getting prices & contractor to gether took longer than I had expected. However, July 31 2015, I went to Robyn to find out the program changed.

I'm hoping that since Rosemont's 1st 4 units went to a matching program, that the phase 2 of the same property can be grandfathered in.

Thanks abt, Deb & Chuck Rosea (Sole owners)
971-235-6860

Rosemont Townhouses - Aug 1st 2015

City of Woodburn
Urban Renewal Agency

SMALL RENOVATION GRANT APPLICATION

Exterior Grant (\$10,000)

Interior Grant (\$5,000)

1. Applicant

Name: Charles J Roseca

Address: 1505 Silverton Rd Woodburn Oregon 97071

Work Phone: (971) 235-6860 Home Phone: ()

E-mail: _____

Sole Proprietorship Partnership Corporation Non-Profit

2. Building or Business to be rehabilitated

Name: Rosemont Townhouses

Street Address: 702-722 Young St Woodburn OR 97071

Tax Map/Lot Number: _____

3. Property Owner

Name: Charles J Roseca

Address: 1505 Silverton Rd Woodburn Oregon 97071

Work Phone: (971) 2356860 Home Phone: ()

4. Exterior Grant - Give a brief description of the proposed improvements and provide three bids for every aspect of work greater than \$2,500.

Replace 1-1-11, windows,

Grant amount: \$ _____

Total estimated cost of all work: \$ 13,288-

Percentage of grant to total project costs: _____%

Rossmont Townhouses - Aug 1st 2015

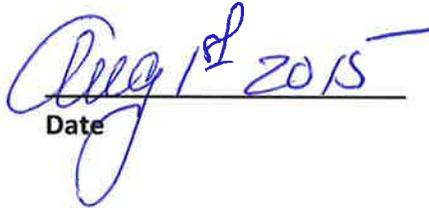
City of Woodburn
Urban Renewal Agency

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. The Applicant represents to the City that this Agreement has been duly authorized by all necessary action on the part of the Applicant and no other corporate or other action on the part of the Applicant is legally required. If the Applicant is not the owner of the property to be rehabilitated, the Applicant certifies that it has the legal authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this legal authority must be attached.

Applicant acknowledges and agrees the 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.


Applicant's Signature


Date

ACKNOWLEDGMENT BY PROPERTY OWNER (if different than Applicant)

The Property Owner hereby acknowledges all the above terms of this application and agrees that the 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.

Property Owner's Signature

Date

Return application to:
Urban Renewal Manager
270 Montgomery Street
Woodburn, OR 97071
Phone: 503-980-2485
E-mail: robyn.stowers@ci.woodburn.or.us

Rosemont Townhouse Unit Level only

Matthew R. Montgomery Construction, Inc.

General Contractor

CCB #152340

P.O. Box 283 • Woodburn, OR 97071

Home: 503-393-5052 • Mobile 503-932-3051



MID BID
will use this contractor

CONTRACT AGREEMENT

SUBMITTED TO Rosemont Townhouses LLC PHONE _____ DATE 7/28/15

ADDRESS 700 Young St Woodburn

JOB NAME AND LOCATION Reside Six units

WORK TO BE PERFORMED:

TEAR off T-1-11 Siding + Replace w/ OSB Siding
R+R Replace Windows w/ owner supplied windows
Install Water proof + Vapor barrier
Install 5" level Cement Siding

No Painting + Dryrot Repair is on a cost plus
Owner Supplies All Materials

ESTIMATED JOB COST: 5100⁰⁰

All workmanship is guaranteed for one year from date of completion. I/we hereby agree that payment of the entire balance of this agreement shall become due and payable within 30 days following completion of the project, unless otherwise agreed upon hereon and I/we further agree that in the event that Matthew R. Montgomery Construction becomes obligated to hire an attorney for purpose of collecting any amount due or enforcing any other term of this agreement then I/we will pay the reasonable attorney's fees incurred, regardless of whether suit is filed, at trial and upon appeal thereon. In addition to such sums as allowed by law, I/we agree that the unpaid balance of this agreement shall bear interest at a rate of 1.5% per month from the date of completion of the project and said interest shall continue to accrue until all sums due hereunder are paid in full. 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 costs will be executed only upon written orders. All agreements contingent upon accidents or delays beyond our control. Owner to carry all necessary insurance. Our workers are fully covered by Workman's Compensation insurance. Any extra work will be an extra cost of 40⁰⁰ per man hour plus materials.

AUTHORIZED SIGNATURE [Signature]

This contract constitutes the entire agreement of the parties. You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of the transaction. Oregon law requires a Notice of the Right to Lien be provided to the buyer when the contract price exceeds \$1000.00. See attached information Notice of the Right to Lien form for an explanation of these rights. The undersigned owners acknowledge receipt of a completed copy of this agreement, Notice of Cancellation and Information Notice of the Right to Lien.

NOTE: This agreement may be withdrawn by us if not accepted within _____ days

ACCEPTANCE OF AGREEMENT

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 _____

AUTHORIZED SIGNATURE _____ TITLE _____

AUTHORIZED SIGNATURE _____ TITLE _____

Rosemont 6 unit labors only

Precision Cutt - CCB# 197724

Estimate

705 w marquam st
 Mt. Angel, OR 97362
 503 932 1182
 garykraskov@gmail.com

Date	Estimate #
5/4/2015	338

Name / Address
Chuck

Low Bid

Project

Description	Qty	Rate	Total
700 rosemont woodbrun			
tear off T1-11 and ins tall new osb sheeting	800	1.50	1,200.00
install new 5 inch reveal cement fiber siding	1,600	1.25	2,000.00
remove old windows and install new windows	12	100.00	1,200.00
install waterproofing	1,600	0.25	400.00
		Total	\$4,800.00

Rosemont 6 units Siding Replacement Labor only

Nicholas Sorenson Construction

38484 S. Hardy Rd.
 Molalla, OR 97038
 CCB #156589

High Bid

Estimate

Date	Estimate #
6/22/2015	186

Name / Address
Chuck Rosera 700 Young St Woodburn, OR 97071

			Project
Description	Qty	Cost	Total
Tear off existing second story siding on front of building and re-sheet wall with OSB. Remove and replace windows on front of building. Reside entire front of building with Hardie Plank siding. Customer to supply materials and dispose of construction debris.	1	7,500.00	7,500.00
Nick Sorenson (503) 319-6608		Total	\$7,500.00

Customer Signature _____

102 S PINE
 CANBY, OR 97013
 Phone 503-266-2244
 Fax 503-651-5470

QUOTE - QT001965-478155790

Job Name: Rosemont 6 units

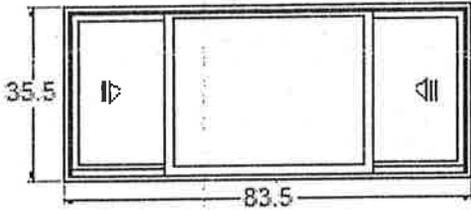
Bid For: (Business Address)

Ship To Address:

Chuck Rosera

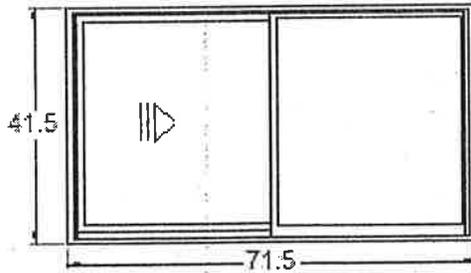
Line	Qty	Description	Each	Total
1	6	9130-XOX SLIDER	170.47	1,022.82

Window Sizing: WINPRO SERIES
 7030 (84" x 36" RO)
 Operation: XOX
 Color: WHT
 Glass Options: EC LOW-E
 ARGON
 Frame Options: * 3 1/4" NAIL FIN
 Hardware Opts: AUTO LOCK
 Perform. Data: U-VALUE=0.3
 SHGC=0.3
 VLT=0.56
 STC.VALUE=26



2	6	9100-SLIDER	214.57	1,287.42
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Window Sizing: WINPRO SERIES
 6036 (72" x 42" RO)
 Operation: XO
 Color: WHT
 Glass Options: EC LOW-E
 ARGON
 Frame Options: * 3 1/4" NAIL FIN
 Hardware Opts: AUTO LOCK
 Perform. Data: U-VALUE=0.3
 SHGC=0.3
 VLT=0.56
 STC.VALUE=26



Total Material	+	Labor	+	Delivery	+	0% Tax:	=	Sub Total
2,310.24		0.00		0.00		0.00		2,310.24

Less Deposit 0.00
Balance Due: \$ 2,310.24

Rosemont 6 units Siding Replacement - siding only



We've got it!



CANBY BUILDERS SUPPLY

102 S. Pine St., Canby OR. 97013-4520
 Telephone: 503-266-2244 Fax: 503-266-8037
 Website: www.canbybuilderssupply.com
 Email: sales@canbybuilderssupply.com

Quotation
793735

Customer: Rosemont Townhouses# **1451**
Customer Ref: ement siding--six units

Delivery Address
 702-722 Young St.
 Woodburn, Oregon, 97071

Quote Date 4/16/2015 8:27 am
Contact Name Chuck
Contact Number 971-235-6860
Created By: Jon D

Delivery Date On 04/16/2015

Special Instructions		Notes				
Line	Product Code	Description	Qty/Footage	Price	Per	Total
1	6HPP	5/16"x6-1/4"x12' Primed Hardilap HZ10 zone (308pc) 390/12	390.0000 ea	840.00	mbf	2,047.50
2	68TS	6"x8" Misc. Color Tin Shingles	200.0000 ea	0.19	ea	38.00
3	JUMBO	240Sf Roll Super Jumbo Tex Wrap	11.0000 ea	11.60	ea	127.60
4	544RCCP	5/4X4 R/L S1S2E Primed Cedar Fj	80.0000 lf	3,305.19	mbf	110.17
5	71649wb	7/16-4X9 Waferboard 24/16	30.0000 ea	407.00	msf	439.56
6	8917361	A1138 3/8" Crwn Stpl 3/8In Lg	3.0000 ea	5.51	ea	16.53
7	6MS	6" X 75Ft Roll Ez-Seal Flashing Partial Adhesive	4.0000 ea	24.53	ea	98.12
8	6ff	6" x 75ft roll of fortiflash flashing Full Adhesive	9.0000 ea	19.72	ea	177.48
9	MSS	MOISTSTOP FORTIFIBER SEALANT ALL PURPOSE POLYURETHANE SEALANT 10.1 OZ	30.0000 ea	5.66	ea	169.80
10	FAN238120	2 3/8" .120 Bright Nail Full Head Grip Rite (5M)	1.0000 ea	32.03	ea	32.03
11	FANAC7DRHDG36	2 3/16" x .092 HDG Ring Coil Siding Nail (3.6M)	1.0000 ea	32.98	ea	32.98
12	958659	7-1/4X9-3/4 Lite Block 3-5/8" Primed Cedar	6.0000 ea	11.99	ea	71.94
13	6765226	30060 Wh Light Adh Caulk PI Wh	9.0000 ea	2.99	ea	26.91
14	wv	White Vulkem Sealant	9.0000 ea	4.60	ea	41.40
15	2410D	2X4-10' KD-DF DRY	9.0000 ea	565.00	mbf	33.90
16	22RCCP	2X2-R/L S4S Primed Cedar F-Jnt.	80.0000 lf	2,673.27	mbf	71.29
17	13RCCP	1X3-R/L S1S2E Primed Cedar Fj	20.0000 lf	2,806.60	mbf	14.03
18	TEHB125WH	1 1/4" Wht High Back Z Flashing 110 Deg 12'4"	6.0000 ea	8.66	ea	51.96
19	TEHB15WH	1 1/2 Wht High Back Z Flashing 110 Deg 12'4"	4.0000 ea	8.60	ea	34.40

Not for Loading Purposes

Total Amount	\$3,778.40
Sales Tax	\$0.00
Quotation Total	\$3,778.40

The prices contained on this document are good through 4/23/2015. Prices listed are for quantities/grades shown on this document. Purchaser is responsible for accuracy of list.

Buyer _____ Date _____

Subject to our terms and conditions of sale. Further copies available on request.



Quotation
793735



CANBY BUILDERS SUPPLY

102 S. Pine St., Canby OR. 97013-4520
Telephone: 503-266-2244 Fax: 503-266-8037
Website: www.canbybuilderssupply.com
Email: sales@canbybuilderssupply.com

Customer: Rosemont Townhouses# **1451**
Customer Ref: cement siding--six units

Delivery Address
702-722 Young St.
Woodburn, Oregon, 97071

Quote Date 4/16/2015 8:27 am
Contact Name Chuck
Contact Number 971-235-6860
Created By: Jon D

Delivery Date On 04/16/2015

Line	Product Code	Description	Qty/Footage	Price	Per	Total
20	M77	1-1/4"x2" Primed Brickmould M77	120.0000 lf	1.19	lf	142.80

Not for Loading Purposes

Total Amount	\$3,778.40
Sales Tax	\$0.00
Quotation Total	\$3,778.40

The prices contained on this document are good through 4/23/2015. Prices listed are for quantities/grades shown on this document. Purchaser is responsible for accuracy of list.

Buyer _____ Date _____

727 582

Subject to our terms and conditions of sale. Further copies available on request.

Rosemont Townhouses - window sill Replacement -



Granite, Quartz, Marble & Acrylic Solid Surfaces

Proposal & Contract

Quote Name:

Rosemont Townhouses/Additional Windowsills

Quote Date:

7/27/2015

Account Name:

PNW

Submitted by:

Chuck Rosera

Job Name:

PNW Job #:

Salesperson:

Lauren Brown 503-899-0526

Customer PO #:

Pacific NW Marble & Granite
2840 Industrial Ave
Hubbard, OR 97032
PH: 503-981-3599
Fax: 503-981-0554

12 Windowsills - Fabricate Only

1-42 Sq. ft. Remnants - No Selection Made

1-0" Edge Detail 3/8" Round

Subtotal

\$2,100

Total \$2,100

Note: This bid is off of plan take-off measurements equal to the square footage above. Due to inaccuracies related to plans and/or construction changes, we reserve the right to adjust final billing after template to reflect final square footage and options. Bid is good for 30 days.

Pacific NW Marble & Granite reserves the right to cancel/rescind this job offer any time prior to beginning of work

Payment to be made as follows: 50% due at time of template for purchase of material, the remaining 50% due at the install of the completed job.

Scheduling contingent upon material availability.

Placement of all seams that may be required is at the discretion of Pacific NW Marble & Granite. While we will take every precaution to minimize the appearance of a seam, please know that seams are visible and can be felt.

All schedule changes require a 48 hours notice or an additional trip charge will apply.

Acceptance:

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

Approved price: _____ Signature: _____

Date: _____





7
4





714

712

710



714

712

710







Agenda Item

November 9, 2015

To: Urban Renewal Agency Board
From: Jim Hendryx, Economic and Development Services Director
Subject: URG 2015-13 303 N. Pacific Highway, Crossroads Grocery & Deli

RECOMMENDATION:

As recommended by the Downtown Advisory Review Subcommittee (DARS), approve Sang Park's request for an exterior Urban Renewal grant in the amount of \$7,565. DARS supports that it may be necessary for the applicant to proceed with work prior to Agency action.

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. On June 22, 2015 the Agency reduced the City's match from 1:1 (50%) to 3:1 (25%).

The Applicant is the owner of the Crossroads Grocery & Deli, located at the northwest corner of Hwy 99 E and Young Street. The building was originally constructed in 1964. The application was submitted on October 13, 2015 and includes replacing siding, reroofing and painting the building. According to the applicant, the roof is leaking and is causing interior damage and inventory loss. As a result, the applicant indicated that he may need to proceed with the roof repair in advance of City approval, understanding that this may put part of his request at risk of not receiving Urban Renewal funding.

DARS considered Sang Park's request at their October 29, 2015 meeting, including the potential that work may need to be completed in advance of the Agency's decision. DARS recognizes the situation that the applicant faces and recommends agency approval.

Proposal

The exterior grant proposal is to remove and replace the failing roof, the siding and to paint the exterior of the building.

Exterior grant requested (25%)	\$7,565
<u>Applicant's contribution (75%):</u>	<u>\$22,695</u>
Estimated cost of all improvements:	\$30,260

Grant and loan funds cannot be used for any work commenced or completed prior to project approval, without previous consideration by the Agency. The applicant has indicated he may have to proceed with the re-roofing portion of the project before the Agency takes action on the grant. The applicant has had difficulty finding roofing contractors to take on the work since the recent rains, when water damage occurred to the building and stock, and the matter is becoming urgent. DARS discussed this particular situation and supports the need to proceed prior to Agency approval.

At the time of original submittal, the applicant was able to include three bids for the roofing portion of the project and two bids for re-siding. Subsequently an additional bid was submitted in time for the DARS meeting.

Program Criteria:

Property Location & Ownership

The property is located at 303 N Pacific Highway.

- 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 request includes re-roofing the building, installing siding and painting the building. The proposal complies with the downtown architectural design standards and signage standards.

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

Exterior improvements are intended to replace the failing roof, re-side and paint the building. Improving the longevity of the property encourages greater marketability of the area.

- That the proposal will complement the existing surrounding community.

Improvements to the property do not impact the aesthetics of the property.

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

The proposed improvements maintain the original façade 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 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 Applicant to re-roof, re-side and paint the building.

Conditions of Approval

1. There is a 3 to 1 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 may be used for materials and services provided by licensed contractors.
3. All necessary building, electrical, and plumbing permits must be obtained and the work inspected and approved.

4. 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.
5. 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

SMALL RENOVATION GRANT APPLICATION

Exterior Grant (\$10,000) Interior Grant (\$5,000)

1. Applicant

Name: Sang C. Park
Address: 303 N Pacific Hwy Woodburn, OR. 97071
Work Phone: (503) 981-4455 Home Phone: (503) 982-0234
E-mail: Sangpsrk@gmail.com
Sole Proprietorship Partnership Corporation Non-Profit

2. Building or Business to be rehabilitated

Name: Crossroads Grocery & Deli
Street Address: 303 N. Pacific Hwy Woodburn, OR. 97071
Tax Map/Lot Number: _____

3. Property Owner

Name Sang C. Park & Soon Lee
Address: 495 Ironwood Ter. Woodburn, OR. 97071
Work Phone: (503) 981-4455 Home Phone: (503) 982-0234

4. Exterior Grant - Give a brief description of the proposed improvements and provide three bids for every aspect of work greater than \$2,500.

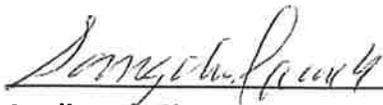
Replace siding and upper panels
Remove old roof material & plywood & replace it

Grant amount:	\$10,000	2,565	INPH
Total estimated cost of all work:	\$20,259	22,695	INPH
Percentage of grant to total project costs:	33.05%	25%	

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. The Applicant represents to the City that this Agreement has been duly authorized by all necessary action on the part of the Applicant and no other corporate or other action on the part of the Applicant is legally required. If the Applicant is not the owner of the property to be rehabilitated, the Applicant certifies that it has the legal authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this legal authority must be attached.

Applicant acknowledges and agrees the 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.

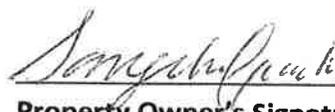


Applicant's Signature

10-05-15
Date

ACKNOWLEDGMENT BY PROPERTY OWNER (if different than Applicant)

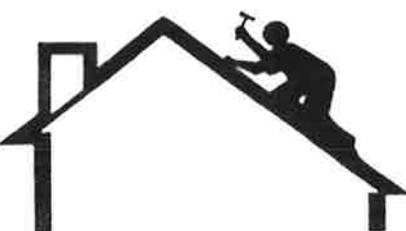
The Property Owner hereby acknowledges all the above terms of this application and agrees that the Agency shall have no obligation to pay any persons providing materials or performing labor or to cause the release of any mechanics or other liens that may be recorded against the above property in connection with the proposed improvements.



Property Owner's Signature

10-05-15
Date

Return application to:
Urban Renewal Manager
270 Montgomery Street
Woodburn, OR 97071
Phone: 503-980-2485
E-mail: robyn.stowers@ci.woodburn.or.us



Magnate

Royce Roofing

2602 Colony St • Woodburn, OR 97071

503.995.5362 • 503.951.3825

Office 503.902.0629 • CCB#205788 — 208011

Proposal Submitted By <i>Sang Park</i>		Job #	Date <i>9-23-15</i>
Street <i>303 N Pacific Hwy</i>			
City, State, Zip <i>Woodburn Oregon 97071</i>			
Home Phone	Work Phone	Fax	Email

We hereby submit specification and estimate for: Commercial Home Garage Carport Patio Cover Other

<input type="checkbox"/> Prepare grounds for reroofing <input type="checkbox"/> Tear off all layers of roofing. Include drop box and disposal. <input type="checkbox"/> Install 1/2 PLY <input type="checkbox"/> 7/16 OSB <input type="checkbox"/> Sweep off debris, prepare for recover <input type="checkbox"/> Install over existing <input type="checkbox"/> Shingles <input type="checkbox"/> Wood deck CAUTION New roof will conform to unevenness of existing deck and/or shingles <input type="checkbox"/> Underlayment <input type="checkbox"/> 15lb <input type="checkbox"/> Sanguard 30lb <input type="checkbox"/> Ice and water shield (I & WS) <input type="checkbox"/> Entire roof or <input type="checkbox"/> Valleys <input type="checkbox"/> Drip edge and gable flashings (pre-painted) Color <input type="checkbox"/> <input type="checkbox"/> Roof to wall <input type="checkbox"/> Flashing (painted) <input type="checkbox"/> Reseal <input type="checkbox"/> Chimney flashing and/or counter flashing (pre-painted) <input type="checkbox"/> Skylight <input type="checkbox"/> Re-flash (painted)	<input type="checkbox"/> Vent pipe flashing <input type="checkbox"/> No chaulk <input type="checkbox"/> Valleys <input type="checkbox"/> Pre-painted metal <input type="checkbox"/> Attic ventilation <input type="checkbox"/> Replace Exhaust <input type="checkbox"/> Roof vent <input type="checkbox"/> Ridge vent <input type="checkbox"/> Power vents <input type="checkbox"/> Soffit <input type="checkbox"/> Screen <input type="checkbox"/> Ridge caps <input type="checkbox"/> Custom cut <input type="checkbox"/> Gutters <input type="checkbox"/> Clean out <input type="checkbox"/> New continuous gutters 5"-K/6" <input type="checkbox"/> Torch apply modified bitumen low slope area <input type="checkbox"/> Built in gutter <input type="checkbox"/> Dead valleys <input type="checkbox"/> Clean up debris and haul away <input type="checkbox"/> Inspection: daily and upon completion Roof Pitch <input type="checkbox"/> Roof Stories 1-2	<input type="checkbox"/> Lead <input type="checkbox"/> Hollywood line <input type="checkbox"/> New <input type="checkbox"/> Total <input type="checkbox"/> Bird block <input type="checkbox"/> High profile <input type="checkbox"/> Remove Fascia color <input type="checkbox"/> <input type="checkbox"/>
---	---	--

Brand _____ Color _____ Est 18 Sq. Investment/Warranty Limited 10 yr. Workmanship

- Tear-off all Torch Down \$ 8,900.00
 - Install 5/8 plywood / Remove all plywood \$ _____
 - Install metal cap all around Building for proper protection \$ _____
 - Install Torch Down, Clean up debris and haul away \$ _____
- Total \$ _____

Note: Any other replacement or additional needed plywood in other areas will be done in addition to bid as per structural damage cause below:
 Provide inspection of attic spaces and make recommendations with any additional cost of additional insulation. It may be advisable to consider an upgrade from conventional roof vents, which we normally include in attic spaces to a vented ridge and soffit system to provide a more complete intake and exhaust air circulation.

Structural Damage: Some additional work may be needed, for example, but not limited to: dry rot, fascia boards and rafter tails.
 This work is billed to customer at \$55.00 per man hour plus materials. Plywood will be replaced at: CDX \$45.00/sheet, ACX \$55.00/sheet

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of \$ _____ **DUE UPON COMPLETION**

In the event of breach of this contract, owner agrees to pay Royce Roofing reasonable collection cost including attorney's fee even though no suit or action is filed. If a suit of action including arbitration is filed, Royce Roofing shall be entitled to recover it's attorney's fees, cost and disbursements incurred therein including on appeal. All work to be completed in a workmen like manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will become an extra cost over and above the estimate. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Royce Roofing is not responsible to any damage or injury to persons or property caused directly or indirectly, in whole or in part, by: any fungus(es) including, but not limited to; any type or form of mold, moss, mushroom or mildew. And caused including, but not limited to; roof leakage, inadequate ventilation or any other water damages.

This proposal may be withdrawn by us if not separate within 21 days.

Signature _____

SERVICES AGREEMENT

Entered into on this date _____ By and between Revive Exteriors and Sang C. Park

The Client hereby accepts this proposal and requests Revive Exteriors to do the described siding replacement/ paint project. The Client agrees to pay _____ as set forth in this signed agreement. The Client hereby authorizes Revive Exteriors to commence work on _____. It is understood that all changes to this bid agreement must be in writing and agreed to by both parties. The customer acknowledges receipt of a **Consumer protection notice, Information notice to owner about construction liens, and a Notice of procedure.**

• **SIDING/ EXTERIOR PAINT SCOPE/ QUOTE**

- Remove all existing siding, trims, utility mounting blocks, signage and existing weather resistant barrier at all parapet walls and all exterior wall areas
- Inspect all sub sheathing and framing for rot. Repair as needed
- Supply and apply EPA approved Bora-Care with Mold-Care treatment to all sub sheathing for mold, mildew, toxin, and wood boring insect control (Optional at no additional charge)
- Supply and apply tar based sealer to sub sheathing drip edge at foundation perimeter to protect from water splash back
- Supply and install Oregon Code Approved Hydro Tex Weather Resistant Barrier to integrate with adhesive membrane and metal flashings as per AAMA 2400-10.
- Supply and install metal flashing for all flashing systems for utility boxes, wall penetrations, concrete, trim etc.
- Supply and install Hardie mounting blocks for all lights and signage
- Supply and install 5/4" x 4" HardieTrim to all areas to replace existing trim, per manufactures specs
- Supply and install 4x8 HardiePanel siding to all parapet walls to replace existing
- Supply and install 8 1/4 primed CedarMill HardiePlank siding, for a 7" reveal, with a joint flashing at all butt joints, per manufacture specs at all exterior wall elevations
- Supply and apply Quad Max caulking as needed
- All fixtures, signage, utility boxes, wires, electrical boxes, gutter downspouts, etc will be reattached to building upon completion of project.
- Supply and apply two coats Sherwin Williams Super Paint to all exterior surfaces including siding, trims, soffits, overhang eaves and gutters. Up to three colors included. Power wash included.

Total siding replacement	\$17,859.00
Add for exterior paint	\$3,500.00

Date of Acceptance: _____

 Owner's Signature

 Revive Exteriors



Other Extras includes:



Bid Proposal (Wall Siding only)

Contractor: Infinity Restoration and Remodeling Inc.

Customer/Owner: Sang Park

DATE OF ISSUED: 10/9/15

ORIGINAL CONTRACT AMOUNT: \$9,681.74

DATE EFFECTIVE: TBD

PROJECT MGR: McDilda

DESCRIPTION OF WORK:

- 1) Remove all existing siding from mansard bottom edge down to grade.
- 2) Remove all existing inside/outside 1x4 trims up to 9' tall from grade.
- 3) Detach all necessary signage and building advertising for siding removal.
- 4) Detach all exterior electrical conduit for removal and replacement of siding. Re-install to be performed by others.
- 5) Supply and install Tyvek building paper to exposed siding elevations.
- 6) Supply and install building paper seam tape and flashings for openings.
- 7) Supply and install chalking of siding.
- 8) Supply and install James Hardie HardiePlank Siding 5/16"x8.25" on elevations where siding is removed.
- 9) Haul and dispose of all debris from siding removal.
- 10) General commercial supervision factored within bid cost.

Exclusions: This scope assumes that the work will be contracted in its entirety. Deletions or additions to be scope may result in changes to the price of the remaining items. This scope covers visual or known damage as described within the above scope; any unforeseen damages discovered during the normal process of the job shall be supplemental in nature. Asbestos/Lead/Mold sampling, testing, and/or abatement, if necessary, shall be supplemental unless specifically included in the above scope of work. Quantities in this scope are for estimating purposes only and are not guaranteed to be accurate. In some cases, quantities are

Wood born OK
503-784-4196
ROOF PROPOSAL

General
Contractor

503-383-6

CCB# 2

Licensed, Bonded and Insured

From:
CPR Roofing And Remodeling
1749 Sunburst Terrace NW
Salem , Oregon 97304 CCB # 205896

President :Rich Corlis
Ph: (503) 877-0395
(503) 383-6411
Commercial Estimator
Tim Vaughan Direct cell: (541)-981-8776

Scope of Work: Re-Roof entire building with 60 mil Mule Hide TPO membrane

- 1 Set up all regulated OSHA required safety equipment around perimeter.
Designate safe area for dumpster for all roofing debris.
- 2 Remove all existing roofing down to existing plywood sheeting..Complete tear off.
- 3 Load and unload all equipment and materials with equipment as needed.
- Install new 1/2 inch recovery board insulation over entire roof area. Fasten with #12 insulation screws 4" inch with 3 inch steel plates.
- Install new 60 mil Mule hide TPO membrane over entire roof area. Fasten with No# 14 sheeting screws 4 inch with 2 inch sheeting plates. Heat weld all seams. Apply edge caulk.
- Install new custom prefabricated TPO pipe boot flashings on all existing plumbing vents and heat stacks. Install 2 new drop drains as needed to insure proper drainage.
- Flash all perimeter wall flashings; curb mounted units, with (fully adhered) TPO 60 mi
- 8 Install new TPO custom fabricated pitch pockets on all electrical connections
9. Install new prefabricated metal cap edge flashing along perimeter edge.
- 10 Provide complete cleanup and removal of all roofing debris at local landfill.

Note Extra: Dry rot repair shall be replaced as needed for cost of time and materials/disposal fees . Cost of labor shall be charged \$39.00 per man hour.

Warranty. Provide 15 yr. labor and material warranty .Upon completion and full payment of project.

Proposal

CPR



Roofing and Remodeling

CPR Roofing and Remodeling
1749 Subburst Terrace NW
Salem, OR 97304

General Contractor

503-877-0395
503-383-6411

Licensed, Bonded and Insured

CCB# 205896

Rich Corlis - 503-877-0395

CCB# 205896

PROPOSAL SUBMITTED TO: Sung Park	JOB NAME	JOB #
ADDRESS 303 N. Pacific Hwy Woodburn OR 97071	JOB LOCATION	DATE OF PLANS
PHONE # 503-784-4196	DATE 10/7/15	ARCHITECT

We hereby submit specifications and estimates for ***-SIDING PROPOSAL -***

- 1) Remove Approx. 200 LF of existing upper wall Facia + Trim and replace with New Hardy board Facia + Trim.
- 2) Remove Approx. 350 sqft of existing ^{WALL} siding and replace with new close to match siding.

*** NOTE :** Above stated Job is to be bid for Cost of Time and materials/disposal Fees

*** Cost of Labor shall be charged \$39.00 per man per man hour.**

*** Scheduled for 2 men doing the Job**

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:
Labor money to be paid quarterly as work is Dollar
payments to be made as follows: **Completed.**

Respectfully submitted 

Note - this proposal may be withdrawn by us if not accepted within _____ da

Acceptance of Proposal

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

Signature _____

Signature _____

Acceptance

TOTAL 9,872.00

Method of payment: Start up material cost and partial labor down \$5936.00 . Balance of \$3,936.00 due upon substantial completion.

Estimated Time of Completion. 5 business days weather permitting .Subject to availability of building materials.

Acceptance Of Proposal:

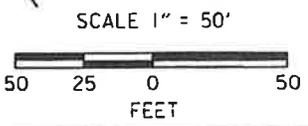
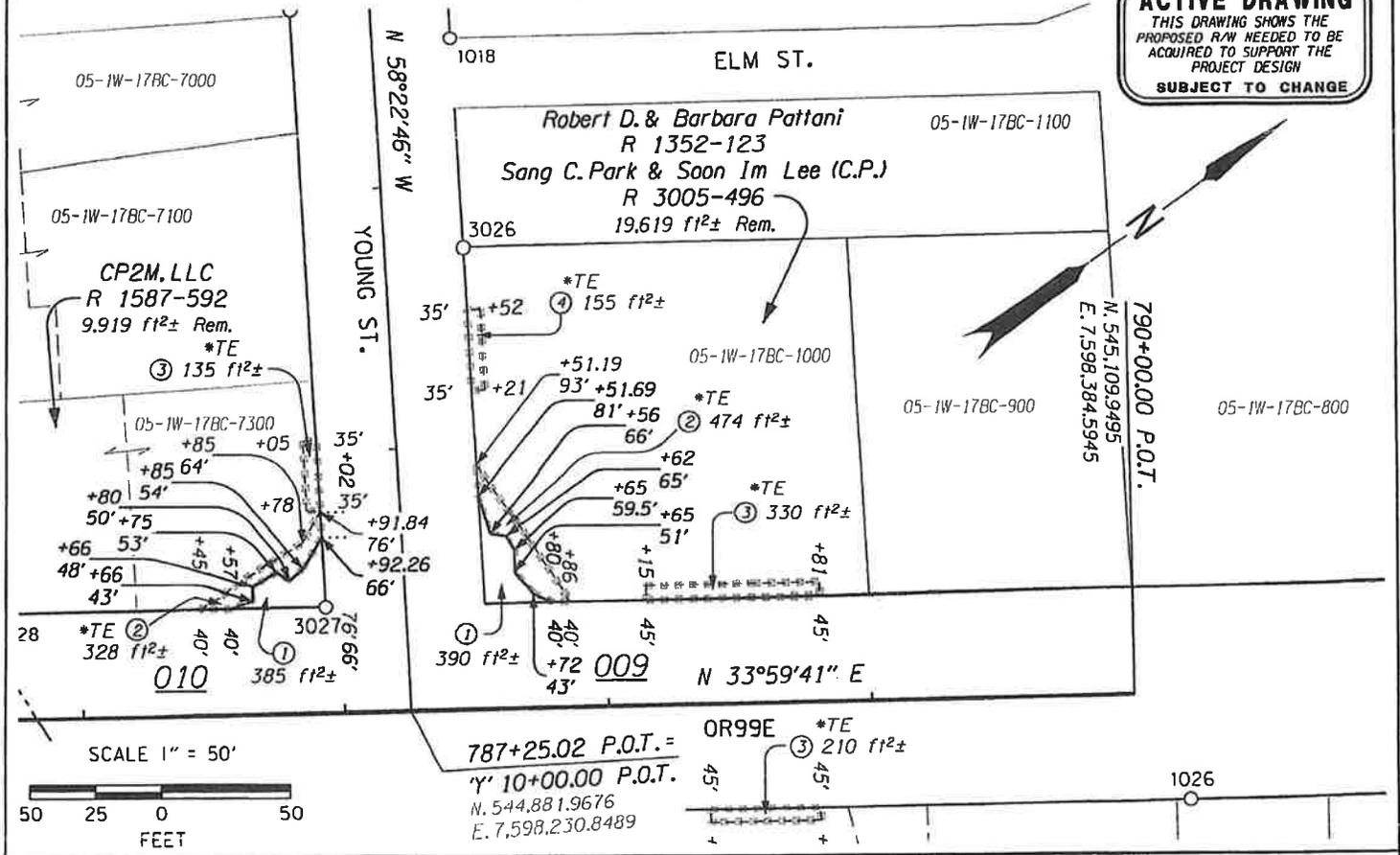
CPR Roofing By: _____ Date

Owner of building: _____ Date

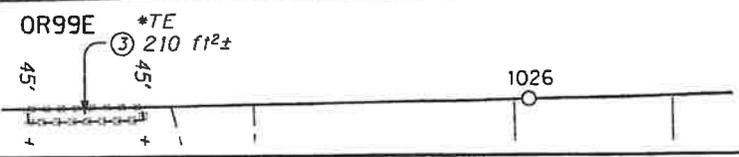
*TE = Temporary Easement - Work Area

SEC. 17, T. 5 S., R. 1 W., W.M.

ACTIVE DRAWING
 THIS DRAWING SHOWS THE
 PROPOSED R/W NEEDED TO BE
 ACQUIRED TO SUPPORT THE
 PROJECT DESIGN
SUBJECT TO CHANGE



787+25.02 P.O.T. =
 Y' 10+00.00 P.O.T.
 N. 544,881.9676
 E. 7,598,230.8489



OREGON DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY
ENGINEERING
 SKETCH MAP

Section	OR99E: Young Street Safety & ADA Ramps (Woodburn)		
Highway	Pacific East	Date	Jan., 2014
County	Marion	File	7687 009
Purpose	R/W Acquisition	Scale	1" = 50'
			See Drawing 11B-7-18

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. SANG CHOL PARK		
	2 Business name/disregarded entity name, if different from above CROSSROADS GROCERY + DELI		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate
	5 Address (number, street, and apt. or suite no.) 495 IRONWOOD TER.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	6 City, state, and ZIP code WOODBURN OR 97071		Requester's name and address (optional)
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number													
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9	3	-	1										
2	2	7	2										
3	8												

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Sang Chol Park</i>	Date ▶ <i>10/13/15</i>
------------------	--	------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.
- By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 2. Certify that you are not subject to backup withholding, or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.





Existing siding – south side of building



Existing siding – south side of building



Roof Proposal

Ccb 185195

P.O BOX 2651 - Oregon City, OR 97045 - Phone: (503) 632-7903 - Fax: (503)632-7803

Oct 18, 2015

Job address:
Crossroads Grocery
Sang Park
303 N. Pacific Hwy.
Woodburn, OR 97071

LOW SLOPE

1. Set up Safety for project per OSHA requirements.
2. Set up Building Protection to protect building from damage during Tear-Off
3. Tear Off existing Roofing & Plywood Sheeting, Dispose of properly. Inspect Rafters for Rot with owners rep present to verify. Wood Replacement @ Time & Material x 20%
4. While Sheeting is Off... Supply & install Fiberglass Batt Insulation to bring Roof up to Code. If Batt insulation will not fit Poly-Iso Insulation Board will have to be installed On top of the Sheeting for an UPCHARGE
5. Supply & install new ½ CDX Plywood Sheeting for Roof Deck
6. Supply and install GAF Solo Fire Rated Slipsheet.U.L. Class "A" Fire Rating
7. Supply& install White 60 Mil TPO roof membrane system. (Mechanically Attached)
8. Extend TPO Membrane up, over, & down outside of walls.
9. Supply & install New Cap Metal. (Standard Colors... Owner to choose.)
10. Install new Flashings at all pipes, units, vents and any other protrusions and seal properly. Counter-flash where needed
11. Supply & Install New RVO-38 High Neck Vents to replace existing Low Neck Vents
12. Option (See Page 2) Supply & install ¼" Hardy Plank Around Mansard (No Paint)
13. Clean up work area (Daily)

Investment.....\$ 18,815

Permit not included....Approx 3% of Total Project Cost

OPTIONS

INITIAL

Tear-Off, Re-Sheet & Re-Roof.....\$ 18,815 _____

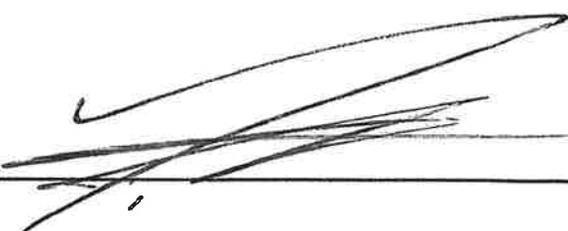
Main Mansard.....\$ 3,969 _____

Main Mansard to be Hardie Plank Smooth ¼' & Hardee Trim

TOTAL INVESTMENT.....\$ 22,784 _____

TERMS.....1/3rd down for material Balance due upon completion

OWNER _____

FRONTIER  _____ 10/2/15

Frontier will assist in but is NOT responsible for any additional Electrical or HVAC work



Agenda Item

November 9, 2015

To: Urban Renewal Agency Board
From: Jim Hendryx, Economic and Development Services Director
Subject: **URG 2015-14 405 N. First Street (Chay Properties, LLC)**

RECOMMENDATION:

In agreement with the Downtown Advisory Renewal Subcommittee (DARS), it is recommended that the Woodburn Urban Renewal Agency Board approve an exterior grant application from Chay Properties, LLC (Applicant), for up to \$1,766. DARS supports that it was necessary for the applicant to proceed with work prior to Agency action.

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.

When Chay Properties, LLC, purchased the properties in 2013, the buildings were in need of many structural improvements. With the assistance of the Urban Renewal Grant and Loan Program and the Diamond in the Rough historic preservation grant, the Applicant was able to complete major structural improvements, including two new roofs, a new electrical system and a historic façade renovation. The current grant proposal continues the Applicant's work to prepare the properties for tenant occupancy.

Proposal

The exterior grant proposal is for exterior wall restoration on the Hayes Street building, re-plastering, sealing and repainting the wall. Due to time constraints, the initial work was done in September to allow completion of the interior side of

the same wall. DARS was unable to meet until recently and supports the Applicant's need to proceed prior to approval.

Overall project cost for current exterior wall restoration at 405 N. First Street:

Exterior grant:	\$1,766
Estimated cost of all improvements:	\$7,064
Percentage of grant to total project costs:	25%

Program Criteria:

Property Location & Ownership

The property is located at 405 N. First 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

With this final grant, the work completed in September will match the existing wall finish on the rest of the building.

- 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. The exterior improvements further enhance the exterior of the building, which in turn makes the building marketable for future tenants.

- That the proposal will complement the existing surrounding community.

The work completes the exterior renovation of the building and enhances the downtown.

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

The project complements the rest of the building and furthers the overall 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 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 Applicant to make improvements to their property by re-plastering the exterior of the building, sealing and painting the exterior wall. While the initial repairs were made in September, it was necessary to proceed at that time in order to insure that interior work, also funded out of grant funds, would not be damaged. The Agency should address this situation in their motion.

Conditions of Approval

1. There is a 1/3 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 may be used for materials and services provided by licensed contractors.
3. 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.
4. 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:

Pictures

URG 2015-14 Application



Hayes Street Wall



Hayes Street Wall



Hayes Street Wall

SMALL RENOVATION GRANT APPLICATION

Exterior Grant (\$10,000)

Interior Grant (\$5,000)

1. Applicant

Name: CHAY Properties LLC / Annette CHAY
Address: 1980 WILLAMETTE FALLS DR. #120-343, West Linwood, OR. 97068
Work Phone: (503) 358-7680 Home Phone: () SAME
E-mail: CHAY LLC @ gmail.com
Sole Proprietorship Partnership Corporation Non-Profit

2. Building or Business to be rehabilitated

Name: CHAY Properties LLC
Street Address: 405 W. 1ST STREET, Woodburn, OR.
Tax Map/Lot Number: 18BA00400 97071

3. Property Owner

Name: Annette CHAY
Address: 1980 WILLAMETTE FALLS DR. #120-343, West Linwood, OR.
Work Phone: (503) 358-7680 Home Phone: () SAME 97068

4. Exterior Grant - Give a brief description of the proposed improvements and provide three bids for every aspect of work greater than \$2,500.

Exterior Side Wall Restoration (Hayas Street Side)
TO MATCH FRONT RENOVATION ON 1ST STREET.

Grant amount: \$ ~~3,532.10~~ 1766 MPL
Total estimated cost of all work: \$ 7,064.20
Percentage of grant to total project costs: 50% 25% MPL

Revised to reflect new guidelines MPL

5. Interior Grant - Give a brief description of the proposed improvements and provide three bids for every aspect of work greater than \$2,500.

N/A.

Grant amount: \$ _____

Estimated cost of all improvements: \$ _____

Percentage of grant to total project costs _____ %

Additional information may be requested by the Downtown Advisory Review Subcommittee or the Urban Renewal Agency Board.



Chris M. O'S

Chris LLC
503-358-7680

BOWLES HANYMAN SERVICE

PROJECT BID

7425 SE INSLEY ST
PORTLAND, OR 97206
360.334.1082

TO:

Ann Chay
Chay Properties LLC
1980 Willamette Falls Dr ste 120-343
West Linn OR 97068

(503) 358-7680

Ref: 405 N. 1st and 425 N 1st Street, Woodburn, OR 97071

JOB DESCRIPTION
Exterior wall restoration and sealer/painting 405 N 1st Street Buildings exterior side wall.

ITEMIZED ESTIMATE: TIME AND MATERIALS	AMOUNT
Refinish concrete/sheet rock surface with grinder.	\$1,650.00
Clean up and wash.	600.00
Apply Dry lock on the CMU wall.	1,950.00
Two coats of paint.	1,750.00
Dryloc and Paint Materials	1,200.00
TOTAL ESTIMATED JOB COST	\$7,150.00

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

Cort Fournier

PREPARED BY

July 1, 2014

DATE

LEWIS REMODELING SERVICE

1307 S Water St Unit 27
Silverton, OR 97381

503.409.6485

JOB ESTIMATE

TO:

Ann Chay
Chay Properties LLC
1980 Willamette Falls Dr ste 120-343
West Linn OR 97068

(503) 358-7680

Ref: 405 N 1st Street, Woodburn, OR 97071

JOB DESCRIPTION

Exterior wall restoration and sealer/painting
For 405 N 1st Street Buildings on Hayes Street

ITEMIZED ESTIMATE: TIME AND MATERIALS

AMOUNT

Remove old concrete/sheet rock surface with grinder	\$1,750.00
Clean up and wash exterior wall surface	500.00
Apply dry lock CMU wall protector.	2,000.00
Apply final 2 coats of paint.	1,750.00
Materials	1,200.00
TOTAL ESTIMATED JOB COST	\$7,200.00

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

Michael Lewis

PREPARED BY

July 15, 2015

DATE





