

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES  
APRIL 25, 2016**

0:00 **DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, APRIL 25, 2016**

**CONVENED** The meeting convened at 6:48 p.m. with Chair Figley presiding.

**ROLL CALL**

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

**Staff Present:** City Administrator Derickson, Assistant City Administrator Row, City Attorney Shields, Police Chief Ferraris, Economic and Development Services Director Hendryx, Finance Director Head, Economic Development Director Johnk, Assistant City Attorney Granum, City Engineer Liljequist, Recreation Manager Wierenga, Communications Coordinator Horton, City Recorder Pierson

0:00 **CONSENT AGENDA**

**A.** Urban Renewal Agency minutes of February 8, 2016.

**Carney/Morris...** adopt the Consent Agenda. The motion passed unanimously.

0:01 **REMOVAL OF STRUCTURES LOCATED AT 137 S. FIRST STREET AND 175 S. FIRST STREET**

Economic Development Director Johnk and Economic and Development Services Director Hendryx provided a staff report. City Administrator Derickson added that the City and Woodburn Fire District are exploring opportunities to utilize the houses for non-burning training exercises. **Lonergan/Ellsworth...** authorize staff to contract with Oregon Demolition on the removal of the structures located at 137 S. First Street and 175 S. First Street. The motion passed unanimously.

0:13 **ADJOURNMENT**

**Morris/Ellsworth...** meeting be adjourned. The motion passed unanimously. The meeting adjourned at 7:00 p.m.

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

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

May 9, 2016

TO: Urban Renewal Agency Chair and Members  
FROM: Jamie Johnk, Economic Development Director  
SUBJECT: **Building Improvements Program Procedures**

**RECOMMENDATION:**

Adopt the resolution containing the Building Improvements Program Procedures.

**BACKGROUND:**

The City established the Urban Renewal funded Building Improvements Program in 2011. The purpose of the program is to provide financial assistance through grants, loans and design services to businesses and property owners in an effort to promote improvements to buildings within the targeted redevelopment area. By supporting improvements to the interior and exterior of buildings, the program serves to improve the Woodburn's overall economic viability.

**DISCUSSION:**

Since inception, there have been revisions made to the program criteria and guidelines. The Urban Renewal Agency directed Economic Development staff to review the existing program criteria and recommend revisions as deemed appropriate.

Staff made revisions to the program guidelines and process and presented the Downtown Advisory Review Subcommittee (DARS) at their April 28<sup>th</sup>, 2016 meeting. DARS members reviewed the revisions, made additional edits and approved the revised program guidelines per the Minutes provided herein.

**FINANCIAL IMPACT:**

None.

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Agenda Item Review: City Administrator  City Attorney  Finance

**DOWNTOWN ADVISORY REVIEW SUBCOMMITTEE  
MEETING MINUTES  
April 28<sup>th</sup> 2016**

CONVENED: The Downtown Advisory Review Subcommittee (DARS) met at 5:15 p.m. in the City Hall Conference Room to discuss revisions to the Urban Renewal Building Improvements Program (formerly Grant and Loan Program).

**Members Present:**

<b>Subcommittee Member</b>	<b>Ellsworth</b>	<b>Present</b>
<b>Subcommittee Member</b>	<b>Flomer</b>	<b>Present</b>
<b>Subcommittee Member</b>	<b>Carney</b>	<b>Present</b>

**Staff Present:** Jamie Johnk, Economic Development Director and Jim Hendryx, Economic & Development Services Director

Tom Flomer opened the meeting and introduced the Agenda for the meeting.

DARS members, along with staff reviewed the revisions to the Building Improvements Program guidelines, policies and procedures, as presented, and recommended additional edits.

Lisa Ellsworth made a motion to accept the program revisions, with the additional edits from DARS members, and to refer the revisions to the Urban Renewal Agency for approval. Rob Carney seconded. Motion carried.

At approximately 6:20 p.m., Lisa Ellsworth made a motion to adjourn; Tom Flomer seconded. Motion carried.

APPROVED \_\_\_\_\_  
Tom Flomer, Chair Date \_\_\_\_\_

ATTEST \_\_\_\_\_  
Jamie L. Johnk Date \_\_\_\_\_  
Economic Development Director

**URBAN RENEWAL RESOLUTION NO. 2016-01**

**A RESOLUTION ADOPTING BUILDING IMPROVEMENTS PROGRAM PROCEDURES**

**WHEREAS**, Resolution 2011-01, established the Downtown Grant and Loan Program in February 2011; and

**WHEREAS**, the procedures and guidelines for the Downtown Grant and Loan Program have been modified, as needed, by the Urban Renewal Agency Board; and

**WHEREAS**, it is in the public interest to consolidate these procedures and guidelines into one document entitled Building Improvements Program Procedures that will both serve the City and the members of the public; **NOW, THEREFORE**,

**THE WOODBURN URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:**

**Section 1.** The Building Improvements Program Procedures attached hereto as Exhibit "A" are hereby adopted.

**Section 2.** Any previously adopted Downtown Grant and Loan Program Procedures and guidelines that are inconsistent with the attached Building Improvements Program Procedures are hereby repealed.

Approved as to Form: \_\_\_\_\_  
City Attorney Date

APPROVED: \_\_\_\_\_  
Kathryn Figley, Chair

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

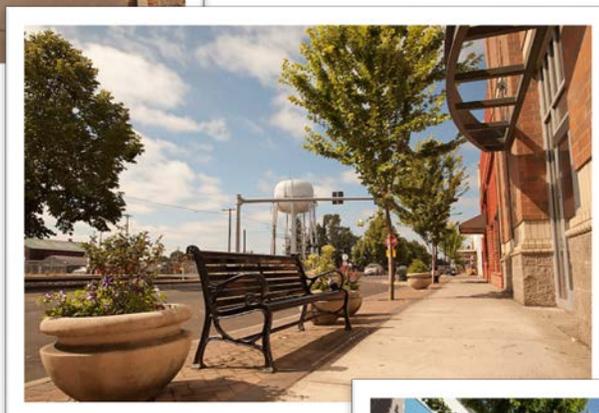
ATTEST: \_\_\_\_\_  
Heather Pierson, City Recorder  
City of Woodburn, Oregon

# City of Woodburn

## Building Improvements Program Procedures

*Program Funded By:*

*City of Woodburn Urban Renewal*



270 Montgomery Street | Woodburn, OR 97071

Phone: 503-980-6319

Email: [Jamie.johnk@ci.woodburn.or.us](mailto:Jamie.johnk@ci.woodburn.or.us)

# City of Woodburn

## Building Improvements Program Procedures

### Purpose of the Program

The City of Woodburn Urban Renewal Agency is providing an incentive program designed to promote improvement to the buildings within targeted redevelopment areas. By enhancing the appearance of buildings, the program serves to improve the area's overall economic viability. Better aesthetics increase property values, improve the marketability of space within the buildings and draws business and residents to the area.

### Target Areas

The current building improvement program target areas is the within the existing Urban Renewal boundaries (see map attached) with a primary focus to downtown Woodburn.

### Application Process

Applications for the Building Improvements Program will be available from the City's Economic Development Office or online at the City of Woodburn's website (<http://www.ci.woodburn.or.us>). Applicants will be required to complete the program application and provide a project timeline, conceptual or architectural drawings and specifications and breakdown of costs for the proposed building improvement work. Proposals must pass a threshold review for eligibility, and will then be reviewed for quality and impact of the proposed improvements by the Downtown Advisory Review Subcommittee (DARS). After review and consideration DARS makes funding recommendations to the City of Woodburn Urban Renewal Agency (URA) for final approval. Approval of applications will be considered based on strength of proposals and economic development impact on the community.

### Eligibility

All property and business owners willing to improve the exterior of properties located within the designated program area may be eligible through this program. A recipient may utilize the Building Improvements Program in conjunction with other public financial resources. Property owners may receive assistance for more than one building based on funding availability. Business owners must submit a signed acknowledgement from the property owners authorizing participation in the Building Improvements Program.

Eligible buildings include any commercial or mixed-use buildings located within the designated program area (*see map attached*). New construction may be considered for this program, however additional design review criteria may be required. Individual residences are not eligible for funding under the conditions of this program. However if a percentage of the commercial building is used for residential purposes, consideration may be given for program eligibility. Buildings will not be required to be occupied to be eligible for this program.

During the application process, applicants will be required to demonstrate financial capacity to meet the program match-funding requirements, and must be current on all property taxes, mortgages, insurance and City utilities.

### Eligible Activities

Building improvement activities must involve the general upgrading of a building's exterior and/or interior improvements that enhances the overall appeal and preservation of a property. All improvements must comply with the City of Woodburn's design standards and must be approved by the Downtown Advisory Review Subcommittee and the Urban Renewal Agency Board.

### Examples of Eligible Activities

<ul style="list-style-type: none"> <li>Masonry repairs, tuck-pointing, cornice repair and other repairs to preserve the character and historical significance of architectural details</li> </ul>	<ul style="list-style-type: none"> <li>Side and rear building façades improvements</li> </ul>
<ul style="list-style-type: none"> <li>Storefront reconstruction including painting and stucco repair/replacement</li> </ul>	<ul style="list-style-type: none"> <li>Interior/exterior lighting and energy efficiency upgrades</li> </ul>
<ul style="list-style-type: none"> <li>Window and door repair or replacement</li> </ul>	<ul style="list-style-type: none"> <li>Interior renovation and repairs</li> </ul>
<ul style="list-style-type: none"> <li>Awnings and canopies</li> </ul>	<ul style="list-style-type: none"> <li>Seismic upgrades</li> </ul>
<ul style="list-style-type: none"> <li>Roof repairs/replacement</li> </ul>	<ul style="list-style-type: none"> <li>Code related improvements</li> </ul>
<ul style="list-style-type: none"> <li>Repair/replacement of gutters and down spouts</li> </ul>	<ul style="list-style-type: none"> <li>ADA accessibility</li> </ul>
<ul style="list-style-type: none"> <li>Construction of decking and stairs</li> </ul>	<ul style="list-style-type: none"> <li>Environmental remediation</li> </ul>
<ul style="list-style-type: none"> <li>Permanent exterior signage integrated into the storefront design</li> </ul>	<ul style="list-style-type: none"> <li>Restore/repair flooring</li> </ul>
<ul style="list-style-type: none"> <li>HVAC, electrical, plumbing improvements and repairs</li> </ul>	

### Examples of Non-Eligible Activities

<ul style="list-style-type: none"> <li>Unapproved signage</li> </ul>	<ul style="list-style-type: none"> <li>Conversion of use</li> </ul>
<ul style="list-style-type: none"> <li>Billboards</li> </ul>	<ul style="list-style-type: none"> <li>Refinance of existing debt</li> </ul>
<ul style="list-style-type: none"> <li>Property acquisition</li> </ul>	<ul style="list-style-type: none"> <li>Working capital</li> </ul>
<ul style="list-style-type: none"> <li>Parking lots</li> </ul>	<ul style="list-style-type: none"> <li>Payment of delinquent taxes</li> </ul>
<ul style="list-style-type: none"> <li>Temporary, portable or non-permanent improvements</li> </ul>	<ul style="list-style-type: none"> <li>Incomplete, previously funded projects</li> </ul>

### Funding Available

Funding is available on a first-come, first-served basis. There are three (3) building improvements funding sources for an applicant to consider, as follows:

- Small Grant Program:
  - Exterior Grant Maximum 25% up to \$10,000
  - Interior Grant Maximum 25% up to \$ 5,000
  - Applicant Match 75%
- Large Grant Program:
  - Grant Maximum 25% up to \$10,000-\$50,000
  - Applicant Match 75%
- Loan Program:
  - Loan Maximum \$25,000
  - Loan Terms Up to 10 years with no pre-payment penalty
  - Incremental Interest Rate 0% two years; 2% three years; 5% five years
  - Loan Application Fee \$150 plus transaction fee of 2.5% (minimum fee \$600)
- Design Services Grant:
  - Application Fee \$ 50

The applicant will be reimbursed by program funds upon completion of the project followed by a site inspection and submission of a “Completed Work Statement” along with the required supporting materials. The project must be completed within twelve (12) months of the grant award. Consideration of a six (6) month extension may be awarded upon approval by the DARS or URA Board of an Extension Request Form, submitted by the applicant.

### **Financing Policies**

- Reimbursements: All grants are funded on a reimbursement basis following completion of the project. The total reimbursement for all forms of building improvement assistance shall not exceed \$50,000 per project.
- Site Inspection: Prior to disbursement of grant funds, the City will conduct a site inspection of the property in order to verify that all of the work as prescribed in the funding application has been finished. Also the applicant will be required to submit a “Completed Work Statement” along with the required supporting documents in order to process reimbursement. Reimbursement will not be made until the site inspection and Statement has been submitted to the City’s Economic Development Director.
- Taxes, Licenses and Insurance Requirements: At the time of application, property and/or business owners must be current on property taxes, City licenses and utilities and must have adequate property insurance. Recipients of Building Improvement Program funds must adhere to the following during the grant funding period:
  - If the applicant is the property owner, retention of the property for the duration of the project; grant funds are not transferrable.
  - Maintain property insurance during improvement period.
  - Operate in compliance with all applicable local, state, and federal codes, laws, and regulations.
  - Maintain the property improvements after improvements are completed.
  - Remain current on city and county property taxes for the duration of the project.

Non-compliance with any of the above mentioned items shall be considered in default and may constitute repayment of all or a portion thereof of the grant funds awarded through the Building Improvements Program.

### **Design Guidelines**

Eligible proposals will be required to conform the Urban Renewal Goals. These goals are provided to assure appropriateness of the proposed work and to provide for compatibility with the Urban Renewal funding criteria. Where appropriate, the City of Woodburn may also require adherence to design standards that complement the historic downtown area and how the proposed improvements impact other the historic significance of the subject property and properties within their vicinity.

Urban Renewal Goals to address in the application process include:

- Eliminate Conditions of Blight**—Address blighted conditions including underutilized land and/or deteriorated buildings and structures
- Promote Economic Development**— Enhance the downtown’s attractiveness as a place to live, work, or seek entertainment
- Create Jobs**— Bring new employers and employment opportunities to Woodburn
- Community Benefit** — Create amenities for the Woodburn community
- Physical Impact** – Improve the attractiveness of the property and downtown

### Review Committee

Applications will be reviewed by a DARS in order to assure, through an equitable process, that the application meets all applicable program guidelines. After review, DARS will make recommendation to the URA Board to either approve or deny the application. If the application is denied, the applicant has the opportunity to appeal the decision directly to the URA.

### Architectural Drawings and Specifications

Applicants will be required to include a detailed description of the proposed improvements along with architectural drawings and specifications (where applicable) as part of their application.

If architectural assistance for design of improvements is needed, the Program provides a *Design Services Grant* designed to provide architectural assistance.

### Application Requirements

Application packages must include enough documentation to illustrate the visual impact of the project, its costs and compliance with the Urban Renewal Guidelines. Failure to provide required information will delay the review and approval process.

Application supplemental documents required at the time of application include:

- A completed application form
- Written consent from property owner giving permission to conduct building improvements (*if applicable*)
- Color photographs of existing conditions
- Samples of materials and colors to be used and other documentation necessary to illustrate the visual impact of the proposed project
- Proposed project completion schedule
- Three (3) competitive proposals from licensed and bonded contractors will be required on portions of the project that exceed \$2,500. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. All proposals must include an authorized signature (*electronic signatures will not be accepted*) as well as a CCB# and full address. Once a project is awarded, contractors cannot be changed unless new proposals have been submitted for review and authorization by the DARS.

- In the event that a property owner is a licensed contractor and is proposing to perform work on their own properties or businesses, said property owner must furnish at least two (2) qualifying proposals other than their own for consideration (for projects over \$2,500).
- Owners and merchants may also perform work on their own buildings; however, they will not be reimbursed for their time while acting as contractor and/or installing material. Material costs and labor of employees are reimbursable; however, documentation must be produced for the number of hours worked on the project by the employees, the rate of pay, etc.

### Application Amendment

Acknowledging that once improvements are underway circumstances may require changes to the original scope of the project. Therefore an amendment to an application due to project scope may be considered after award of the grant. An amendment request will be required in writing, prior to work beginning, clearly stating the changes to the project scope and circumstances prompting said change. Review and approval of the amendment by DARS and/or URA Board is required unless circumstances prevent prior notice at which time applicant must contact City staff prior to work beginning.

### Request for Reimbursement Requirements

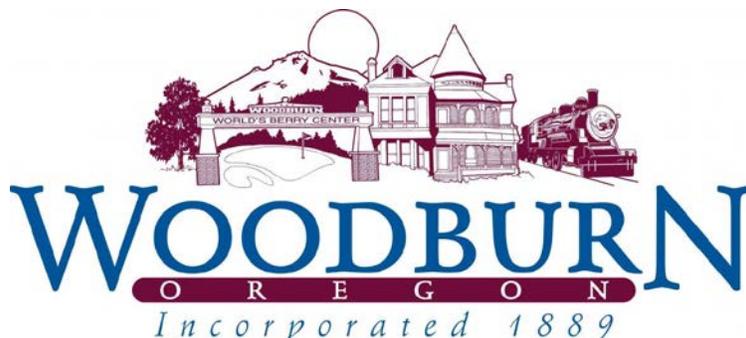
Reimbursement can be expected in approximately three (3) to six (6) weeks after all of the required documentation has been submitted and reviewed:

- Completed Work Statement
- Submit Form W-9
- Copies of all paid invoices, canceled checks, and/or bank statements for all of the building improvement work covered by grant. These must equal to or greater than the required grant match (*where applicable*). All project expenditures must be paid in full. The invoices must be marked paid, signed, and dated by the contractors.
- Lien waivers cannot be substituted for canceled checks or bank statements.
- Photographs of completed project.

### Contact Information

For additional information on the **City of Woodburn Building Improvement Program Procedures**, please contact:

**Jamie Johnk, Economic Development Director**  
**City of Woodburn**  
**270 Montgomery Street | Woodburn, OR 97071**  
**Phone: 503-980-6319**  
**Email: [Jamie.johnk@ci.woodburn.or.us](mailto:Jamie.johnk@ci.woodburn.or.us)**



# City of Woodburn

## Building Improvements Program Procedures

**APPLICATION**     Small Grant     Large Grant     Loan (Fee \$150)     Design Services (Fee \$50)

### APPLICANT INFORMATION

Name:
Phone:
Tax ID number:

### FOR OFFICE USE ONLY

Application Date:
Approval Date:
Amount Awarded:

### PROPERTY OWNER INFORMATION

Property Address:			
Name:	Phone/Email:		
Address:	City:	St:	Zip:
Owner's Signature:	Date:		

### BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	Business Owner's Name:		
Address:	Phone:		
City:	State:	Zip:	
Type of Business:	Upper Floor Use:		

### PROPOSED IMPROVEMENTS

Improvements Type: <input type="checkbox"/> Interior Improvements <input type="checkbox"/> Exterior Improvements <input type="checkbox"/> Other
Description:
Estimated Cost of Improvements: \$



<u>Application Fee</u>
Collected By: _____
Receipt #: _____
Date: _____

**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**

# City of Woodburn

## Building Improvements Program Procedures Boundary Map

