

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
AUGUST 11, 2014**

0:00 **DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, AUGUST 11, 2014**

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

ROLL CALL

| | | |
|--------|-------------|----------------|
| Chair | Figley | Present |
| Member | Cox | Present – 6:48 |
| Member | Lonergan | Present |
| Member | McCallum | Present |
| Member | Morris | Present |
| Member | Ellsworth | Present |
| Member | Alonso Leon | Present |

Staff Present: City Administrator Derickson, City Attorney Shields, Economic and Development Director Hendryx, Public Works Director Scott, Police Chief Russell, Finance Director Head, Human Resources Director Hereford, Community Services Director Row, Urban Renewal Manager Stowers, City Recorder Pierson

0:00 **CONSENT AGENDA**

A. Urban Renewal Agency minutes of July 28, 2014.

McCallum/Alonso Leon... adopt the Consent Agenda. The motion passed unanimously.

0:01 **URG 2014-10 950 YOUNG STREET (JES PROPERTIES, LLC)** Urban Renewal Manager Stowers provided a staff report. Joe Fennimore of JES Properties, LLC, provided an overview of the project and explained the reasons for doing the work on the project before final approval. He added that he knows he was mistaken in doing the work on the buildings before getting approval but asked that the Board grant the additional \$5,000 that they requested making the total grant amount \$10,000. Member Cox stated that the applicant knew he was not to begin work on the project without first getting approval and he went ahead and started anyhow. He added that the DARS committee recommended approval of the first \$5,000 of grant work even though they started too soon on the project but that they couldn't recommend approval of the second \$5,000 of the grant money when he started work before approval a second time. Member McCallum concurred and stated that they were taking a risk when they granted the first exception and they couldn't do it a second time around. Merri Berlin, 167 N. Settlemier asked why a for profit project is getting city money and Chair Figley answered that most of the grant recipients have been for profit businesses and that the grants are for exterior improvements to the properties that benefit the community as a whole. **McCallum/Lonergan...** approve Urban Renewal grant 2014-10 950 Young Street (JES Properties, LLC) for up to \$5,000. On roll call vote the motion passed unanimously.

0:07 **ADJOURNMENT**

McCallum/ Alonso Leon... meeting be adjourned. The motion passed unanimously. The meeting adjourned at 7:07 p.m.

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
AUGUST 11, 2014**

APPROVED _____
KATHRYN FIGLEY, CHAIR

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



Agenda Item

September 8, 2014

TO: Urban Renewal Agency Board

FROM: Kathy Figley, Chair

SUBJECT: **Association Building Feasibility Review Committee Appointments**

In March 2014, the Urban Renewal Agency Board (Agency) directed the City Administrator to issue a Request for Proposal (RFP) for the acquisition and redevelopment of the Association Building, located at 347 N. Front Street. As part of the selection process, a Feasibility Review Committee will be appointed to evaluate proposals.

I make the following appointments to the Feasibility Review Committee, subject to the approval of the Agency.

Association Building Feasibility Review Committee

New Appointment

- o Dave Christoff (Hallmark Properties)
- o Bob Engle (Engle and Schmidtman)
- o Liz Koncil (Branch Manager Columbia Bank)
- o Chad Freeman (SEDCOR)
- o Teresa Alonso Leon (City Council)
- o Frank Lonergan (City Council)



Agenda Item

September 8, 2014

To: Urban Renewal Agency Board
From: Jim Hendryx, Economic and Development Services Director
Robyn Stowers, Urban Renewal Manager
Subject: **URG 2014-20 702-722 Young Street (Rosera)**

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 Charles Rosera in the amount of \$5,000.

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.

The Applicant has owned the Rosemont Townhouses since the construction in 1989. The property includes ten townhouses with average rental occupancy of 7-10 years. The Applicant is requesting a grant to update the façade on four of his ten rental units.

Proposal

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

| | |
|---|----------|
| Exterior grant: | \$5,000 |
| Estimated cost of all improvements: | \$10,000 |
| Percentage of grant to total project costs: | 50% |

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 one of his buildings.

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

★ REC'D ★

AUG 01 2014

WOODBURN COMMUNITY
DEVELOPMENT DEPT.

SMALL RENOVATION GRANT APPLICATION

Exterior Grant (\$10,000)

Interior Grant (\$5,000)

1. Applicant

Name: Charles Rosema - Rosemont Townhouse LLC
 Address: 1505 Silvertan Rd Woodburn OR 97071
 Work Phone: () Home Phone: 971 235 6860
 E-mail: D-D-DEL5@gmail.com
 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: same as applicant
 Address: _____
 Work Phone: () 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.

4-70 X 30 WINDOW - U VALUE - 0.3 SHGC = 0.3 VLT - 0.56 Vinyl window
4-60 X 36 WINDOW - U VALUE - 0.3 SHGC = 0.3 VLT - 0.56 Vinyl window

North face of 706 to 722 siding to be replaced - inside window trim

Grant amount: \$ 5,000⁰⁰
 Total estimated cost of all work: \$ 10,000⁰⁰
 Percentage of grant to total project costs: 50 %

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

Grant amount: \$ _____

Estimated cost of all improvements: \$ _____

Percentage of grant to total project costs _____ %

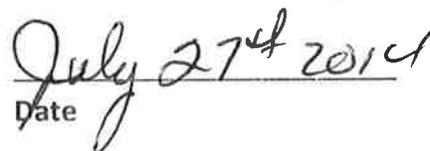
Additional information may be requested by the Downtown Advisory Review Subcommittee or the Urban Renewal Agency Board.

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.

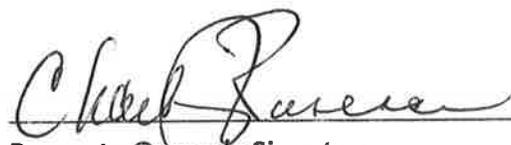
Applicant acknowledges and agrees the Agency shall have no obligation to pay any persons providing materials or performing labor or to cause the release of any mechanics or other liens that may be recorded against the above property in connection with the proposed improvements.


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 Townhouses LLC

700 Young Street
Woodburn, OR 97071
971-235-6860

windows only \$ 1,476.12
window Sills 1,425.00

O.S. Materials

- OSB

- Junbo

- Hardie Lap - - 2,409.24

Labor only - - - 3,608⁰⁰

Total Complete 8,918³⁶

Chuck 971-235-6860 -

CANBY BUILDER SUPPLY CO

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

QUOTE - QT001167

Job Name: rosemont

Bid For: (Business Address)

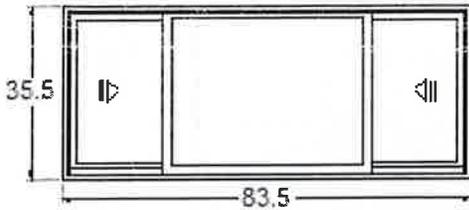
Ship To Address:

Chuck Rosera

716-722 Rosemont Townhouses 971-235 6860

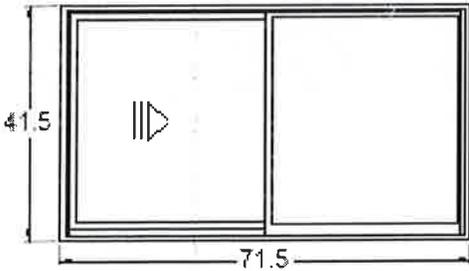
| Line | Qty | Description | Each | Total |
|------|-----|-----------------|--------|--------|
| 1 | 4 | 9130-XOX SLIDER | 193.80 | 775.20 |

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
 Nfrc Data: U-VALUE=0.3
 SHGC=0.3
 VLT=0.56



| | | | | |
|---|---|-------------|--------|--------|
| 2 | 4 | 9100-SLIDER | 153.98 | 615.92 |
|---|---|-------------|--------|--------|

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
 Nfrc Data: U-VALUE=0.3
 SHGC=0.3
 VLT=0.56



| | | | | | | | | |
|-----------------------|----------|--------------|----------|-----------------|----------|---------------------|-----------|------------------|
| Total Material | + | Labor | + | Delivery | + | 0% Tax: | = | Sub Total |
| 1,391.12 | | 0.00 | | 85.00 | | 0.00 | | 1,476.12 |
| | | | | | | Less Deposit | | 0.00 |
| | | | | | | Balance Due: | \$ | 1,476.12 |

INSIDE window Sills only



Granite, Quartz, Marble & Acrylic Solid Surfaces

Proposal & Contract

Quote Name:

Rosemont Townhouses LLC/Window Sills

Quote Date:

7/30/2014

Account Name:

PNW

Submitted by:

Chuck Rosera

Job Name:

Rosemont Townhouses

Job No.:

716 to 722 Young St adobe

Salesperson:

971 235 6860

Pacific NW Marble & Granite
2826 Industrial Ave
Hubbard, OR 97032
PH: 503-981-3599
Fax: 503-981-0554

Window Sills

Window Sills

- 84" x 6.5"
- 84" x 6.5"
- 84" x 6.5"
- 84" x 6.5"
- 72" x 6.5"
- 72" x 6.5"
- 72" x 6.5"
- 72" x 6.5"

1 - 28.5 sq ft of 3cm Granite window sills. Using remnants from PNW stock.

8 sills in total

1 - 0" Edge Detail Standard Edge - NO Charge - 8 Edges to Choose

Subtotal

\$1,425

Total \$1,425

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

Acceptance:

Ext - Materials only



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 775300

Customer: Rosemont Townhouses#
716 To 722 1451
Customer Ref: Rosement siding

Delivery Address
1505 Silverton Rd
Woodburn, Oregon, 97071

Quote Date 5/27/2014 8:57 am
Contact Name Chuck
Contact Number 971-235-6860
Created By: Jon D

Delivery Date On 05/27/2014

| 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) 260/12 | 260.0000 ea | 840.00 | mbf | 1,365.00 |
| 2 | 68TS | 6"x8" Misc. Color Tin Shingles | 100.0000 ea | 0.19 | ea | 19.00 |
| 3 | JUMBO | 240Sf Roll Super Jumbo Tex Wrap | 7.0000 ea | 11.60 | ea | 81.20 |
| 4 | 544RCCP | 5/4X4 R/L S1S2E Primed Cedar Fj 2/20 | 40.0000 lf | 3,305.19 | mbf | 55.09 |
| 5 | 71649wb | 7/16-4X9 Waferboard 24/16 | 18.0000 ea | 407.00 | msf | 263.74 |
| 6 | 8917361 | A1138 3/8" Crwn Stpl 3/8In Lg | 2.0000 ea | 5.51 | ea | 11.02 |
| 7 | 6MS | 6" X 75Ft Roll Ez-Seal Flashing Partial Adhesive | 2.0000 ea | 24.53 | ea | 49.06 |
| 8 | 6ff | 6" x 75ft roll of fortiflash flashing Full Adhesive | 6.0000 ea | 19.72 | ea | 118.32 |
| 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 | 4.0000 ea | 11.99 | ea | 47.96 |
| 13 | 6765226 | 30060 Wh Light Adh Caulk PI Wh | 6.0000 ea | 2.99 | ea | 17.94 |
| 14 | wv | White Vulkem Sealant | 6.0000 ea | 4.60 | ea | 27.60 |
| 15 | 2410D | 2X4-10' Dry Df Prem. | 6.0000 ea | 565.00 | mbf | 22.60 |
| 16 | 22RCCP | 2X2-R/L S4S Primed Cedar F-Jnt. 4/10 | 40.0000 lf | 2,673.27 | mbf | 35.64 |
| 17 | 13RCCP | 1X3-R/L S1S2E Primed Cedar Fj | 12.0000 lf | 2,806.60 | mbf | 8.42 |

Not for Loading Purposes

| | |
|-----------------|------------|
| Total Amount | \$2,409.24 |
| Sales Tax | \$0.00 |
| Quotation Total | \$2,409.24 |

The prices contained on this document are good through 6/3/2014. Prices listed are for quantities/grades shown on this document. Purchaser is responsible for accuracy of list.

Buyer _____ Date _____

633.556

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



Quotation

775300



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: Rosement siding
Delivery Address: 1505 Silverton Rd
 Woodburn, Oregon, 97071
Delivery Date: On 05/27/2014

Quote Date: 5/27/2014 8:57 am
Contact Name: Chuck
Contact Number: 971-235-6860
Created By: Jon D

| Line | Product Code | Description | Qty/Footage | Price | Per | Total |
|------|--------------|--|-------------|-------|-----|-------|
| 18 | TEHB125WH | 1 1/4" Wht High Back Z Flashing 12'4" | 4.0000 ea | 8.66 | ea | 34.64 |
| 19 | TEHB15WH | 1 1/2 Wht High Back Z Flashing 110 Deg 12'4" | 2.0000 ea | 8.60 | ea | 17.20 |

Not for Loading Purposes

| | |
|-----------------|------------|
| Total Amount | \$2,409.24 |
| Sales Tax | \$0.00 |
| Quotation Total | \$2,409.24 |

The prices contained on this document are good through 6/3/2014. Prices listed are for quantities/grades shown on this document. Purchaser is responsible for accuracy of list.

 Buyer Date

033-595

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

Precision Cutt - CCB# 197724

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

Labor only

Estimate

| Date | Estimate # |
|-----------|------------|
| 7/29/2014 | 231 |

| Name / Address |
|--|
| Chuck <i>716 To 722</i> <i>ROSEMONT</i> <i>Townhouses</i> <i>971-235-6860</i> |

1st Choice

| Project |
|---------|
| |

| Description | Qty | Rate | Total |
|---|-------|--------|-------------------|
| 722 rosemont woodbrn | | | |
| tear off T1-11 and ins tall new osb sheeting | 648 | 1.50 | 972.00 |
| install new 5 inch reveal cement fiber siding | 1,224 | 1.25 | 1,530.00 |
| remove old windows and install new windows | 8 | 100.00 | 800.00 |
| install waterproofing | 1,224 | 0.25 | 306.00 |
| Total | | | \$3,608.00 |

Labour 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



2nd Choice

CONTRACT AGREEMENT

SUBMITTED TO Rosemont townhouses LLC PHONE _____ DATE 7/30/14

ADDRESS 716 To 722 Young St Woodburn 971-235 6860

JOB NAME AND LOCATION Reside 4plex

WORK TO BE PERFORMED:

*Tear off T-11 + Replace w/osb sheathing
R+Reinstall New windows
Install Waterproofing + Vapor barrier
Install New 6 1/4 Siding*

*No painting + Dry Rot is on a cost plus w/owner approval
Owner supplying all materials*

ESTIMATED JOB COST: 3400⁰⁰

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

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 30 days above date

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 [Signature] TITLE Owner

AUTHORIZED SIGNATURE _____ TITLE _____

Labour only

Bilian Bene Inc

6107 Waconda Rd NE
Salem OR 97305

CCB# 199484
Mobile (503) 881-7200
Fax (503) 304-1535

Estimate

| | |
|-----------|------------|
| Date | Estimate # |
| 7/28/2014 | 2707 |

| |
|--|
| SUBMIT TO |
| ROSEMONT TOWNHOUSES,LLC 700 YOUNG STREET WOODBURN,OR 97071 |

| Project | | | |
|---|-----|----------|------------|
| Description | Qty | Rate | Total |
| REMOVE DAMAGED T1-11 ON UPPER FLOOR OF THE FRONT BUILDING AND RESHEATH WITH OSB,REMOVE WINDOWS AND PREP OPENINGS WITH FORT-FLASH TAPE,SET 8 WINDOWS APPLY WRB TO THE FRONT OF BUILDING,APPLY FLASHING TO DOORS AND TOPS OF WINDOWS,APPLY 6 1/4 HARDI PRIMED SIDING,FLASHING THE BUTT JOINTS AND CAULKING TO WINDOWS AND CORNERS | | 6,300.00 | 6,300.00 |
| ANY DRY ROT REPAIR IS AT \$55.00 PER MAN HOUR PLUS THE COST OF MATERIALS. | | | 0.00 |
| Total | | | \$6,300.00 |



Façade of units 716-722



Street view