



Agenda Item

June 27, 2011

TO: Urban Renewal Agency Board

FROM: Jim Hendryx, Director of Economic & Development Services

SUBJECT: **Clarification of the Grant and Loan Criteria**

RECOMMENDATION:

In agreement with the Downtown Advisory Review Subcommittee, it is recommended that the Woodburn Urban Renewal Agency Board adopt the attached resolution. Clarifying the grant and loan criteria.

BACKGROUND:

The Agency Board, through Resolution 2011-01, adopted the Downtown Urban Renewal Grant and Loan program in February, 2011. The program has been operational for a few months, and recently, questions regarding the qualifications for the program have arisen.

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

The City has some latitude on the administration of this program, such as how much funding is available, and what the qualifications are for the Grant and Loan Program.

The Downtown Advisory Review Subcommittee discussed the criteria and recognized that further clarification was needed to ensure that program intent is met.

Discussion

The Urban Renewal Agency established the Grant & Loan program this past winter. To date, nine applications have been received and are in various stages of review and/or approval. Recently, questions have come to light about how when and how often applicants can reapply for funds, and how the funds can be used.

The Downtown Advisory Review Subcommittee discussed these questions at their June 8, 2011 meeting and suggested the following clarifications to the program criteria:

1. How often can a business and/or property owner apply for grant and/or loan funds once the maximum funds have been awarded?

Business and/or property owners may reapply for grant and/or loan funds until the grant and/or loan limit is reached. They must then wait 12 months to reapply. This assures funds are available for multiple properties within the targeted downtown.

2. Can business owners and property owners apply separately for individual grants and loans for the same property?

After the grant and loan limits have been reached on the property, no further applications can be made for 12 months. The program is intended to encourage investment in properties throughout the downtown. The maximum amount of grant and loan funds is limited by property. However, business and/or property owners may reapply for grant and/or loan funds every 12 months for the same property.

3. Can grant and loan funds be used for the purchase of non-capital equipment (removable equipment, such as laundry equipment, merchandising cases, etc)?

No - grant and loan funds are limited to physical improvements to the downtown property buildings themselves. Non-permanent improvements, such as purchasing new equipment, do not qualify for this program. Woodburn's Business Assistance Loan Program can be used to purchase qualifying business equipment.

As noted above, the purpose of this report is to clarify and answer questions surrounding the Downtown Grant and Loan Program. Clarification of these questions will further improve the program.

Financial Impacts

None

URBAN RENEWAL RESOLUTION NO. 2011-04

A RESOLUTION AMENDING THE DOWNTOWN GRANT AND LOAN PROGRAM PROCEDURES AND REQUIREMENTS

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

WHEREAS, the Downtown Grant and Loan Program includes procedures and requirements; and

WHEREAS, the Downtown Grant and Loan Program requirements need further clarification on how often a business and/or property owner may reapply for Grant and Loan funds and what the funds can be used for; **NOW, THEREFORE**,

THE WOODBURN URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

Section 1. The Downtown Grant and Loan Program Requirements are amended as specified in the attached Exhibit "A" (changes are in bold print) to provide further clarification on how often businesses and/or property owners can apply for funds and how the funds may be used.

Approved as to Form: _____
City Attorney Date

APPROVED: _____
Kathryn Figley, Chair

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

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

Exhibit "A"

Woodburn Urban Renewal Agency Downtown Grant and Loan Requirements

Program Requirements

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

Eligible Projects:

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

- _ADA accessibility
- _Awnings/canopies
- _Code deficiencies
- _Cornices
- _Design & architectural services (up to \$1,000)
- _Electrical
- _Energy efficient upgrades (some restrictions apply)
- _Environmental remediation
- _Exterior lighting
- _Exterior painting and cleaning
- _Gutters & downspouts

- _HVAC
- _Permits
- _Plumbing
- _Seismic
- _Storefronts
- _Re-pointing
- _Replacement of missing decorative features
- _Removal of non-historic materials or additions
- _Roofing
- _Windows

Ineligible Activities:

- _Administrative costs or payments to borrower for direct labor costs
 - _Building acquisition
 - _Improvements to non-public faces of buildings
 - _Inventory or other working capital
 - _Landscape improvements
 - _Property maintenance
 - _Work (wages) not performed by a licensed contractor
- 8) There is a 50/50 match requirement required for the Grant program. Invoices must be submitted for reimbursement. No grant money will be disbursed until the project is completed and is approved by the Agency.
 - 9) Grant and loan funds cannot be used for any work commenced or completed prior to project approval.
 - 10) Grant and loan funds may be used for materials and services provided by licensed contractors.
 - 11) All necessary building, electrical, plumbing permits must be obtained and work inspected and approved.
 - 12) Grants and loans are dependent upon the availability of funds and must be reviewed and approved by the Downtown Advisory Review Subcommittee and the Urban Renewal Agency Board.
 - 13) Projects shall be completed within one year of approval in order to be eligible for reimbursement. Grants provide for a single payment after receipts are provided and all completed work is accepted by the City.
 - 14) The Urban Renewal Agency Board may grant one 6 month extension for work to be completed under this program. The applicant must submit a written request for the extension and provide justification for the Board's consideration.
 - 15) All work will be done by licensed contractors and the applicant needs to provide at least three bids for every aspect of work greater than \$2,500.
 - 16) *Eligible business and/or property owners may apply for grant and/or loan funds until the maximum amount specified in the Program Requirements has been awarded. After the maximum amount specified in the Program Requirements has been awarded to benefit a particular property, reapplication for additional grant and/or loan funds for that property shall not be permitted until a period of 12 months has elapsed since the date of the last award.***

- 17) *Grant and loan funds are limited to physical improvements to the downtown buildings themselves. Non-permanent improvements, such as purchasing new equipment, do not qualify for this program.*



Agenda Item



June 27, 2011

TO: Urban Renewal Agency Board

FROM: Jim Hendryx, Director of Economic & Development Services

SUBJECT: **Urban Renewal Grant (URG 2011-02A) Exterior Grant
429 North Front Street (Bertha Gomez – Paeteria el Paisanito)**

RECOMMENDATION:

In agreement with the Downtown Advisory Review Subcommittee, it is recommended that the Woodburn Urban Renewal Agency Board approve the Urban Renewal Exterior Grant URG 2011-02A for up to \$9,600.

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.

The applicant previously submitted a grant request for \$400, which was approved by the Urban Renewal Agency on May 23, 2011, to repaint a portion of her building. Subsequently, additional funding (\$9,600) was requested to repair the roof of the building.

PROPOSAL:

The applicant initially submitted an exterior grant application to make repairs to the roof, install new windows and repaint the entire building located at 409 – 429 Front Street. The original request was narrowed to just repairing and repainting a portion of the building (429 Front Street), with the remainder of the request to be submitted at a later date. That request was approved and the painting has been completed.

Agenda Item Review: City Administrator City Attorney Finance

The applicant is now requesting to proceed with the roof repair, obligating the remainder of exterior grant funds (\$9,600) available for the property. The Downtown Advisory Review Subcommittee met on June 8, 2011, recommending that the Urban Renewal Agency Board approve Urban Renewal Grant (URG 2011-02A) Exterior Grant 429 North Front Street – Bertha Gomez - Roof Repair.

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

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

Ineligible Activities:

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

* Highlighting indicates items included in grant request

Grant amount:	\$9,600
Estimated cost of all improvements:	\$23,000
Percentage of grant to total project costs:	42%

PROGRAM CRITERIA:

Property Location & Ownership

The property is located at 429 North Front Street. Information from the Marion County Department of Assessment and Taxation indicates the property is owned by the Daniel and Bertha Gomez, the applicants.

- That the property is within the Urban Renewal & Downtown Development and Conservation (DDC) District

The property is located at the northwest corner of Hayes & Front Streets, within both the Urban Renewal and the Downtown Development and Conservation District.

- That the proposal complies with the downtown architectural design standards and signage standards

The exterior grant is intended to repair the existing roof, which is not visible to the public. This request does not impact the appearance of the building nor any signage.

- That the project encourages greater marketability of the downtown area

The proposed grant is intended to improve commercial properties within downtown Woodburn. Investment in downtown properties improves the overall marketability of the downtown.

- That the proposal will complement the existing historic downtown core

The grant is intended to repair the existing roof, which is not visible to the public. Investment in the downtown complements other activities throughout the area.

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

The exterior grant is intended to repair the existing roof, which is not visible to the public. The request does not affect the building 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 downtown. Continued improvements will be made to the subject property.

Summary and Conclusion

The Downtown Grant and Loan program is intended to encourage and assist business and property owners to invest in the downtown. This particular grant application is intended to assist the business owner to make improvements to their property by repairing the failing roof. The request is consistent with the program criteria.

Conditions of Approval

1. There is a 50/50 match requirement required for the Grant program. Invoices must be submitted for reimbursement. No grant money will be disbursed until the project is completed and is approved by the Agency.
2. Grant and loan funds cannot be used for any work commenced or completed prior to project approval.
3. Grant and loan funds may be used for materials and services provided by licensed contractors.
4. All necessary building, electrical, plumbing permits must be obtained and work inspected and approved.
5. Projects shall be completed within one year of approval in order to be eligible for reimbursement. Grants provide for a single payment after receipts are provided and all completed work is accepted by the City.
6. All work will be done by licensed contractors and the applicant needs to provide at least three bids for every aspect of work greater than \$2,500.
7. Business registration is required for any person engaging in business within the City of Woodburn.

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Urban Renewal Grant and Loan Application Review

URG 2011-02A 429 North Front Street

June 27, 2011

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Attachments:
Grant application
Pictures

Woodburn Urban Renewal Agency Downtown Grant and Loan Program

Application

Exterior Grant Interior Grant Loan

1. Applicant

Name: Daniel and Bertha Gomez
Address: 7780 checkerboard rd Zervas or 97026
Wk. Phone: _____ Hm Phone: (503) 981-9087 Cell Phone: (503)-989-8426
Legal Form: Sole Proprietorship Partnership Corporation Profit

Social Security Number/Tax ID Number _____

2. Building or Business to be rehabilitated:

Name: Pizzeria El Paisanito
Address: 429 front street
Tax Map/Lot Number: _____

3. Owner of Property

Name: Daniel and Bertha Gomez
Address: 7780 checkerboard rd Zervas or 97026
Phone: 503-981-9087
Property Owner's Signature: x Daniel Gomez Bertha Gomez

4. Loan Program - Give a brief description of the overall proposed improvements and how loan funds will be used to improve the property.

Loan amount: \$ _____
Estimated total cost of improvements: \$ _____
Percentage of loan to total project costs: _____ %

5. Exterior Grant Program - Give a brief description of the proposed exterior improvements and a description of how the project complies with the Downtown Architectural Design Standards

Fix the roof
Fix the windows (replace)
Paint the outside

Grant amount: \$ 1000.00
Total estimated cost of all work: \$ 2000.00
Percentage of grant to total project costs: 50% %

☆ REC'D ☆

MAR 11 2011
6
WOODBURN COMMUNITY DEVELOPMENT DEPT.

6. Interior Grant Program - Give a brief description of the proposed interior improvements and how this work addressed code related improvements?

Grant amount: \$ _____
Estimated cost of all improvements: \$ _____
Percentage of grant to total project costs _____ %

7. The Woodburn Urban Renewal Board will review the proposed redevelopment improvements and advise the applicant of the status or make recommended changes.

CERTIFICATION BY APPLICANT

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this authority must be attached.

Applicant Signature: Bertie Jones Date: 03-10-11

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





2011-02A









3/29/2011

This is a contract for construction work to be performed by Bonn Roof Care for Bertha Gomez
Bonn Roof Care, a construction company licensed by the Construction Contractors Board under license number 130404 and located at 1620 Salem Industrial Dr. N.E. Salem, OR 97301 hereby proposes the following work to be performed for:
 Bertha Gomez 429 N. Front St. Woodburn, Or. 97071 503-981-9087

The Work Site is located at:
 429 N. Front St. Woodburn, Or. 97071

☆ REC'D ☆

Bonn Roof Care shall perform the following work:

- Take necessary precautions to protect landscaping
- Tear off existing 4 layers of roofing material and haul away.
- Each additional layer: \$944.00
- Install Dens Deck underlayment.
- Replace existing 1 vents with new PVC metal vent with baked enamel finish.
- Install Duro-Last brand Single-Ply 40 Mil. PVC Membrane on low slope areas
- Remove roofing debris and granules from gutters.
- Cleanup and haul away roofing debris.
- Sweep area with magnetic broom to remove any loose nails or staples.

JUN 06 2011

WOODBURN COMMUNITY DEVELOPMENT DEPT.

Options.

WE PROPOSE hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: **Thirty-Nine Thousand Nine Hundred Forty-Eight Dollars (\$39,948.00)**

This is a class 'A' roof and has a year warranty from the manufacturer, and a 5 year warranty from Bonn Roof Care.



2011-02 A

Notes.

After tear off, if it is determined that sheeting needs to be replaced, it will be replaced at rate of \$40.00 per sheet for 1/2" CDX plywood, \$48.00 per sheet for CCX soffit material, or \$5.00 per lineal foot of shiplap. All other repairs will be done at \$45.00 per man-hour, plus materials.

Due to the extreme price volatility regarding asphalt-related products, the price quoted in this proposal is valid only for orders placed and paid for within the next 15 days. Thereafter, if there is an increase in the price paid by the roofing contractor for asphalt-related products, the amount of this proposal/contract shall be similarly increased to reflect the contractor's increased cost to obtained materials.

Deposit of 50% is required upon acceptance of proposal.

All deposits are non refundable

Please note that during the roofing process of your home, there may be some vibration to the interior of the home. It is the homeowners responsibility to remove any valuables that may be damaged.

Payment of contract price is due immediately upon completion of the project.

All unpaid principal balances shall bear interest at the rate of two percent (2%) per month from the date of completion until paid if payment is not received within 15 days of final billing. In the event of claims of defect of workmanship or materials, it is agreed that Bonn Roof Care shall have the right to repair and/or replace any defective workmanship or materials before contractor is entitled to exercise any other legal remedies. In the event BRC becomes obligated to employ the assistance of an attorney to enforce any of the terms of this contract, including payment, it is agreed that BRC shall be entitled to recover its attorney's fees, regardless of whether suit is filed, at trial and upon any appeal therefrom. All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Should it become necessary for the roofing contractor to remove and/or reinstall any antennas, cooling or heating appliances or other equipment, the contractor does not assume any responsibility for the performance of said equipment. Bonn Roof Care may cancel this contract for any reason before construction work begins. Contractor does not assume any responsibility for corrections of existing code violations or for the repair of any existing defects unless specified in the estimate and proposal. Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Workmanship warranty is non-transferable. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Summary of Required Consumer Notices

Oregon law requires construction contractors to give homeowners certain notices before and during a construction project. This summary explains what they mean. It is important to read and understand these forms.

Consumer Protection Notice - This information explains contractor licensing standards, bond and insurance requirements, steps consumers can take for successful construction projects, and what to do if problems occur.

Information Notice to Owner about Construction Liens - Contractors must give homeowners this notice at any time the contract price is more than \$1,000. It is given at the time a written contract is signed, or if a verbal contract is made within five working days. The notice explains the construction lien law. It includes steps homeowners can take to protect their property from a construction lien.

Notice of Procedure - The notice explains what a homeowner must do before beginning an arbitration or court action against a contractor for construction defects. (This procedure is separate from the Construction Contractors Board (CCB) Dispute Resolution Process.)

These forms are attached to and made a part of this contract.

I have received these forms

_____ Date

Explanation of HOMEOWNERS's Rights

Consumers have the right to receive the products and services agreed to in the contract.
Consumers have the right to resolve disputes through means outlined in the contract.
Consumers have the right to file a complaint with the CCB. Any arbitration or mediation clauses in the contract may need to be complied with during the resolution of the CCB complaint.

Explanation of Mediation or Arbitration Clause

An "arbitration or mediation clause" is a written portion of a contract designed to settle how the parties will solve disputes that may arise during, or after the construction project. Arbitration clauses are very important. They may limit a consumer's ability to have their dispute resolved by the Oregon court system or the Oregon Construction Contractors Board.

This contract DOES NOT contain an arbitration or mediation clause.

The Oregon Construction Contractors Board urges consumers to read and understand the entire contract - including any arbitration clause before signing a construction contract. Consumers are not obligated to accept contract terms proposed by the contractor, including arbitration provisions. These may be negotiated to the satisfaction of both parties.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I hereby certify that I am the owner of subject property or in the alternative that

_____ is the owner and resides at _____ and that I am an agent authorized to act in their behalf.

Homeowner Date of Acceptance Bonn Roof Care

Shingle Selection. Brand _____ Color: _____

Note: We may withdraw this proposal if not accepted within 15 days.

Moser Roofing

2435 Claxter Rd NE
Salem, Or 97301

Ph: 503-378-1107
Fax: 503-378- 0229

Licensed* Bonded* Insured

CCB # 55274

Thank you very much for the opportunity to bid the enclosed roof work. If you have any questions or concerns at all, please do not hesitate to call us.

If you accept our proposal, please sign and return one copy of the bid. We'll get you scheduled as soon as possible. On our website www.moserroof.com you can easily choose a color for your roof, or you may visit Dallwig Brothers Roofing Supply at 8891 Huff Ave SE Salem, OR 97303 – 503-390-5511

Our company is family owned and operated and has been in business for 24 years. We are licensed, bonded and insured, and you will find yourself in good hands.

We look forward to working with you.

Sincerely,

Don Moser
Moser Roofing Company
www.moserroofing@comcast.net

2011-02 A

Proposal and Acceptance

Moser Roofing
 2435 Claxter Rd NE
 Salem, OR 97301

Licenced + Bonded + Insured CCB # 55274
 Phone # 503-378-1107
 Fax # 503-378-0229
 www.moserroof.com

Proposal Submitted To

Work Performed At

Gomez, Bertha
 7780 Checkboard Rd
 Gervais, Or 97026

Gomez, Bertha
 429 Front St N
 Woodburn, OR 97071

Phone: 503-981-9087 F...

Information Code: 52546251-25v Estimator: HR Mail - E-mail - Fax _____

Moser Roofing to complete the following:

- Remove the existing roofing material from dwelling.
 - Install 50 Mil IB single-ply roofing membrane material over a vapor barrier.
 - All vents and plumbing pipe flashing shall be replaced with new. Additional vents, if needed, shall be installed to bring ventilation to current codes.
 - All roofing debris shall be removed from the roof, and gutters and the exterior of property. Any extra work needed to complete roof work correctly i.e. dry rot etc. will be an extra cost and completed with notification.
- Bid includes 5 yr workmanship warranty.

Install White 50 Mil IB single ply roofing membrane. \$ 23,400.00

_____Tarp 10 x 25 section of roof for temporary cover at; \$ 300.00

BID- GOOD FOR 30 DAYS. PAYMENT DUE UPON COMPLETION

PROPOSAL INCLUDES, MATERIAL AND LABOR AS REQUIRED IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS UNLESS OTHERWISE STATED PAYMENT TO BE MADE IN FULL UPON COMPLETION OR FROM ESCROW WITHIN 30 DAYS. Any necessary building permits are the responsibility of the owner, Moser Roofing can obtain permits if requested and the cost of the permit will be added to the invoice.

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 upon notification, and will become an extra charge over and above the estimate. In the event of dry rot, repair will be billed for time and materials. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation insurance. All breakables should be removed from walls and shelving before starting roofing work. Moser Roofing is not responsible for fallen debris into attic or open spaces, nor the re-alignment of satellite dishes, nor any costs that might incur due to reinstallation. Accounts past due 30 days are subject to a service charge of 1 ½% per month, which is an annual percentage rate of 18%. Minimum past due charge is \$25.00

Don Moser

3/23/2011

 Authorized Person

 Date

ACCEPTANCE OF PROPOSAL

The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to complete this contract as specified. Payment will be made as outlined above. If payment is not made, I agree to pay reasonable costs of collections, including attorney's fees.

 PERSON OR COMPANY

 AUTHORIZED SIGNATURE

 DATE OF ACCEPTANCE

Proposal and Acceptance

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Moser Roofing
2435 Claxter Rd NE
Salem, OR 97301

Licensed + Bonded + Insured CCB # 55274
Phone # 503-378-1107
Fax # 503-378-0229
www.moserroof.com

Proposal Submitted To

Work Performed At

Gomez, Bertha
7780 Checkboard Rd
Gervais, Or 97026

Gomez, Bertha
429 Front St N
Woodburn, OR 97071

Phone: 503-981-9087 F...

Information Code: 52546251-25v Estimator: HR Mail - E-mail - Fax _____

Moser Roofing to complete the following:

- Remove the existing roofing material from dwelling.
 - Install 50 Mil IB single-ply roofing membrane material over a vapor barrier.
 - All vents and plumbing pipe flashing shall be replaced with new. Additional vents, if needed, shall be installed to bring ventilation to current codes.
 - All roofing debris shall be removed from the roof, and gutters and the exterior of property. Any extra work needed to complete roof work correctly i.e. dry rot etc. will be an extra cost and completed with notification.
- Bid includes 5 yr workmanship warranty.

Install White 50 Mil IB single ply roofing membrane. \$ 23,400.00

★ REC'D ★

_____ Tarp 10 x 25 section of roof for temporary cover at; \$ 300.00

JUN 06 2011

WOODBURN COMMUNITY
DEVELOPMENT DEPT.

BID- GOOD FOR 30 DAYS. PAYMENT DUE UPON COMPLETION

PROPOSAL INCLUDES, MATERIAL AND LABOR AS REQUIRED IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS UNLESS OTHERWISE STATED PAYMENT TO BE MADE IN FULL UPON COMPLETION OR FROM ESCROW WITHIN 30 DAYS. Any necessary building permits are the responsibility of the owner, Moser Roofing can obtain permits if requested and the cost of the permit will be added to the invoice.

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 upon notification, and will become an extra charge over and above the estimate. In the event of dry rot, repair will be billed for time and materials. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation insurance. All breakables should be removed from walls and shelving before starting roofing work. Moser Roofing is not responsible for fallen debris into attic or open spaces, nor the re-alignment of satellite dishes, nor any costs that might incur due to reinstallation. Accounts past due 30 days are subject to a service charge of 1 ½% per month, which is an annual percentage rate of 18%. Minimum past due charge is \$25.00

Don Moser

3/23/2011

Authorized Person

Date

ACCEPTANCE OF PROPOSAL

The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to complete this contract as specified. Payment will be made as outlined above. If payment is not made, I agree to pay reasonable costs of collections, including attorney's fees.

PERSON OR COMPANY

AUTHORIZED SIGNATURE

DATE OF ACCEPTANCE

WORK ORDER AND AUTHORIZATION

10824 SE Oak Street #350
 Milwaukie, Oregon 97222
 PH (503) 659-7663 Portland
 PH (360) 737-7663 Vancouver
 PH (503) 588-7663 Salem
 FX (503) 914-1709
 westpacroofing.com



LICENSED • BONDED • INSURED
 OR CCB License # 170865 • WA License # WESTEPR940MS



PROUD TO BE A LOCALLY-OWNED
 GENERAL CONTRACTOR

SUBMITTED TO <i>Bertha Gomez</i>	PHONE <i>503 981-9037</i>	DATE OF PROPOSAL <i>3-22-11</i>
MAILING ADDRESS	CITY, STATE, ZIP CODE	
SITE ADDRESS <i>429 N. Front St.</i>	CITY, STATE, ZIP CODE <i>Woodburn Or 97071</i>	

SCOPE OF WORK:

- 1) Tear off and Haul Away 4 Lay of Roofing and Haul Away debris
 - 2) Inspect roof for dry rot and other damage. Repair damage at a rate of 45.00 Per Man Hour Plus Materials
 - 3) Install One Layer Fiba sheet
 - 4) Install GAF Gdml Everguard material with 20yr Manufacturer Warranty as per Manufacturer Specifications
 - 5) Flash all Pipes, Vents and A.C. Units
 - 6) Install New Pre-paint Wall Cap Metal
- Clean up and Haul Away All debris

☆ REC'D ☆

JUN 06 2011

WOODBURN COMMUNITY DEVELOPMENT DEPT.

WE PROPOSE

To furnish material and labor - complete in accordance with specifications above for the sum of: \$ 30,500.00
 Payment to be made as follows: 50% down balance upon completion of work.
 *Prices developed reflect a 3% cash/check discount. on delivery of material
 Western Pacific Roofing LLC to provide 5 year workmanship/labor warranty.
 Manufacturer to provide 20 year materials warranty (Registration with manufacturer may be required).

I (We) agree to the terms and conditions of this Agreement, including all terms and conditions on the reverse side:

<input checked="" type="checkbox"/> CUSTOMER SIGNATURE	DATE	<input checked="" type="checkbox"/> CUSTOMER SIGNATURE	DATE
<i>Alan Freeman 503 740-5210</i>			
PRINT SALES REPRESENTATIVE NAME AND PHONE NUMBER		SALES REPRESENTATIVE SIGNATURE	DATE

This Agreement is not effective until approved by company management. THIS AGREEMENT VOID IF NOT ACCEPTED WITHIN ___ DAYS.

AUTHORIZED COMPANY MANAGEMENT SIGNATURE	TITLE	DATE
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2011-02 A



Agenda Item

June 27, 2011

TO: Urban Renewal Agency Board

FROM: Jim Hendryx, Director of Economic & Development Services

SUBJECT: **Urban Renewal Grant & Loan (URG&L 2011-03) Exterior, Interior Grants; Loan 550 N. First Street (Sanchez Family Trust – Old City Hall)**

RECOMMENDATION:

In agreement with the Downtown Advisory Review Subcommittee, it is recommended that the Woodburn Urban Renewal Agency Board approve the Urban Renewal Grant and Loan application (2011-03) from the Sanchez Family Trust. The Trust requested an exterior grant of \$3,250, an interior grant of \$7,500, exceeding the \$5,000 grant limitation; and a \$25,000 loan, totaling \$37,500. The Downtown Advisory Review Subcommittee recommends approving a \$3,250 exterior grant; \$5,000 interior grant; and \$25,000 loan.

BACKGROUND:

The Woodburn Urban Renewal Agency approved a comprehensive grant and loan program on February 14, 2011 for properties within downtown Woodburn. The program is designed to provide matching funds for exterior (\$10,000) and interior (\$5,000) improvements to commercial properties located in the historic downtown district. The program also provides loan funds (\$25,000) to further these same improvements.

The Downtown Advisory Review Sub Committee considered this request on June 8, 2011 and recommended that the Urban Renewal Agency Board approve an exterior grant of \$3,250, an interior grant of \$5,000, and a loan of \$25,000.

PROPOSAL:

The applicants are requesting grant and loan funds, \$10,750 & \$25,000 respectively, to complete several repairs and improvements to 550 N. First Street (Old City Hall). This includes environmental remediation of contaminated soils, decommissioning any underground storage tanks, roof repair and/or roof

Agenda Item Review: City Administrator City Attorney Finance

replacement, painting exterior surfaces of the building, interior lath and plaster repairs, and heating improvements. The overall intent of these improvements is to “stabilize” the building and make it ready for ultimate sale and use.

The applicant is requesting that the Urban Renewal Board increase the amount of interior grant funding while decreasing the amount of exterior grant funding. The proposal to improve to the building’s heating system is estimated to cost between \$12,000 - \$14,000. Exterior improvements are estimated to cost \$6,500. The applicant requests that interior grant funds increase to \$7,500 while exterior grant funds decrease to \$3,250.

Woodburn’s Urban Renewal Grant and Loan program was created with adoption of Resolution 2011-01. This established the standards and requirements for the program. Modification of the grant and/or loan limitations would require formal action by the Urban Renewal Board, specifically providing flexibility as requested.

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

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

-
- o **Windows**
 - Ineligible Activities:**
 - o _Administrative costs or payments to borrower for direct labor costs
 - o _Building acquisition
 - o _Improvements to non-public faces of buildings
 - o _Inventory or other working capital
 - o _Landscape improvements
 - o _Property maintenance
 - o _Work (wages) not performed by a licensed contractor

* Highlighting indicates items included in grant request

Exterior Grant amount: \$3,250
 Estimated cost of all exterior improvements: \$6,500
 Percentage of grant to total project costs: 50%

Interior Grant amount: \$7,500
 Estimated cost of all interior improvements: \$15,000
 Percentage of grant to total project costs: 50%

Loan Amount: \$25,000

Program Criteria:

Property Location & Ownership

The property is located at 550 N. First Street. Information from the Marion County Department of Assessment and Taxation indicates the property is owned by Sanchez, Romelia G-Trustee.

The applicant is identified as the Sanchez Family Trust, which owns the property.

- That the property is within the Urban Renewal & Downtown Development and Conservation (DDC) District

The property is located at the southeast corner of First and Lincoln Streets, within both the Urban Renewal and the Downtown Development and Conservation District.

-
- That the proposal complies with the downtown architectural design standards and signage standards

The applicant intends to make exterior and interior repairs to the property. This includes environmental remediation of contaminated soils, decommissioning any underground storage tanks, roof repair and/or roof replacement, painting exterior surfaces, interior lath and plaster repairs, and heating improvements. The overall intent of these improvements is to “stabilize” the building and ready it for ultimate sale and use.

- That the project encourages greater marketability of the downtown area

The proposed grant is intended to improve commercial properties within downtown Woodburn. Environmental remediation is necessary for most uses of the property. Repairing and repainting the exterior of the building improves the overall appearance of the downtown area. Roof repairs are needed to lessen further damage to the interior of the building. Repairing lath and plaster is directly tied to the leaking roof. Installation of a furnace and repairing the existing furnace duct work will stabilize the building during the winter, lessening further damage.

- That the proposal will complement the existing historic downtown core

Repairing and repainting the exterior of the building further improves the character of the downtown. The building is in need of minor exterior repair and repainting. The applicant intends to match existing paint colors, which will further improve the appearance of the building.

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

As noted in the project description, the applicant intends to repaint Portions of the exterior of the building, matching existing paint colors. Roofing and heating system repairs go towards stabilizing the building, so that it does not deteriorate further. The applicants' efforts do not alter the original design of the building.

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

Originally, the building was constructed without central heat. There is an existing undersized furnace located in the basement of the building. The applicant intends to modify existing duct work as well as install a new furnace. These improvements are intended to stabilize the buildings during the winter months. Electrical and mechanical permits will be required, insuring code compliance.

- That the project is in the public interest

As noted with the application, the building was originally constructed as Woodburn City Hall. As such, the building is historically significant. The request is intended to improve the outside of the building, while stabilizing it from further deterioration.

Summary and Conclusion

The Downtown Grant and Loan program is intended to encourage and assist business and property owners to invest in the downtown. This particular request will assist the business owners to make several improvements to their property. The request is consistent with the program criteria.

With existing grant and loan guidelines, exterior and interior grants are limited to \$10,000 & \$5,000 respectively. Modifying the guidelines would necessitate approval by the Urban Renewal Agency Board.

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

MAR 24 2011

WOODBURN COMMUNITY
DEVELOPMENT DEPT.

Woodburn Urban Renewal Agency Downtown Grant and Loan Program

Application

Exterior Grant Interior Grant Loan

1. Applicant

Name: Sanchez Family Trust

Address: 4888 Camelot Ct. Salem OR 97301

Cell Phone: (503) 510-7621 Home Phone: () _____

Legal Form: Sole Proprietorship Partnership Corporation Non-Profit

Social Security Number/Tax ID Number _____

2. Building or Business to be rehabilitated

Name: Old Woodburn City Hall

Street Address: 550 First St.

Tax Map/Lot Number: 051W_18AB01600

3. Property Owner

Name Same as applicant

Property Owner's Signature: Miguel Sanchez

4. Loan Program - Give a brief description of the overall proposed improvements and how loan funds will be used to improve the property.

The loan amount will be used to supplement the work outlined in the exterior and interior improvements outlined below.

Loan amount: \$ \$25,000

Estimated total cost of improvements: \$ Estimates in progress

Percentage of loan to total project costs: _____%

5. Exterior Grant Program - Give a brief description of the proposed exterior improvements and a description of how the project complies with the Downtown Architectural Design Standards.

The following are a series of exterior projects that is expected to exceed \$20,000. This is the order of which we would utilize the grant for exterior improvements up to the maximum grant amount:

1. Environmental remediation of soil contamination caused by the abandoned gas station,

2. Decommissioning of any UST located on applicant property.
3. Roof repair or replacement
4. Paint exterior walls excluding the alley facing side, same color scheme which was approved by the city.

Loan amount: \$ TBD

Grant amount: \$ 10,000

Total estimated cost of all work: \$ TBD

Percentage of grant to total project costs: 50__%

6. Interior Grant Program - Give a brief description of the proposed interior improvements and how this work addresses code related improvements.

HVAC specifically heating. Interior repairs to lath and plaster has been completed and having heat available during the winter would reduce the interior deterioration. The building currently has no heat. We would utilize the grant for heating improvements up to the maximum grant amount starting with the lower floors. If the entire building HVAC can not be completed due to funding, then the bottom floor(s) would be completed for heat to rise and provide a better environment for the rest of the building and less deterioration.

Asbestos abatement if it exists and feasible.

Grant amount: \$ 5,000

Estimated cost of all improvements: \$ 15,000 lower floor(s) - Entire building \$45,000

Percentage of grant to total project costs 33__%

The Woodburn Urban Renewal Board will review the proposed redevelopment improvements and advise the applicant of the status or recommend changes.

CERTIFICATION BY APPLICANT

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this authority must be attached.

Miguel Sanchez
Applicant's Signature

3/23/2011
Date

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

Sanchez Family Trust
4888 Camelot Ct.
Salem Oregon 97301

City of Woodburn
Economic and Development
270 Montgomery St.
Woodburn Oregon 97071

Dear Mr. Hendryx:

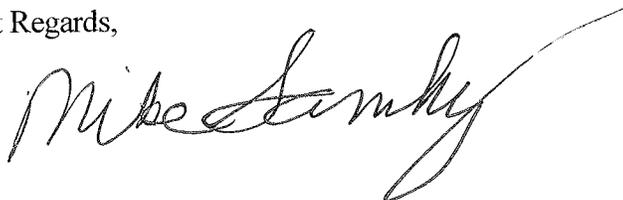
Subject: Request for increase in interior grant matching funds

We own the historic building at 550 First Street in Woodburn. Historic and cultural resources such as historic structures can help define a community and may also be sources of tourism dollars. Because of their role in defining and supporting the community, protecting these resources from deteriorating is important. Buildings and sites listed on the National Register of Historic Places contain special significance for national, state, or local history. Woodburn has three buildings listed on the National Register our building at 550 First Street is one of them.

The building has undergone cosmetic internal restoration of damaged plaster, tongue and groove floor boards and paint. The building does not have heat and during the winter months the extreme cold and the combined moisture accelerate the deterioration of the paint, plaster and other interior materials. In addition we have previously undertaken extensive exterior restoration making the building and area much more appealing. This was very evident as many citizens of Woodburn picking up their mail at the post office across the street would take the time to walk over and comment how much it improved the look of the area. This previous restoration effort is the main reason the exterior improvement cost is low for a building this size. We thank the City of Woodburn for making grant funds available for building improvements. This is an opportunity for the building to have heating units installed that would slow the deterioration and preserve the building.

We included in the grant application heating improvements. The grant for interior improvements is up to \$5,000. We expect the heating improvement to be \$12,000 to \$14,000 and exterior improvements \$6,500. We ask when considering our grant application if you would increase the matching funds for the interior upgrade to \$7,000. Thank you for your time and consideration.

Best Regards,



Sanchez Family Trust

503-510-7621

Scope of work:**EXTERIOR: Total \$6,500**

1. Cost: \$2,000 for:
Repair an area of approximately 450sq ft. of roof.
2. Cost: \$4500 for:

-REPAIR

Secure loose light pole along southern property line.

-REMOVE FOLIAGE

Remove all foliage growing along the downspouts.

-PRESSURE WASH

1. 30inch high block wall on the southern property line.
2. Black light poles.
3. All concrete walkways surrounding the property.
- 4 Fire escape stairs in alley.
5. All grey painted sections around the entire building up to the height of the accent ledge that is approximately 7ft high..

-PAINT – Same color scheme – previously approved by the city.

1. 30inch high block wall on the southern property line same color.
2. Black light poles along the southern property line.
3. Metal fire escape stairs in alley.
4. All grey painted sections around the entire building up to the height of the accent ledge that is approximately 7ft high with same paint and color.
5. Entire southern facing wall with the same color.
6. East facing wall scrape and paint areas that are flaking.
7. Metal screens covering the windows.
8. Plywood on North side of building.

INTERIOR: Total \$13,000

1. Cost: \$5,500 Heating for Basement.
2. Cost \$6,500 Heating for 1st floor
3. Electrical/Permits \$1,000

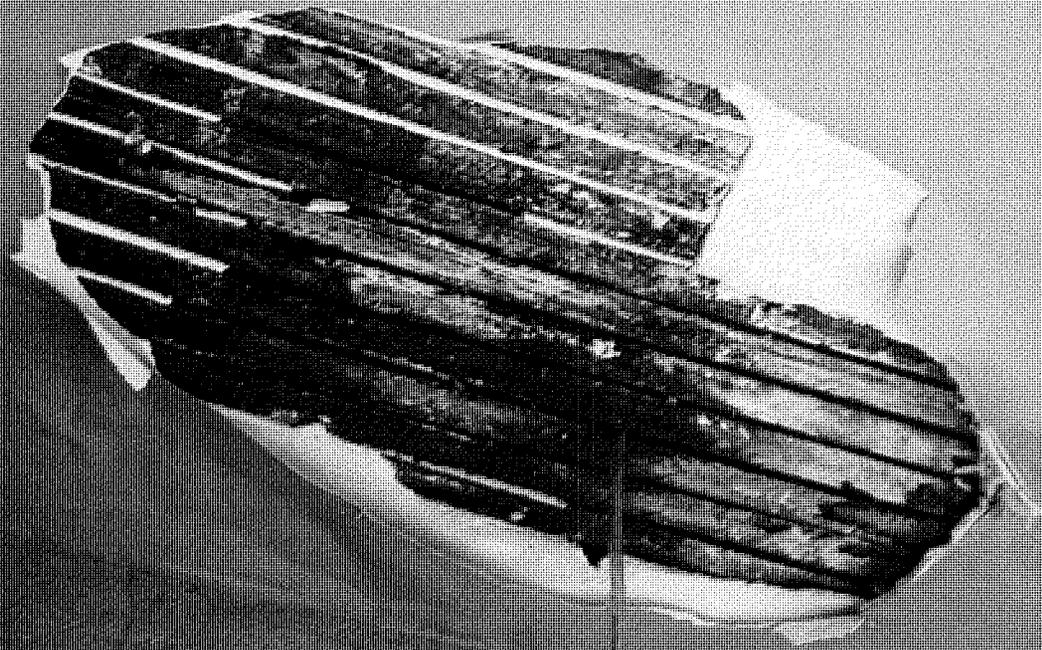


















Mike Sanchez <sanchem@gmail.com>

Bid and pictures

1 message

Randy Merriweather <bigboypaints@yahoo.com>

Tue, May 3, 2011 at 12:13 AM

To: sanchem@gmail.com

Hello Mike,

Thank you for the opportunity to work with you on this project. I am Licensed, bonded and insured I have also been in the business for 22 years and on my own for 5. After looking at your property here is the proposal/bid i have for you.

Phase 1. Pressure wash specified areas including all side walks and driveways, removing all moss and folage on downspouts connected to building. We will have 2 washers going reducing time spent on this phase. We will also treat the areas to prevent the moss from returning any time soon. The wash will also remove all loose paint helping with the scraping.

Phase 2. Scrape all loose paint from all areas Place plastic on ground while scraping to catch chips, using a palm sander in some areas to remove the rough egdes, use exterior patching for scraped area on west side of building. Prime all exposed areas (oil based primer) for prevention of continued flaking and peeling, prime plywood on Northside and Northeast side of property, stain block rust on screens. Secure light fixture on southwest end of property, purchase plywood for window area at northeast end of property secure with bolts into brick. hand sand railings on staircase.

Phase 3. Check all areas for any debris, loose paint, moisture. Paint all gray areas..stairs, bellyband (Gray paint provided) staircase, railings with paint provided by property owner (metal paint on staircase). Paint all other areas, light at southwest end (black metal paint) color match paint on body of building (metal for screens) Sherwin Williams Loxon XP color match for patching, entire wall on southside and 30 inch block wall on southside of property.

Check all painted areas and repaired areas, make sure lines are clean and NO paint on concrete or brick areas. Remove all debris and any paint chips on ground.

Bid for job \$4495 with a 50% deposit and the balance to be paid at the jobs completion. This includes all paint, materials and labor. i apply a 2 year warranty to all work done. Job is not complete until owner has been satisfied.

Schedule approx. 4-5 days depending on weather. Can begin at owners convenience.

8 attachments

C. Corey Jones PAINTING

1022 Ogle Street
Woodburn, Oregon 97071
Portland# 503-552-8957
home 503-981-1072
ccoreyjonespainting@yahoo.com

Proposal

Proposal No.
0403111

Interior Exterior Commercial Residential

Licensed Bonded & Insured -- CCB# 136928

Name: SANCHEZ TRUST
Title: MIGUEL SANCHEZ
Company: 4888 CAMELOT CT.
Address: SALEM, OR. 97301
CSZ: 503-5107621
FAX 503-370-7005

All Material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from specifications to the right involving extra cost will be executed only upon written orders, and will become an extra charge over and above this agreement. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, flood, and other necessary insurance. Our workers are fully covered by workman's compensation insurance.

Payment in the sum of \$ 5475⁰⁰
Fifty Four Hundred Seventy Five dollars
To be made as follows: 1/2 down
Balance upon completion
Any collection efforts shall include any and all applicable cost and fees.

Signed [Signature]



We propose to furnish all material and labor - complete in accordance with specifications below:

- EXTENSION ESTIMATE:
WASH - Bulky as specified what is to be painted etc. 300⁰⁰
- WALL & Ceilings
WASH 1 prep paint & fix - 300⁰⁰
Painting porch & 2 walls
FRONT & EAST SIDE WINDOWS
BOARDS and LOWER PART SCREENS 600⁰⁰
- BACK WALL prep & paint
PATCH WORK UPPER AREA ONLY
- LARGE W. WALL SCRAPE 1200⁰⁰
WASH PAINT WHOLE ENTIRE
- - STAIRWAY WASH & PAINT 1200⁰⁰

* Bulky LOCAL AT:
550 FIRST ST
WOODBURN OR.
97071

575⁰⁰
PAINT 600⁰⁰
PUTTY + TRU
4,275⁰⁰

PAINTWORK OPTIONAL
* PAINT FIGURE @ 600⁰⁰
75⁰⁰
MATERIALS feel EXTRA FOUR WASH
100% WORK LABOR
40% RENT.
MATERIALS includes
LABOR
TOTAL 5475⁰⁰

Acceptance of Proposal: The above price, 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: _____

Signed _____

Signed _____

Abiqua Construction & Salvage, II

Licensed, Bonded, Insured, CCB #186791

P.O. Box 466 Silverton, OR 97381

503-932-4877, 503-551-5310

Contract for Construction Work

This is a contract for construction work to be performed by Abiqua Construction & Salvage, II for Sanchez Family Trust made this 18 day of April 2011

Contract information Mike 503-510-7621

Information

1. Abiqua Construction & Salvage, II is a construction company licensed by the Construction Contractors Board under license No. 186791.

2. Work to be performed 550 N. First St. Woodburn, Or.

Description of Work to be Performed

1. We will install a SBS base sheet to an area of approximately 450 square ft.
This base sheet will be secured to roof with plastic capped roofing nails.
2. This first layer will be sealed off with a layer of fiber bonded roofing cement.
3. A second layer of SBS base sheet will be applied and sealed with roof cement.
4. A third layer of SBS base sheet will be installed and sealed roof cement.
5. A final coat of fiber bond cement will be mopped on top of final layer of SBS
This gives you 3 layers of SBS fiber bonded roofing materials and 3 layers of roofing cement. A total of 6 layers that should prevent any leaking.

Cost of project.

- | | |
|---|----------|
| 1. Approximately 14 squares(3 layers) of SBS ----- | \$250.00 |
| 2. Approximately 42 gallons of roofing cement ----- | \$651.00 |
| 3. Plastic caps ----- | \$20.00 |
| 4. Cement thinner----- | \$40.00 |
| 5. Misc. mops and brushes, and roof sealer----- | \$25.00 |

Total cost of materials.-----\$986.00

Total cost of labor : \$900.00(4 workers for approx. 1 day)

Total cost of project : \$1886.00

We guarantee our workmanship for a minimum of 1 year

Due to cost of material increases this contract is valid until May 18, 2011 (30 days).

Homeowner

Date

Charles Baker

Date

Abiqua Construction & Salvage, II

;

ravenho
CONSTRUCTION & BUILDING
“Raising standards through Cravenho excellence”

Estimate

550 1st st woodburn, OR

Scope of work to be done:

Install new roofing in damaged area to ridge, or on entire roof, priced both ways, prep roof, some sheet metal where needed.

Torch down small part of roof \$3430.00 / Full roof \$8038.00

EPDM membrane small part of roof \$3400.00 / Full roof \$7990.00

I can not give you a quote on granulated rolled roofing, it is not designed for your application, and would not carry a warranty from manufacture.

Thank you,

Jason Cravenho

Cravenho Construction & Building 503.819.3450 P.O. Box 20492 Keizer, OR 97307

CCB 185859

MEMORANDUM

TO: Sanchez Family Trust
Mr. Mike Sanchez

FROM: Justin Pearson

PROJECT: Old Woodburn City Hall
Repair Estimate

DATE: April 6, 2011

Our price for the above captioned project will be \$4,950.00.

ESTIMATE INCLUDES:

- Apply an asphalt based roof primer at areas to receive repair work.
- Apply one layer of modified fiberglass base sheet at repair areas.
- Apply a reflective aluminum coating over repair areas.
- Walk and visually inspect half of the roof and make repairs to visual cracks and/or splits in the existing roof using a modified plastic cement and reinforced fiberglass mesh (five coursing) and apply a reflective aluminum coating over repairs.
- Clean and remove debris created by this work.

Note #1: Repair estimate is based on one area approximately 39" x 25' and one area approximately 39" x 35' (valleys) along with walking and patching half of the existing roof.

Note #2: Due to the condition of the existing roof and parapet wall flashings, no warranty will be possible for this repair work.

Thank you for the opportunity to provide this quotation. Please feel free to call if you have any questions or if we can be of further assistance.

PLEASE NOTE: This quotation is conditioned upon and subject to negotiation of a mutually acceptable form of contract or subcontract. Bid includes our standard liability insurance coverage and additional insured endorsement form. Any other forms of endorsement or special insurance requirements that result in additional cost will be in addition to our bid and will be provided at the sole cost and expense of the party requiring same.

(503) 378-0183 • FAX (503) 225-0084
1860 Highway Avenue NE • Salem, OR 97301

MEMBER ASSOCIATED ROOFING CONTRACTORS AND NATIONAL ROOFING CONTRACTORS ASSOCIATION
CCB#293

OLD STAR CONSTRUCTION INC.

Licensed, Bonded, Insured

To: Sanchez Family Trust

Location: 550 First St, Woodburn

May 2, 2011

ESTIMATE:

Estimate is for everything indicated on your scope of work document.

Repair loose light pole.

Remove growth from downspouts.

Pressure wash all areas to be painted and walkways around the building.

Paint same colors as existing the following:

Southern property line block wall, light poles, fire escape stairs, everything painted grey upto the belly accent ledge approx 7ft high, south facing wall, flaking paint on alley wall. Screens on windows and plywood on north side of building.

Total \$4,350

Old Star Construction
18645 SW Farmington Rd.
Aloha, OR 97007
503-868-9592
CCB# 192544

;

ravenho
CONSTRUCTION & BUILDING
“Raising standards through Cravenho excellence”

Estimate

550 1st st woodburn, OR

HVAC

Scope of work to be done:

- 1) Provide and install (2) 95.5% efficient 100,000 BTU Gas Furnaces.
- 2) Provide and install required ductwork to supply the first and second floors.
- 3) Provide and install supply and return grilles and registers.
- 4) Install (2) supply duct runs for future furnace add on.
- 5) Supply and install (2) programmable thermostats.
- 6) Install gas line to new furnace location.
- 7) Permit.

Estimate Excludes: Structural changes, and concrete cutting.

Labor and materials:

\$18,250.00

Thank you,

Jason Cravenho

Cravenho Construction & Building 503.819.3450 P.O. Box 20492 Keizer, OR 97307

CCB 185859 HLR187

ENNIS

HEATING, SHEET-METAL & GUTTERS

Phone: (503)394-3592 Cell: (541)220-0647

CCB#187843 ennisheating@smt-net.com

PROPOSAL

Name: Mike Sanchez Job Location: _____
 Address: 550 first street Phone: 503-510-7621
 City, St zip Woodburn OR 97071 Estimate Date: 4/27/2011

First Floor Heating System

- 2 Honeywell programmable thermostats
- 2 Honeywell zone controls
- New ductwork to complete first floor duct system

Ennis Heating will install a new ductwork in the basement to supply conditioned air to first floor. Basement furnaces will be used, and have honeywell zone control systems to connect them together. Price includes all labor and materials to complete installation. Not included is electrical, and fresh air for duct system. This system is designed to heat and preserve building due to being unoccupied. New owners may have to make changes to system that best fits their usage.

Total:

\$6,500.00

*Must be signed by customer and returned by mail or email to PO Box 651, Scio, OR 97374-0651 before work can begin. Price quoted is valid for 30 days.

*Terms are 50% down of total contract amount at time of acceptance. Balance due upon equipment install, job progress billing due by the 10th of each month.

*By signing this Proposal- indicates prices, specifications and conditions are satisfactory and accepted. Acceptance also indicates receipt of Oregon contractor's construction lien notice.

Signature: _____

Date: _____

ENNIS

HEATING, SHEET-METAL & GUTTERS

Phone: (503)394-3592 Cell: (541)220-0647
CCB#187843 ennisheating@smt-net.com

PROPOSAL

Name: Mike Sanchez Job Location: _____
Address: 550 first street Phone: 503-510-7621
City, St zip Woodburn OR 97071 Estimate Date: 4/27/2011

Basement Heating System

- American Standard 95% Gas Furnace
M # AUH1C100A948
- Honeywell programmable Thermostat
- New ductwork to complete basement duct system
- Labor to start up existing furnace

Ennis Heating will install a new American Standard 95% efficient gas furnace in basement. New ductwork will be installed to complete basement duct system. Price includes all labor and materials to complete installation. Not included is electrical, and fresh air for duct system. This system is designed to heat and preserve building due to being unoccupied. New owners may have to make changes to system that best fits thier usage.

Total:

\$5,420.00

*Must be signed by customer and returned by mail or email to PO Box 651, Scio, OR 97374-0651 before work can begin. Price quoted is valid for 30 days.

*Terms are 50% down of total contract amount at time of acceptance. Balance due upon equipment install, job progress billing due by the 10th of each month.

*By signing this Proposal- indicates prices, specifications and conditions are satisfactory and accepted. Acceptance also indicates receipt of Oregon contractor's construction lien notice.

Signature: _____

Date: _____



Agenda Item

June 27, 2011

TO: Urban Renewal Agency Board

FROM: Jim Hendryx, Director of Economic & Development Services

SUBJECT: **Urban Renewal Grant (URG 2011-06) Exterior Grant
130 W. Cleveland Street (Bruce Thomas - Yes Graphics)**

RECOMMENDATION:

In agreement with the Downtown Advisory Review Subcommittee, it is recommended that the Woodburn Urban Renewal Agency Board approve the Urban Renewal Exterior Grant application from Bruce Thomas at Yes Graphics for up to \$10,000.

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.

The Downtown Advisory Review Subcommittee considered this request on June 8, 2011 and recommended that the Urban Renewal Agency Board approve the exterior grant for 130 W. Cleveland St.

PROPOSAL:

The proposal is to repair the leaking roof and stop water from rotting the ceiling and roofing.

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

Agenda Item Review: City Administrator City Attorney Finance

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

Ineligible Activities:

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

* **Highlighting indicates items included in grant request**

Grant amount:	\$10,000
Estimated cost of all improvements:	\$20,000
Percentage of grant to total project costs:	50%

PROGRAM CRITERIA:**Property Location & Ownership**

The property is located at 130 W. Cleveland Street. Information from the Marion County Department of Assessment and Taxation indicates the property is owned by Ron & Tom Davison and that Bruce A. and Cindy S. Thomas are purchasing the property from the Davisons.

The applicant operates Yes Graphics from this location.

- That the property is within the Urban Renewal & Downtown Development and Conservation (DDC) District

The property is within the Urban Renewal and Downtown Development and Conservation (DDC) District.

- That the proposal complies with the downtown architectural design standards and signage standards

The exterior grant is intended to repair the existing roof, which is not visible to the public. This request does not impact the appearance of the building nor signage.

- That the project encourages greater marketability of the downtown area

The proposed grant is intended to improve commercial properties within downtown Woodburn. Investment in downtown properties improves the overall marketability of the downtown.

- That the proposal will complement the existing historic downtown core

The grant is intended to repair the existing roof, which is not visible to the public. Investment in the downtown complements other activities throughout the area.

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

The exterior grant is intended to repair the existing roof, which is not visible to the public. The request does not affect the building 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 downtown. Continued improvements will be made to the subject property.

Summary and Conclusion

The Downtown Grant and Loan Program is intended to encourage and assist business and property owners to invest in the downtown. This particular grant application is intended to assist the business owners to make improvements to their property by repairing the roof. The request is consistent with the program criteria.

Conditions of Approval

1. There is a 50/50 match requirement required for the Grant program. Invoices must be submitted for reimbursement. No grant money will be disbursed until the project is completed and is approved by the Agency.
2. Grant and loan funds cannot be used for any work commenced or completed prior to project approval.
3. Grant and loan funds may be used for materials and services provided by licensed contractors.
4. All necessary building, electrical, plumbing permits must be obtained and work inspected and approved.
5. Projects shall be completed within one year of approval in order to be eligible for reimbursement. Grants provide for a single payment after receipts are provided and all completed work is accepted by the City.
6. All work will be done by licensed contractors and the applicant needs to provide at least three bids for every aspect of work greater than \$2,500.

Attachments:
Grant application
Pictures

Woodburn Urban Renewal Agency Downtown Grant and Loan Program

Application

Exterior Grant Interior Grant Loan

1. Applicant

Name: Yes Graphics Printing Co., Inc.

Address: 130 West Cleveland Street Woodburn, OR 97071

Work Phone: (503) 981-8235 Home Phone: (503) 481-5400

Legal Form: Sole Proprietorship Partnership Corporation Non-Profit

2. Building or Business to be rehabilitated

Name: Yes Graphics Printing Company

Street Address: 130 West Cleveland Street Woodburn, OR 97071

Tax Map/Lot Number: 051W

3. Property Owner

Name Bruce Thomas

Address: 130 West Cleveland Street

Work Phone: (503) 981-8235 Home Phone: (503) 481-5400

Property Owner's Signature: _____

4. Loan Program - Give a brief description of the overall proposed improvements and how loan funds will be used to improve the property.

Loan amount: \$ _____

Estimated total cost of improvements: \$ _____

Percentage of loan to total project costs: _____%

5. Exterior Grant Program - Give a brief description of the proposed exterior improvements and a description of how the project complies with the Downtown Architectural Design Standards.

The Roof has leaks. The wood is starting to rot in places. This will lower the property value of the building

Loan amount: \$ _____
Grant amount: \$ 20,000
Total estimated cost of all work: \$ _____
Percentage of grant to total project costs: _____ %

6. Interior Grant Program - Give a brief description of the proposed interior improvements and how this work addresses code related improvements.

Grant amount: \$ _____
Estimated cost of all improvements: \$ _____
Percentage of grant to total project costs _____ %

The Woodburn Urban Renewal Board will review the proposed redevelopment improvements and advise the applicant of the status or recommend changes.

CERTIFICATION BY APPLICANT

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this authority must be attached.

Bruce A Thomas
Applicant's Signature

5/24/2011
Date

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

**Woodburn Urban Renewal Agency
Downtown Grant and Loan Program**

Property Owner's Authorization for Completion of Improvement

Date: 5/24/2011

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

Dear Mr. Hendryx:

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

Bruce Thomas
Name

130 West Cleveland Street
Address

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

Bruce Thomas
Building Owner

(503) 981-8235
Phone

130 West Cleveland Street - Woodburn, OR 97071
Address













Serving the Willamette Valley

CCB# 158805

Email jensenroofing@hotmail.com
Cell phone (503) 481-5016
Messages (503) 982-5740
Fax (503) 982-5328

Jensen Roofing & Construction, Inc.

FREE ESTIMATES

Affordable Price
Complete Clean-up

PROPOSAL SUBMITTED TO <i>Jes Graphics & Printing</i>		JOB NAME	DATE <i>4-26-11</i>
STREET		JOB LOCATION <i>130 Cleveland St.</i>	
CITY, STATE AND ZIP CODE		<i>Woodburn OR 97071</i>	
HOME PHONE	WORK PHONE	FAX	PHONE SOURCE

We hereby submit specifications and estimates for:

PITCHED ROOF SPECIFICATIONS

- Prepare grounds for re-roofing
- Tear off 1,2,3, all layers of roofing and clean up and haul away debris

Sweep off debris, prepare roof for recover

- Apply over existing *Re-roof* shingles *Re-roof* wood deck

CAUTION: New roof will conform to unevenness of existing deck and/or shingles

- Install 1/2" CDX plywood
- felt paper 15 lb. 30 lb.
- Ice and Water Shield (low slope appl.)
- Drip edge flashings pre-painted 1x3 white brown
- Gable flashings (painted) white brown
- Roof to wall flashings (painted) reseal

MATERIAL TYPE	COLOR
1. <i>TPO Membrane 45 M.I</i>	
2. _____	
3. _____	

- Chimney flashing and/or counter flashing
- Skylight Flashing
- Vent pipe flashings Lead
- Valleys: Pre-painted 24" metal
- Triple lined Modified Bitumen (Dead Valleys)
- Attic ventilation: Replace New
- Ridge Vent Power Vent RV038
- Ridge Caps Custom Cut High Profile
- Clean gutters Tear off
- New continuous gutters 5"-K/Fascia
- Torch apply modified bitumen on low slope area built in gutter, or dead valleys
- Clean up debris & haul away

INVESTMENT
\$ <i>10,500</i>
\$ _____
\$ _____

SPECIAL INSTRUCTIONS/OPTIONS _____

STRUCTURAL DAMAGE: Some additional work may be needed, for example: dry rot, delaminated plywood, fascia boards and rafter tails, but not limited to these items. This work is billed to customer at \$45.00 per man hour plus materials.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of _____ dollars (\$ _____).

PAYMENT TO BE MADE AS FOLLOWS
50% due upon acceptance, balance due upon completion

A late charge of 1 1/2% per month or maximum allowed by law will be applied to delinquent accounts.

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Owner agrees to pay reasonable cost of collection, including legal fees.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined. By signing this notice you are indicating that you have received "Information Notice to Owners About Construction Liens", have read and understood it.

Signature _____ Date _____

SEE REVERSE FOR STATE REQUIRED NOTICE



Agenda Item

June 27, 2011

TO: Urban Renewal Agency Board

FROM: Jim Hendryx, Director of Economic & Development Services

SUBJECT: **Urban Renewal Grant (URG 2011-08) Exterior and Interior Grants
134 Arthur Street (Nora Fives – Old Bank Building)**

RECOMMENDATION:

In agreement with the Downtown Advisory Review Subcommittee, it is recommended that the Woodburn Urban Renewal Agency Board approve the Urban Renewal Grant 2011-08, comprised of an exterior grant up to \$3,400 and an interior grant up to \$3,150.

BACKGROUND:

The Woodburn Urban Renewal Agency approved a comprehensive grant and loan program on February 14, 2011 for properties within downtown Woodburn. The program is designed to provide matching funds for exterior (\$10,000) and interior (\$5,000) improvements to commercial properties located in the historic downtown district. The program also provides loan funds (\$25,000) to further these same improvements.

PROPOSAL:

The property owner is requesting grant funds to repaint the building, replace 3 - window panes, install new carpeting in the upstairs of the building, and install central air conditioning.

The Downtown Advisory Review Subcommittee considered this request on June 8, 2011 and recommended that the Urban Renewal Agency Board approve the request.

Agenda Item Review: City Administrator City Attorney Finance

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

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

Ineligible Activities:

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

* **Highlighting indicates items included in grant request**

Interior Grant amount:	\$3,150
Estimated cost of all improvements:	\$6,300
Percentage of grant to total project costs:	50%

Grant amount: \$3,400
Estimated cost of all improvements: \$6,800
Percentage of grant to total project costs: 50%

PROGRAM CRITERIA:**Property Location & Ownership**

The property is located at 134 Arthur Street. Information from the Marion County Department of Assessment and Taxation indicates the property is owned by Old Bank Building c/o Nora Fives.

The applicant is the property owner.

- That the property is within the Urban Renewal & Downtown Development and Conservation (DDC) District

The property is located on Front Street, between Arthur and Cleveland Streets, and is within both the Urban Renewal and the Downtown Development and Conservation Districts.

- That the proposal complies with the downtown architectural design standards and signage standards

The building is one of three historically designated buildings within the City. The building will be repainted with existing matching colors, in keeping with the historic paint standard. Broken and/or cracked window panes are being replaced with identical glass.

A central air conditioning unit will be placed on one of the roof levels. Appropriate placement & screening will be required to insure it does not detract from the overall appearance of the building.

Interior work is not subject to this standard.

- That the project encourages greater marketability of the downtown area

The proposed grant is intended to improve commercial properties within downtown Woodburn. Improving the buildings in the downtown increases the marketability of the area. Investment stems further deterioration of the area.

- That the proposal will complement the existing historic downtown core

As noted above, the building is going to be repainted with similar colors to those existing today, further enhancing the downtown core.

Investment in the property encourages others in the area to make similar investments.

The location of the roof-top air conditioning unit needs to be reviewed to insure that it does not compromise the historic nature of the building.

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

The building has undergone significant remodeling in years past to bring it to its current condition. Repainting further restores the building to its original design.

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

Existing carpeting on the stairway and the upper floor will be replaced. Broken and cracked window panes will also be replaced. Central air conditioning will be installed for the upstairs living space.

- That the project is in the public interest

The Urban Renewal program specifically identifies the need to improve buildings within Woodburn's downtown. Investments in properties within the downtown area carry out the intent of the Urban Renewal Plan.

The building is designated as being historically significant. The request is intended to improve the both exterior and interior of the building.

Summary and Conclusion

The Downtown Grant and Loan program is intended to encourage and assist business and property owners to invest in the downtown. This particular grant application is intended to allow the business owner to make improvements to her property, including repainting the building and other interior improvements. The request is consistent with the program criteria.

Conditions of Approval

1. There is a 50/50 match requirement required for the Grant program. Invoices must be submitted for reimbursement. No grant money will be disbursed until the project is completed and is approved by the Agency.
2. Grant and loan funds cannot be used for any work commenced or completed prior to project approval.
3. Grant and loan funds may be used for materials and services provided by licensed contractors.
4. All necessary building, electrical, plumbing permits must be obtained and work inspected and approved.
5. Projects shall be completed within one year of approval in order to be eligible for reimbursement. Grants provide for a single payment after receipts are provided and all completed work is accepted by the City.
6. All work will be done by licensed contractors and the applicant needs to provide at least three bids for every aspect of work greater than \$2,500.
7. The location and screening of the proposed central air conditioning unit needs to be approved prior to installation to insure it does not detract from the historical appearance of the building.

Attachments:

Grant application

Pictures

Woodburn Urban Renewal Agency Downtown Grant and Loan Program

Application

Exterior Grant Interior Grant Loan

NORA 55@AOL.COM

1. Applicant

Name: NORA FIVES

Address: 134 ARTHUR ST, WOODBURN OR 97071

Work Phone: () (same) Home Phone: (503) 981-8632

Legal Form: Sole Proprietorship Partnership Corporation L.L.C Non-Profit

Social Security Number/Tax ID Number _____ 724-837-2388

2. Building or Business to be rehabilitated

Name: OLD BANK BUILDING LLC

Street Address: 199 N. FRONT (130-132-134 ARTHUR) CORNER

Tax Map/Lot Number: 051W Block 4 Lot 1 ARTHUR - FRONT STS

3. Property Owner

Name: NORA FIVES

Address: 134 ARTHUR ST, WOODBURN OR 97071

Work Phone: () (same) Home Phone: (503) 981-8632

Property Owner's Signature: Nora Fives

4. Loan Program - Give a brief description of the overall proposed improvements and how loan funds will be used to improve the property.

Loan amount: \$ _____

Estimated total cost of improvements: \$ _____

Percentage of loan to total project costs: _____%

5. Exterior Grant Program - Give a brief description of the proposed exterior improvements and a description of how the project complies with the Downtown Architectural Design Standards.

REPAINTING Bldg. SAME COLOR SCHEME AS IS PRESENTLY PAINTED. SEE PHOTO
Bldg IS CURRENTLY ON NATIONAL HISTORIC REGISTER. (has been 16 yrs.)

Loan amount: \$ _____
 Grant amount: \$ 3,390.00
 Total estimated cost of all work: \$ 6,780.00
 Percentage of grant to total project costs: 50%

6. Interior Grant Program - Give a brief description of the proposed interior improvements and how this work addresses code related improvements.

1) 2 WINDOW REPLACEMENT (3 PANES) = 4141.00
2) CENTRAL AIR (UPGRADE) - HAVE CENTRAL AIR - W = 2106.00
1ST FLOOR - CURRENTLY WINDOW A/C'S ON 2ND FLOOR - UPGRADE TO CENTRAL AIR (ENTIRE BLDG.)

Grant amount: \$ 3,128.353 (CARPET - Apt - 134
 Estimated cost of all improvements: \$ 6,256.70 " STAIRS -
 Percentage of grant to total project costs 50% SEE ATTACHED SHEETS.

The Woodburn Urban Renewal Board will review the proposed redevelopment improvements and advise the applicant of the status or recommend changes.

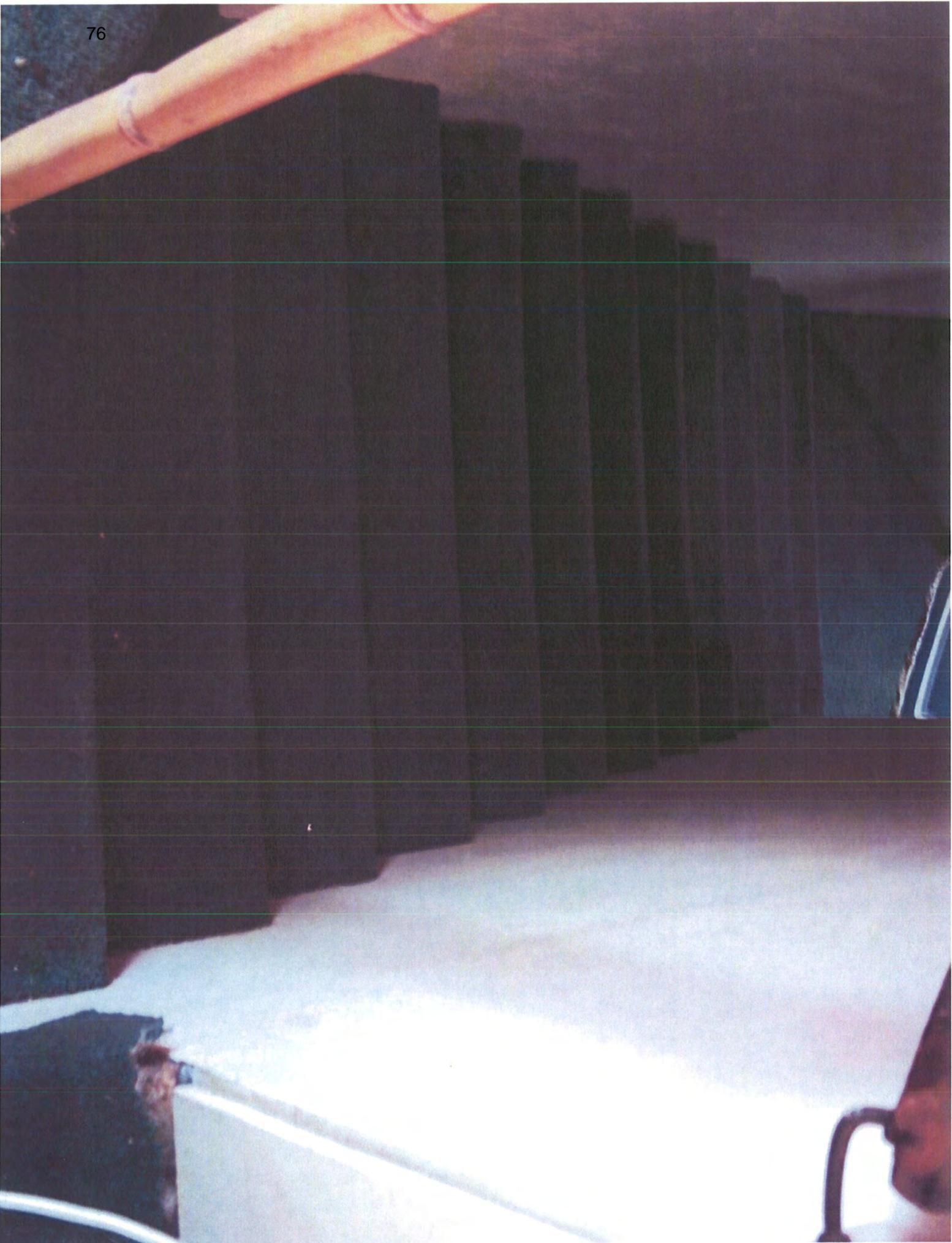
CERTIFICATION BY APPLICANT

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this authority must be attached.

Nora Lewis
 Applicant's Signature

5/21/11
 Date

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









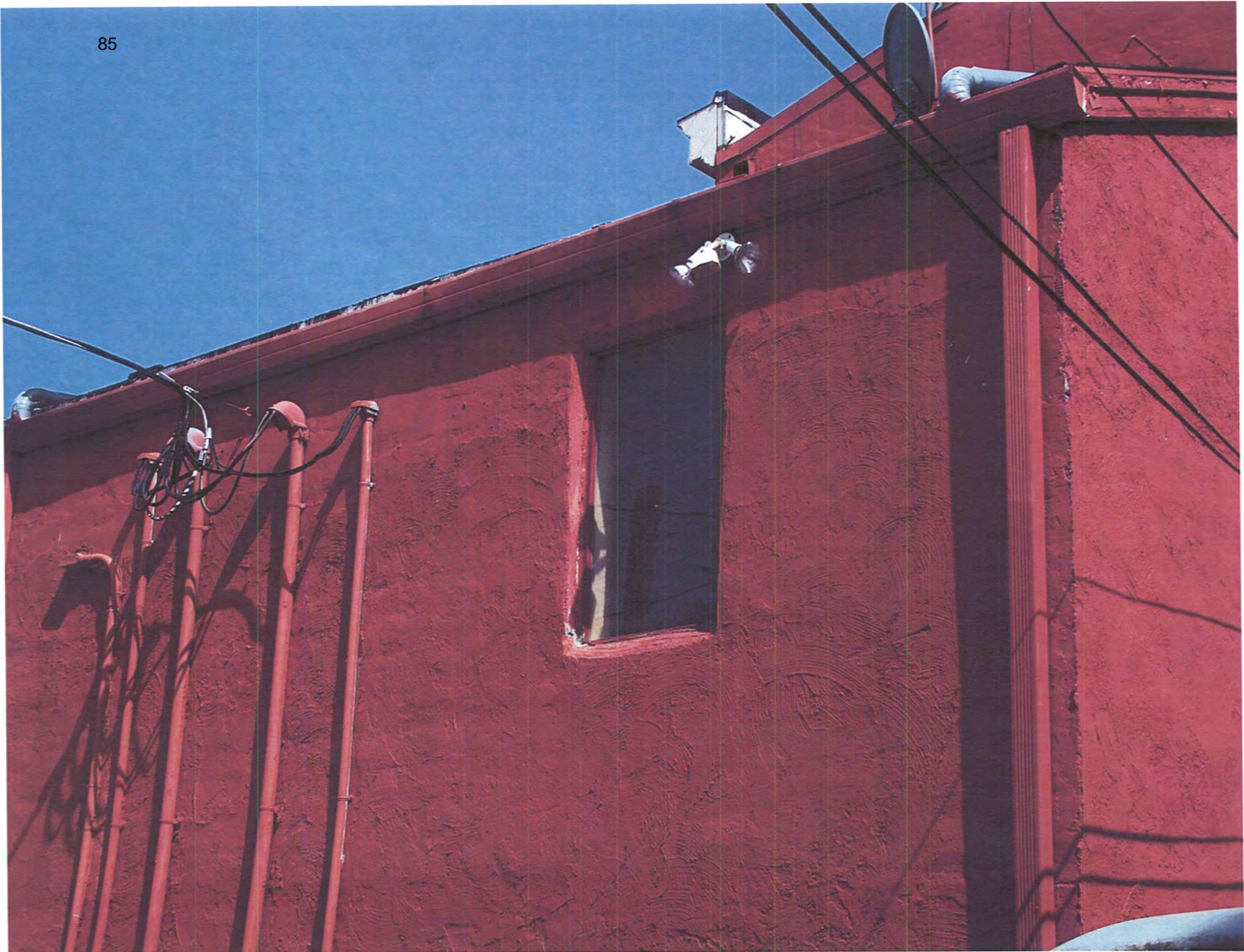






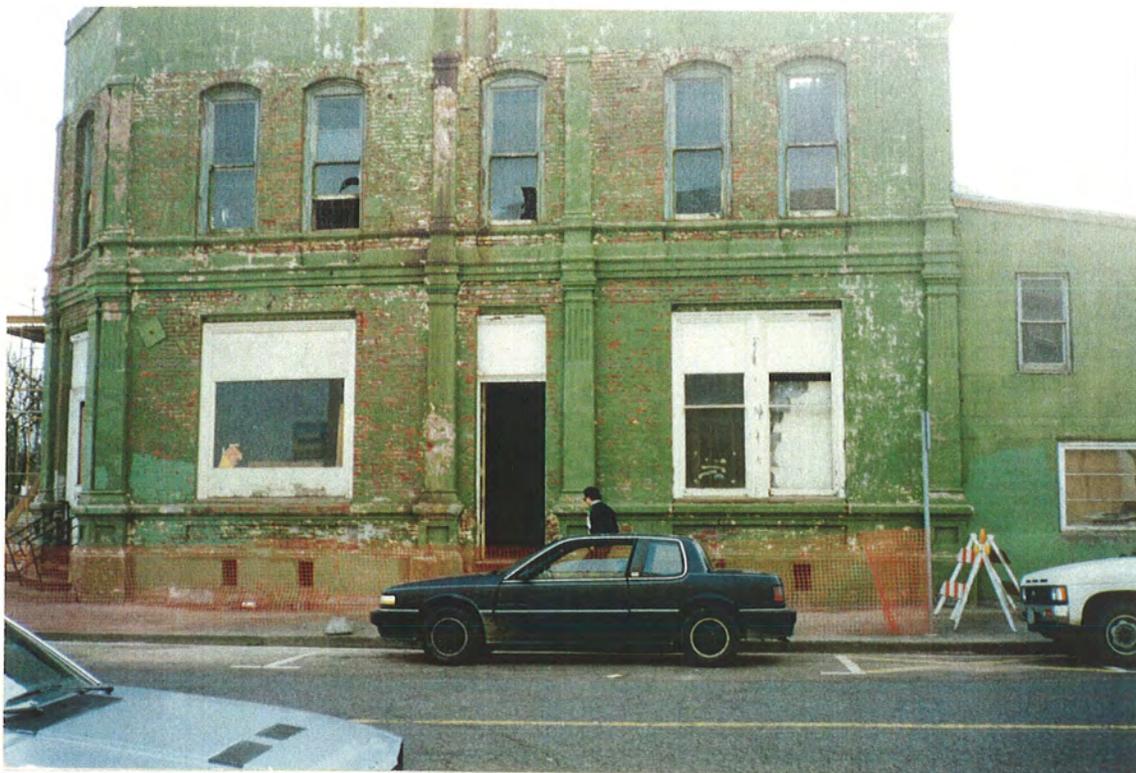










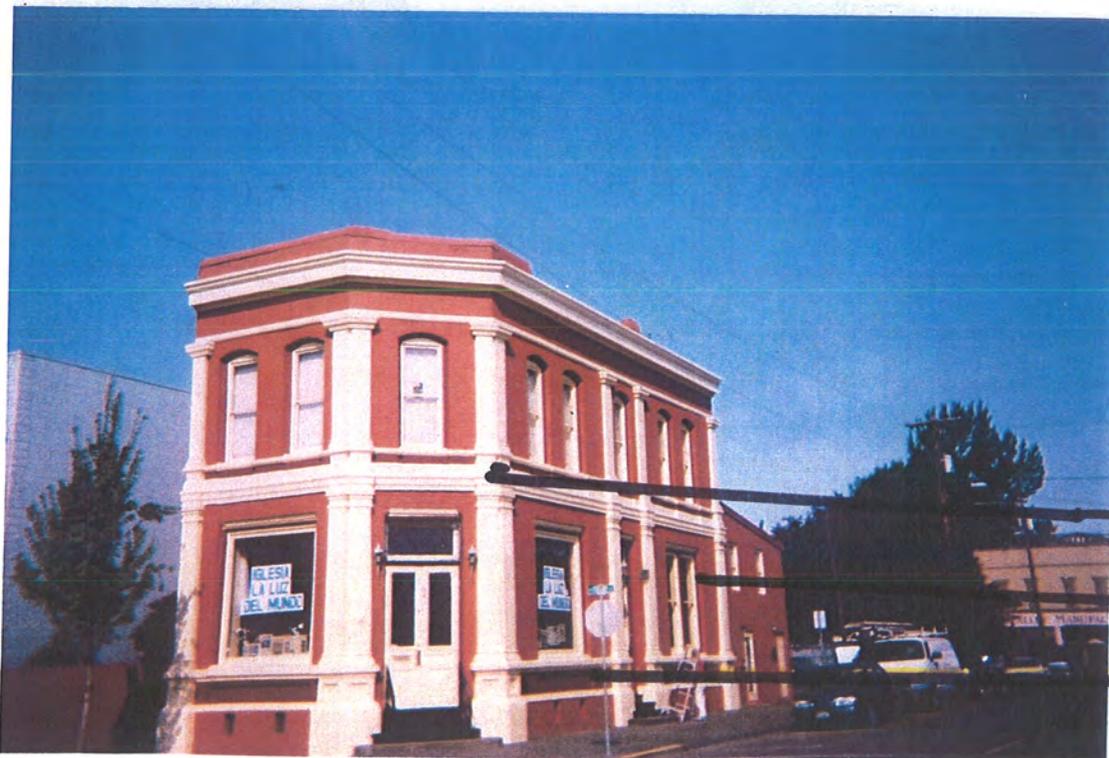
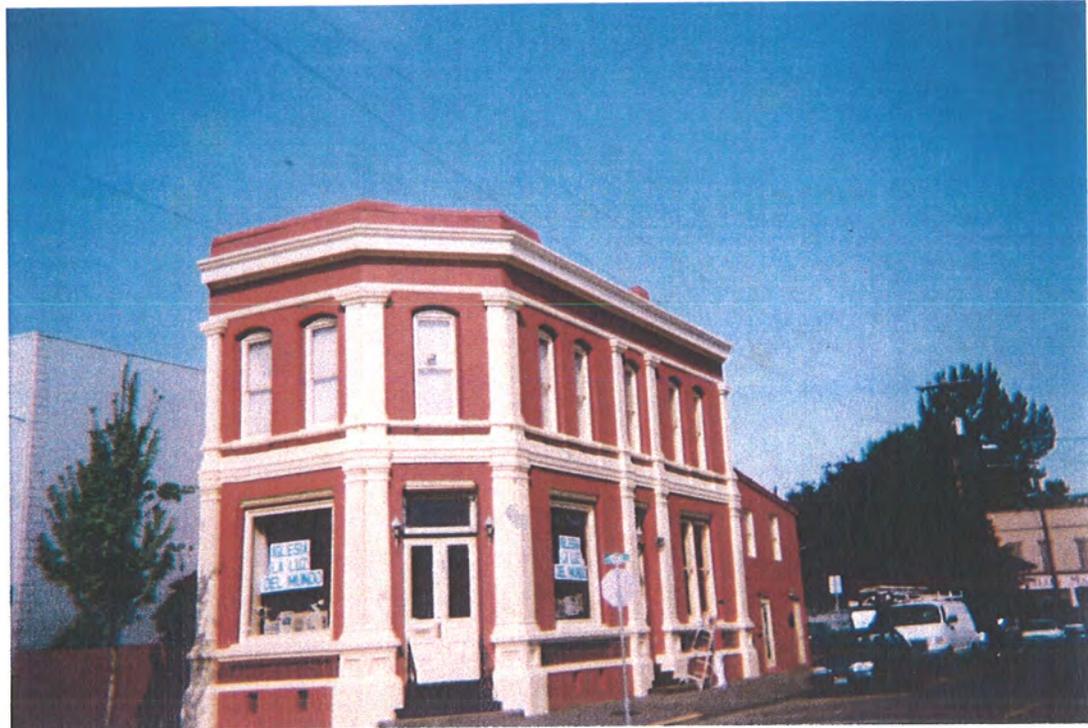




(A)



(B)



Building will be
PAINTED SAME
COLOR scheme
AS in picture

Sherwin Williams

SS # 10823

SW # 2306

SF # 10822

INTERIOR

A/C upgrade
 2 1/2 ton AC Units = \$2106.⁰⁰

Replace Window Panes (3) 28" x 40" x 1/8"
 Woodburn Glass Double strength
 = \$141.⁰⁰

Carpet 134 (Apt 2nd Floor) and Stairs/Hall
 = \$4,009.70

TOTAL INTERIOR = \$6,257.70

EXTERIOR

REPAINT building (same color scheme)
 = \$6780.⁰⁰

TOTAL EXTERIOR = \$6,780.⁰⁰

Carpet:

1) Apt 134 Arthur
Living Room/dining + Bedroom
900 sq' @ \$2.00

$$\text{COST: CARPET} = \$2,328.00$$

2) STAIRS AND LANDINGS (2) (IN ADDITION)
122 sq' + (2) 6x6 LANDINGS =

$$\text{TOTAL COST CARPET} = \$2,328.00$$

CARPET PAD

1224 sq' @ \$2.50 yd

$$\text{COST} = \$305.00$$

$$\text{TOTAL COS CARPET PAD} = \$305.00$$

INSTALLATION

$$\text{COST} = @ 3.50 sq' = \$427.00$$

$$\text{TOTAL COST CARPET-PAD-INSTALL} = \$3,060.00$$

CARPET AT CARPET ONE

NAGELS CARPET - AURORA

$$\begin{aligned}
 & + \text{STAIRS } 30 \text{ YD} = \$660.00 \\
 \text{CARPET } 134 \text{ SQ YD} @ \$22.00 \text{ YD} &= \$2948.00 \\
 \text{PAD } @ 3.00 &= \$423.00 \\
 \text{INSTALL 2 STAIRS} &= \$189.00 \quad \text{APT} = 378.00 = 928 \\
 \text{APT } 100 \text{ SQ YD} @ 5.50 &= \$550.00
 \end{aligned}$$

$$\text{TOTAL COST APT (134) + STAIRS} = \underline{\underline{\$4211.00}}$$

$$\text{CARPET } \$2200 = \underline{\underline{2860}} \\
 \quad \quad \quad 660.00$$

$$\text{INSTALL } \$378.00 = \underline{\underline{928.00}} \\
 \quad \quad \quad \$550.00$$

$$\text{PAD } \$423.00$$

Mc LARENS CARPET - Canby

Apt 134

CARPET - 100 sq yd @ \$20.00 = \$2,000.⁰⁰
 PAD - 100 sq yd @ \$4.50 = \$450.⁰⁰
 INSTALL 100 sq yd @ \$5.50 = \$550.⁰⁰

TOTAL 134 = \$3,000.⁰⁰

Stairs - Nailway

CARPET 30 sq yd @ \$20.00 = \$600.⁰⁰
 PAD 184 sq ft @ .39 = \$71.76
 INSTALL - 2 flights @ 169.⁰⁰ = \$338.⁰⁰

TOTAL STAIRS = \$1,009.76

COST TOTAL = \$4,009.76

H & B Painting Co.

3604 Cherry Avenue NE

Keizer, OR 97303

Office: (503) 393-3521 Fax: (503) 393-6590

E mail: gordyhandbpaint@comcast.net

Proposal No. 11638

December 17, 2010

Cell: (503) 580-1733

PROPOSAL SUBMITTED TO:

Name: Nora Five

Street: 134 Arthur St.

City/State: Woodburn, OR 97071

Phone: (503) 981-8632

WORK TO BE PERFORMED AT:

Project Name: Nora Fife

Street: 199 Front Street

City/State: Woodburn, Oregon

Phone:

We hereby propose to furnish all the materials and perform all the labor, unless otherwise stated, necessary for the completion of the following work and only the work stated below:

EXTERIOR:

Removing of all signs and numbers. Areas of the building where mildew is present will be treated with a Jomax solution prior to washing. Pressure washing of the entire building with a high-pressure washer (3800 PSI) to remove all dirt, chalk, cobwebs, and any other loose material. Allow to dry completely. Scrapping and wire brushing as necessary to remove all additional loose paint. Resetting of any loose nails in any wood structures. Caulking of any cracks and joints and filling of any holes with an elastomeric compound in siding as needed. Resealing and reglazing around windows as necessary. Complete masking of all windows, lights, satellite dish, and other hardware prior to painting. Care will be taken to cover and protect the surrounding area during the painting process. All cars in the immediate area will either be moved or tarped during painting. Priming of all bare wood with a high-grade primer (SHERWIN WILLIAM'S A-100 PRIMER). Sealing of all bare and exposed brick with a high quality latex block filler. Painting of the entire exterior of the building with a high quality 100% acrylic exterior latex 25 year paint (COLORS TO MATCH EXISTING COLORS; SHERWIN WILLIAMS SUPER PAINT FLAT 25 YEAR SERIES), and to include all lighter colored red brick and stucco wall surfaces, and the entire side stairway, rails, porch overhang, and front fence. The brick and stucco siding will be backrolled after spraying to ensure good adhesion and even surface sheen. Trim (COLORS TO MATCH EXISTING COLOR; TWO COLOR PATTERN; SHERWIN WILLIAMS; SUPER PAINT SATIN SERIES), and to include all wood window casings (Two color pattern), small trim above 5 windows, all upper crown moldings, all center and lower trim moldings, all 6 columns, all cement inserts, lower vent trim, and all entry door casings. The entry doors will be lightly sanded and finished in a durable semi-gloss enamel paint (SHERWIN WILLIAM'S; COLOR TO MATCH; PRO CLASSIC SEMI GLOSS SERIES). The stairs will be finished in a high grade porch and deck paint (SHERWIN WILLIAM'S; COLOR TO MATCH; DECKSCAPE SERIES). The front metal wrought iron railings will be wire brushed, spot primed, and finished in a rust retardent 'Direct to metal' paint (COLOR TO MATCH; SHERWIN WILLIAM'S DTM SERIES). All painting will be completely overlapped to ensure proper millage; 4.0-5.0 wet film thickness (WFT). Removing of all masking material and touching up as necessary. Replacing of all signs and numbers. Hauling away of all paint debris.

NOTE: The electrical wires on the North side of the building will have to be capped by PGE. They violate the 10' rule for having anyone within 10' of them (OSHA RULE). Hi lift cost not included and will cost between \$650 & \$850.

THE BELOW BID INCLUDES ALL MATERIAL COSTS AND ALL ASSOCIATED LABOR COST TO COMPLETE THE ABOVE DESCRIBED WORK

The above work to be performed in accordance with the specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of***** SIX THOUSAND SEVEN HUNDRED AND EIGHTY***** Dollars (\$ 6,780.00) With payment to be made as follows:

PAYMENT DUE UPON COMPLETION OF ENTIRE PROJECT

Any alteration or deviation from the above painting specifications involving extra costs, will be executed only upon written change orders. The changes will be billed at an hourly rate of \$55.00 per man hour + any additional materials, and will become an extra charge over and above the original estimate. All agreements contingent upon weather, strikes, accidents, or delays beyond our control. Payments not paid as specified will be charged a FINANCE CHARGE by a PERIODIC RATE of 1.25% per month, with an ANNUAL PERCENTAGE RATE of 15%. We may withdraw this proposal if not accepted within 30 days.

Respectfully Submitted Gordon R. Hagglund
Gordon R. Hagglund
Owner; H & B Painting Co.

ACCEPTANCE OF PROPOSAL

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

Accepted Signature Nora Jones
Signature _____

Date: 5/26/11
Date: _____

NORA: The cracks in the brick and stucco siding that exist today were not present when we painted the building in 2003.



INGLES & INGLES PAINTING

1015 Oak St., Sp. 85

Silverton, OR 97381

Dwight Ingles * Office/Fax 503-874-0134 * Cell 503-910-3901

*Residential * Commercial * license #54486 * bond #1184691 * insured*

May 2, 2011

Nora Fives

Re: Painting of building in Woodburn

This bid includes powerwashing of entire building.

Filling in all cracks with stucco fuller.

All colors to match existing colors.

All labor and materials included in bid.

Total Price: \$5,600.00

Dwight Ingles

Ingles & Ingles Painting



WOLFER'S INC,;
 290 YOUNG ST
 WOODBURN, OREGON 97071
 981-4511 1-800-660-4511 fax 981-0801 CBB# 1911

SALES QUOTE

An Independent Lennox Dealer Since 1901.

Comfort Consultant

Name Jim Dryden Emp #
 Position Region
 Department Manager

Dates

First Contact
 Quote Issued 05/25/2011
 Accept/Reject

Product/Service	Quantity	Price	TOTAL
Lennox 13ACX-030 2 1/2 ton air conditioner, condensate drain, weld and evacuate system, labor to install	1	\$2,106.00	\$2,106.00
Roof support and electrical wiring by owner			
Sub Total			\$2,106.00
TOTAL			\$2,106.00

Customer

Customer Nora Fives Company
 Address 134 Arthur St Job Address
 City Woodburn State Oregon
 ZIP 97071 Email
 Phone 503-981-8632 Fax

Status

1

Notes

50% DOWN PAYMENT REQUIRED ON ACCEPTANCE OF THIS QUOTE

THANK YOU

Thank you for giving us the opportunity to serve you.

PLEASE SIGN ON BACK



Agenda Item

June 27, 2011

TO: Urban Renewal Agency Board

FROM: Jim Hendryx, Director of Economic & Development Services

SUBJECT: **Urban Renewal Grant (URG 2011- 09) Interior Grant
479 N Front Street (La Caseta – Pamela Freeman)**

RECOMMENDATION:

In agreement with the Downtown Advisory Review Subcommittee, it is recommended that the Woodburn Urban Renewal Agency Board approve the Urban Renewal Grant 2011- 09 grant application from Pamela Freeman (La Caseta) for up to \$4,000 in interior grant funds.

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.

The Downtown Advisory Review Subcommittee considered this request on June 8, 2011 and recommended that the Urban Renewal Agency Board approve the request.

PROPOSAL:

The applicant is requesting interior grant funds (\$4,000) to replace carpeting (approximately 2,900 sq. ft.) and install new linoleum (approximately 500 sq. ft.).

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

Agenda Item Review: City Administrator ___x___ City Attorney ___x___ Finance ___x___

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

Ineligible Activities:

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

Grant amount: \$4000

Estimated cost of all improvements: \$8000

Percentage of grant to total project costs: 50%

Program Criteria:**Property Location & Ownership**

The property is located at 479 N. Front Street. Information from the Marion County Department of Assessment and Taxation indicates the property is owned by Won S. Kim.

The applicant has obtained the property owner's authorization for the project.

- That the property is within the Urban Renewal & Downtown Development and Conservation (DDC) District

The property is located at the southwest corner of Grant and Front Streets, within both the Urban Renewal and the Downtown Development and Conservation District.

- That the proposal complies with the downtown architectural design standards and signage standards

This standard is not applicable to an interior grant application, since the proposal does not impact the exterior of the building.

- That the project encourages greater marketability of the downtown area

The grant program is intended to improve commercial properties within historic downtown Woodburn. The proposed grant is intended to improve the interior of this commercial building. As requested, the grant would fund improvements to flooring. These improvements increase the overall marketability of the downtown by making improvements to a property within that district.

- That the proposal will complement the existing historic downtown core

Remodeling the interior of the building demonstrates continued investment in the downtown district.

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

This standard is not applicable to an interior grant application, since the request does not impact the exterior of the building.

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

The building houses a bus station. Recently, interior space has been partitioned to accommodate other tenants, including a cell phone business and a prospective jeweler. The applicant has been removing old phone booths and has repainted the interior of the building. Grant funds will be used for installing new carpeting and linoleum.

- That the project is in the public interest

The Grant and Loan program is intended to assist property and business owners in making improvements to properties within the downtown. Grant funds will be used for those purposes and are in the public's interest.

Summary and Conclusion

The Downtown Grant and Loan program is intended to encourage and assist business and property owners to invest in the downtown. This particular grant application is intended to assist the business owner to make improvements to their property. The request is consistent with the program criteria.

Conditions of Approval

1. There is a 50/50 match requirement required for the grant program. Invoices must be submitted for reimbursement. No grant money will be disbursed until the project is completed and is approved by the Agency.
2. Grant and loan funds cannot be used for any work commenced or completed prior to project approval.
3. Grant and loan funds may be used for materials and services provided by licensed contractors.
4. All necessary building, electrical, plumbing permits must be obtained and work inspected and approved.

5. Projects shall be completed within one year of approval in order to be eligible for reimbursement. Grants provide for a single payment after receipts are provided and all completed work is accepted by the City.
6. All work will be done by licensed contractors and the applicant needs to provide at least three bids for every aspect of work greater than \$2,500.

Attachments:

Grant application

Pictures

Woodburn Urban Renewal Agency Downtown Grant and Loan Program

Application

Exterior Grant Interior Grant Loan

1. Applicant

Name: LA CASETA DE WOODBURN, INC.

Address: 479 N. FRONT ST.

Work Phone: (503) 982-1930 Home Phone: (503) 951-7003

Legal Form: Sole Proprietorship Partnership Corporation Non-Profit

2. Building or Business to be rehabilitated

Name: LA CASETA DE WOODBURN, INC

Street Address: 479 N. FRONT ST., WOODBURN, OR

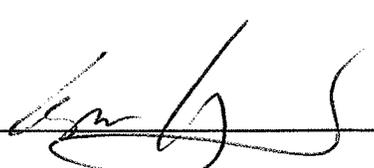
Tax Map/Lot Number: 051W

3. Property Owner

Name: WON KIM

Address: 1030 YOUNG ST.

Work Phone: (503) 981 7222 Home Phone: (503) 685-6352

Property Owner's Signature: 

4. Loan Program - Give a brief description of the overall proposed improvements and how loan funds will be used to improve the property.

REPLACE RUG FLOORING WITH TILE + NEW VUG.

Loan amount: \$ _____

Estimated total cost of improvements: \$ _____

Percentage of loan to total project costs: _____%

5. Exterior Grant Program - Give a brief description of the proposed exterior improvements and a description of how the project complies with the Downtown Architectural Design Standards.

Loan amount: \$ _____
Grant amount: \$ 4000
Total estimated cost of all work: \$ 8000
Percentage of grant to total project costs: 50%

6. Interior Grant Program - Give a brief description of the proposed interior improvements and how this work addresses code related improvements.

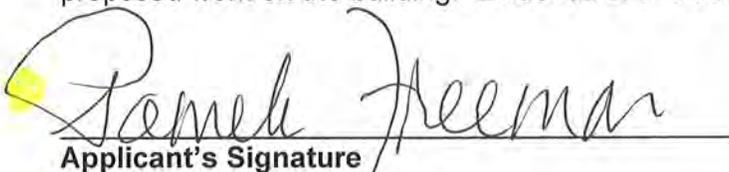
1. CARPET - REPLACE COMPLETELY
2 FLOORING - LINOLEUM

Grant amount: \$ 4000
Estimated cost of all improvements: \$ 8,000
Percentage of grant to total project costs 50%

The Woodburn Urban Renewal Board will review the proposed redevelopment improvements and advise the applicant of the status or recommend changes.

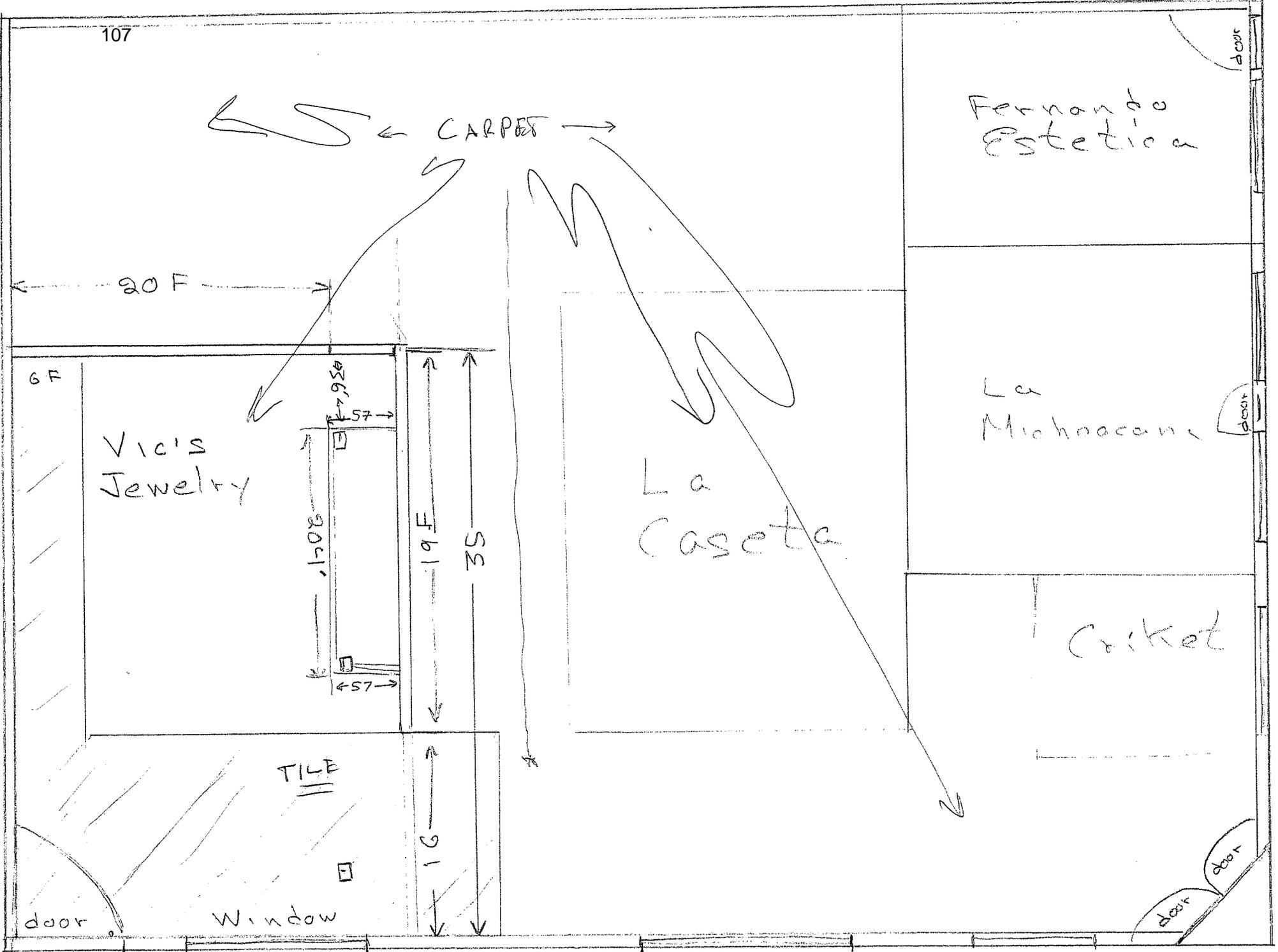
CERTIFICATION BY APPLICANT

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this authority must be attached.


Applicant's Signature

6/3/11
Date

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









111

McLarens Carpet One Floor & Home

24403 S Hwy 99E
Canby, OR 97013

Estimate

Date	Estimate #
6/3/2011	1

Name / Address
David Santo/ La Caseta Woodburn 479 N Front st Wodburn, OR 97071

Valid for 30 days.

Description	Total
Greenwood 20 oz. Carpet In offices-Remove and dispose old carpet, metal, standard floor preparation, labor and installation.	5,674.25
Vinyl- Armstrong Initiator-remove and dispose old carpet, standard floor preparation, emboss, labor and installation.	2,222.84
OPTION* Grand Nuance Click LVT vinyl- remove and dispose old carpet, standard floor preparation, labor and installation. \$2,761.98	
Note Vinyl areas may need a subfloor.	0.00
Total	\$7,897.09

Signature _____

Phone #	Fax #	E-mail	Web Site
503-266-4095	503-266-8396	carpetonesusan@yahoo.c...	www.mclarencarpetonecan...