

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES  
JANUARY 27, 2014**

0:00 **DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JANUARY 27, 2014**

**CONVENED** The meeting convened at 6:45 p.m. with Mr. McCallum presiding.

**ROLL CALL**

Chair	Figley	Absent
Member	Cox	Present
Member	Lonergan	Present
Member	McCallum	Present
Member	Morris	Absent
Member	Ellsworth	Present
Member	Alonso Leon	Absent

**Staff Present:** City Administrator Derickson, City Attorney Shields, Economic and Development Director Hendryx, , Interim Public Works Director Scott, Finance Director Shearer, Urban Renewal Manager Stowers, Communications Coordinator Horton, City Recorder Pierson

0:00 **CONSENT AGENDA**

A. Urban Renewal Agency minutes of January 13, 2014.

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

0:01 **URBAN RENEWAL GRANT 2014-01 315 N. PACIFIC HWY (ARTIC CIRCLE)**

Urban Renewal Manager Stowers provided a staff report. Mr. Lonergan asked if the business will be shut down during renovation. Larry Jolly, Artic Circle property owner 315 N. Pacific Hwy., answered that they are planning to keep the business open.

**Cox/Ellsworth...** approve the Urban Renewal Exterior and Interior Grant application from Larry Jolly, for up to \$13,500.

0:07 **ADJOURNMENT**

**Lonergan/Cox...** meeting be adjourned. The motion passed unanimously.

The meeting adjourned at 6:52 p.m.

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

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



# Agenda Item

February 24, 2014

To: Urban Renewal Agency Board

From: Jim Hendryx, Economic and Development Services Director  
Robyn Stowers, Urban Renewal Manager

Subject: Urban Renewal Grant 2014-02 185 W Hayes Street (Medina)

## **RECOMMENDATION:**

In agreement with the Downtown Advisory Renewal Sub-Committee, it is recommended that the Woodburn Urban Renewal Agency Board approve the Urban Renewal Interior Grant application from Rogelio Medina, for up to \$1,200.

## **BACKGROUND:**

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

## **Proposal**

The interior grant proposal is to re-pipe underground lines to repair a leak.

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)

- \_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
- \_Installation of rooftop hatch door
- \_New flooring & carpeting
- \_Replacement of interior lighting for energy savings

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

Interior grant: \$1,050  
Estimated cost of all improvements: \$2,100  
Percentage of grant to total project costs: 50%

**Program Criteria:**

**Property Location & Ownership**

The property is located at 185 W Hayes Street.

- That the property is within the Urban Renewal Grant and Loan District

**The property is within the Urban Renewal Grant and Loan District.**

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

**Not applicable.**

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

**The proposed grant is intended to improve properties in the Urban Renewal Grant and Loan District. Maintaining downtown building stock prevents conditions of blight which encourages greater marketability of the area.**

- That the proposal will complement the existing surrounding community.

**Grant funds will be used to prevent water damage to a historic property which complements the Downtown Development and Conservation District.**

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

**Not applicable.**

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

**The interior grant funds will be used to improve the interior of the building by repairing and underground leak and preventing water damage.**

- That the project is in the public interest

**The Urban Renewal Program specifically identifies the need to improve buildings within Woodburn's Urban Renewal Grant and Loan District.**

### **Summary and Conclusion**

The Grant and Loan Program is intended to encourage and assist business and property owners invest in the Urban Renewal Grant and Loan District. This

particular grant application is intended to assist the property owner make improvements to their property through repairing leaky underground pipes.

**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

Bid

Pictures

Attachment D  
Woodburn Urban Renewal Agency  
Grant and Loan Program

**Application**

Exterior Grant  Interior Grant  Loan

**1. Applicant**

Name: Roselio Medina  
Address: 185 Hays St.  
Work Phone: ( ) \_\_\_\_\_ Home Phone: (503) 982 5012  
E-mail: \_\_\_\_\_  
Legal Form: Sole Proprietorship  Partnership  Corporation  Non-Profit

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

Name: La Trapala  
Street Address: 185 Hays St.  
Tax Map/Lot Number: 051W 18AB02500

**3. Property Owner**

Name: Roselio Medina  
Address: 1270 Tomlin Ave  
Work Phone: ( ) \_\_\_\_\_ Home Phone: (503) 982 5012

Property Owner's Signature: [Signature]

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

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

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

**5. Exterior Grant Program - Give a brief description of the proposed exterior improvements and a description of how the project complies with the Woodburn Development Ordinance standards.**

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Loan amount: \$ \_\_\_\_\_  
Grant amount: \$ \_\_\_\_\_  
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.**

*Repipe lines that are currently under floor  
making room for a gas stove  
Repair leak*

Grant amount: \$ 1050  
Estimated cost of all improvements: \$ 2100.00  
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.

*M. Med!*  
\_\_\_\_\_  
**Applicant's Signature**

*2-14-14*  
\_\_\_\_\_  
**Date**

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

**Foster Plumbing Inc.**

Ph: 503-951-2050 Fax: 503-482-5310

**PROPOSAL AGREEMENT**

**DATE: 2/7/14**

**TO: Rogelio Medina  
Site: 430 N. 1st St. Woodburn Or.**

**The Undersigned proposes to furnish all materials and perform all labor necessary to complete the following.**

<b>Re-pipe lines that are currently under floor, except for incoming service line. (Cutting or patching concrete are not included)</b>	<b>\$1,900.00</b>
<b>Permit</b>	<b>\$200</b>
<b>Total</b>	<b>\$2,100.00</b>

All of the above work is to be completed in a substantial and workmanlike manner according to standard practices for the sum of Two Thousand One Hundred Dollars and no/100\*\* (\$2,100.00)  
Payments will be made within 30 days of date on invoices.

Any alteration or deviation from the above specifications involving extra cost of material or labor will be executed only upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

The Contractor agrees to carry Workers' Compensation and Public Liability Insurance, to pay all Old Age Benefit and Unemployment Compensation taxes under this contract as required by the United States Government and the State(s) in which this work is performed, and to pay all Sales Tax(es), if any, upon the materials furnished.

**CONTRACTOR: Foster Plumbing Inc.**

**BY:**

**DATE:**

NOTE: If the owner is a natural person and the proposed improvements are primarily for his personal, family or other household purposes, and if the contract price is payable in more than four (4) installments, and if it is a practice of the contractor to regularly extend consumer credit subject to a finance charge or which is payable in more than four (4) installments, the publisher suggests (instead of Form No. 937) the use of S-N Form No. 1213 and the companion Disclosure Form No. 1318; further, if pursuant to the Truth-in Lending Act the owner has the Right to Cancel, S-N Form No. 1213, or equivalent should be used; see also S-N Form No. 1325, Notice of Non-Cancellation.

**ACCEPTANCE**

**You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which the undersigned agrees to pay the amount stated in said proposal in accordance with the terms thereof.**

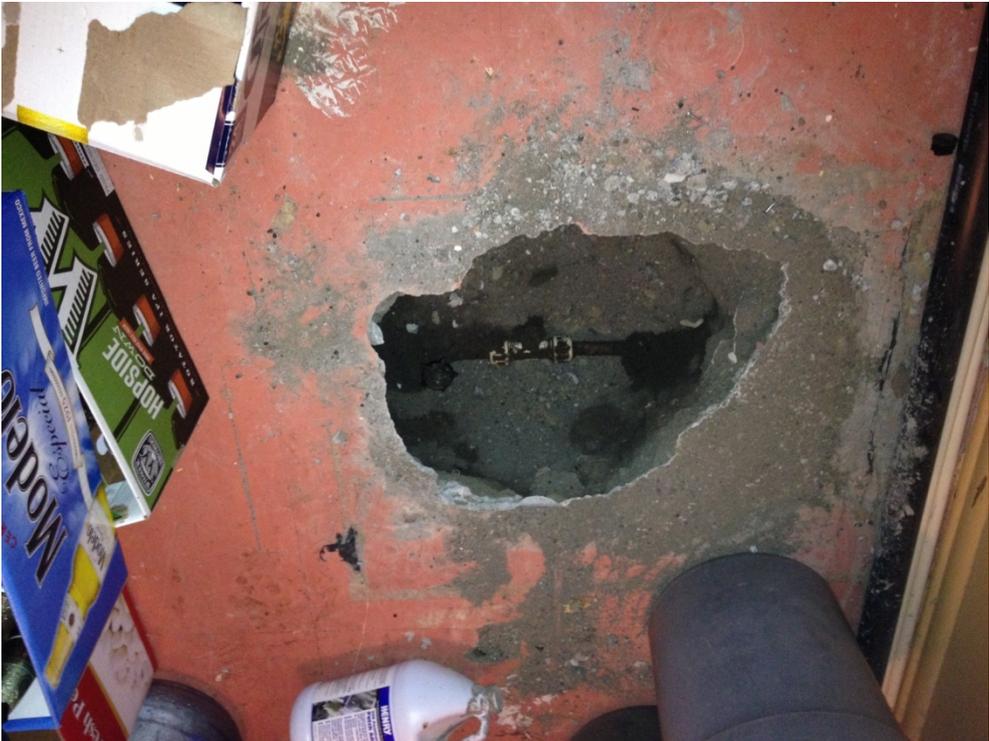
**DATED** \_\_\_\_\_ X \_\_\_\_\_

X \_\_\_\_\_

Images of property 185 W Hayes Street



Exterior facing First Street



Interior exposed pipe