

# URBAN RENEWAL AGENCY BOARD MEETING MINUTES

## January 14, 2013

HH:MM

0:00

**DATE:** COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN,  
COUNTY OF MARION, STATE OF OREGON, JANUARY 14, 2013.

**CONVENED:** The meeting convened at 6:47 p.m. with Mr. McCallum presiding.

### **ROLL CALL:**

Chair	Figley	Absent
Member	Cox	Present
Member	Lonergan	Present
Member	McCallum	Present
Member	Morris	Absent
Member	Raustein	Present
Member	Ellsworth	Present

**Staff Present:** City Administrator Derickson, City Attorney Shields, Economic & Community Development Director Hendryx, Public Works Director Brown, City Recorder Pierson.

### **CONSENT AGENDA**

A. Urban Renewal Agency minutes of October 22, 2012  
**Cox/Lonergan...** adopt the Consent Agenda. The motion passed unanimously.

**URBAN RENEWAL GRANT 2011-012 FLOMER FURNITURE – EXTERIOR GRANT EXTENSION (607 N FRONT STREET)** Economic & Community Development Director Hendryx provided a staff report. **Lonergan/Ellsworth...** approve a six (6) month extension of the Urban Renewal Exterior Grant 2011-12 application from Flomer Furniture for up to \$10,000. Motion passed unanimously.

### **ADJOURNMENT**

**Cox/Raustein...** 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*

January 28, 2013

TO: Downtown Advisory Renewal Sub-Committee

FROM: Jim Hendryx, Director of Economic & Development Services

SUBJECT: Urban Renewal Grant URG 2013-01 405 N First Street (Chay Properties LLC)

### **RECOMMENDATION:**

In agreement with the Downtown Urban Renewal Advisory Committee, it is recommended that the Woodburn Urban Renewal Agency Board approve the Urban Renewal Exterior Grant application from Chay Properties LLC, 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.

### **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:

- \_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
- \_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

Grant amount: \$10,000  
Estimated cost of all improvements: \$25,338  
Percentage of grant to total project costs: 39.46%

**Program Criteria:**

**Property Location & Ownership**

The property is located at 405 North First Street. The property has been recently acquired by Chay Properties LLC.

- 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:  
Pictures  
Grant application  
Bid submittal











# Woodburn Urban Renewal Agency Downtown Grant and Loan Program

## Application

Exterior Grant ☒ Interior Grant ☐ Loan ☒

### 1. Applicant

Name: CHAY Properties LLC  
Address: 1980 WILLAMETTE FALLS DR. #120-343, West Linn, OR. 97068  
Work Phone: (503) 358-7680 Home Phone: (503) 358-7680  
Legal Form: Sole Proprietorship ☐ Partnership ☒ Corporation ☐ Non-Profit ☐

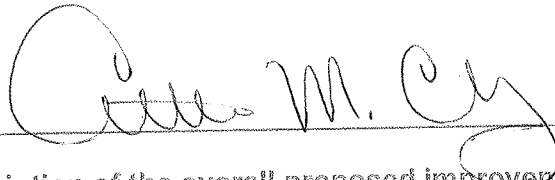
### 2. Building or Business to be rehabilitated

Name: \_\_\_\_\_  
Street Address: 405 N. FIRST STREET, Woodburn, OR. 97071  
Tax Map/Lot Number: 051W18BA00400

### 3. Property Owner

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

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.

See Attached

Loan amount:

\$ 25,000

Estimated total cost of improvements:

\$ 87,338

Percentage of loan to total project costs:

28.62%

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.

Complete New Roof

Loan amount:

\$ 25,000

Grant amount:

\$ 10,000

Total estimated cost of all work:

\$ 25,338

Percentage of grant to total project costs: 39.46 %

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

Will Submit AT LATER DATE WITH Bids.

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.

  
Applicant's Signature

1-13-13  
Date

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



# AAA ROOF SERVICE INC.

Contract: 10315-rev  
Date: 01/11/2013

Attn: J Chay  
Chay LLC  
1980 Willamette Falls Drive Ste 120-343  
West Linn, OR 97068

Job Address  
Tel Mb 503-756-9660  
405 N 1<sup>st</sup> Street  
Woodburn 97071 f57/14/280

## ROOF REPORT & RECOMMENDATIONS:

jchay@chayllc.com

The roof is worn out and due for a new roof.

Please read the following and call us with any questions. *We look forward to being of service to you.*

### To TEAR-OFF and REROOF the Roof with code TPO Specification:

*note: - please take down any valuable hanging wall items due to some vibration from the reroofing process.*

- . Remove the existing roofing.
- . Replace defective plywood with 1/2" CDX grade plywood at \$50 per sheet.
- . Renail sheathing as needed.
- . Recommend unused HVAC units be removed and new units installed with proper platforms and flashing pan by HVAC contractor.
- . Reuse the existing parapet cap metal and replace the missing sections.
- . Install TPO boots at the roof vents.
- . Install TPO pipe boot flashings.
- . Install 2 new 12" turbine vents with TPO flashing.
- . Install Atlas FR basesheet.
- . Apply Firestone white TPO 60 mil Thermoplastic Polyolefin membrane sheet fastened with seam plates & screws and with seams hot-air fused

- . We protect landscape, building, do a thorough clean-up and haul away all roofing debris.

Warranty: Ten Year TPO Workmanship and 20 Year TPO Material Warranty

Reroof Permit - approximately \$875 extra -there may also be a fee for a pre-job inspection

They require a roof core sample to test for asbestos - Woodburn has no seismic code requirement.

Any additional requirements or specification by the local building code will be at an extra cost.

We hereby propose to furnish the materials and perform the labor necessary for the completion of the work as specified above. All material is guaranteed to be as specified and the above work to be performed in accordance with any noted drawings and specifications and completed in a workman-like manner according to standard practices for the sum of .....

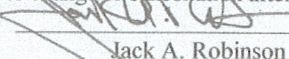
**\$24,463.00..... with Payment to be as follows: 30% down / 30% 1/2 completion / Balance on completion**

Any alterations from the above specifications involving extra costs will become an extra charge over and above the estimate.

All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire and other necessary insurance upon the above building. Worker Compensation and Liability insurance is in force for AAA ROOF SERVICE.

This proposal is subject to change or cancellation after 15 days.

Respectfully submitted

  
Jack A. Robinson

CCB # 78618

FAX # 503-642-1226

Jack's Mobil # 503-799-5328

### Acceptance

The above price, specification and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature ..... Date .....

18040 SW Alexander St. • Beaverton, OR 97006 • 503-642-5353 • CCB# 78618



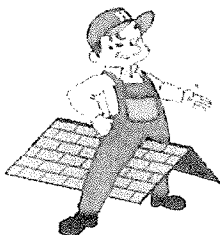
# Hoag Roofing

David W. Cook, Inc.

P. O. Box 756, Medford, OR 97501

Phone: (541) 779-7743

Fax: (541) 779-3022



## PROPOSAL

Proposal #

12-DC442

Date:

10/8/2012

SUBMITTED TO:	FOR WORK TO BE PERFORMED AT:
Fairway America Attn: Mike McNaughton 6650 SW Redwood Lane #290 Portland OR 97224	405 North 1st Street Woodburn, OR

### DESCRIPTION OF WORK TO BE COMPLETED

**[ ] Option #1:**

Clean and prepare roofing surface for recover.

Install 1/2" fanfold insulation board.

Install 50 mil PVC, mechanically attached single-ply membrane roofing system to manufacturer's specifications.

Flash penetrations as needed.

Clean up and haul away debris created by roofing work.

10 Year Workmanship Guarantee

15 Year Material Warranty

Price: \$20,079.00

**[ ] Option #2:**

Same as Option #1, but tear off existing roofing in lieu of recovering.

Price: \$24,197.00

If dry rot is found, it will be replaced at a rate of \$4.00 per square foot.

Proposal does not include removal of abandoned curbs.

*Thank you for calling Hoag Roofing.*

Please note that this proposal expires in ten days from the proposal date listed above.

Visa &amp; MasterCard accepted @ 3% surcharge.

Accepted by \_\_\_\_\_

Date \_\_\_\_\_

(Payment to be made upon completion of roofing job)

Oregon - 172649 California - 332101 Washington - 601698011 Nevada - 0073147

By signing and dating this estimate, you acknowledge you have read and accepted its terms and conditions including the following: All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any deviation from and/or addition to the specifications indicated within this estimate, including but not limited to any sheathing to be replaced and/or carpentry work required, may result in an extra charge over and above the estimate. Hoag Roofing cannot be responsible for dirt infiltration through roof or ceiling. We cannot be responsible for asbestos handling and/or removal necessitated by damage occurring during the performance of the herein described work (including but limited to the repair of asbestos "popcorn" ceilings). All agreements are contingent upon accidents or delays beyond Hoag Roofing's control. Owner is to carry fire and other necessary insurance. Our workers are fully covered by workers compensation insurance. All late payments are subject to a 24% APR (2% per month, calculated from the date of invoice). You may cancel this transaction, without penalty or obligation, within three business days after signing proposal. Any warranty given will not be activated until invoice is paid in full.

*Please sign, date and return to Hoag Roofing.*



P.O. Box 55097 O Portland, OR 97238

Phone: (503) 460-2767 O Fax: (503) 460-2768 O Toll Free: (866) 901-4155

[www.arrow-roofing.com](http://www.arrow-roofing.com)PROPOSAL

January 10, 2013

Attn: Ann Chay

Ph: 503-358-7680 Fx:


RE: 405 & 425 N. 1<sup>st</sup> St.  
Woodburn Or.

We appreciate the opportunity to provide you with our quote on your project. We hereby propose to furnish all materials and perform all labor necessary for the completion of the following:

ITEM	SCOPE OF WORK	PRICE \$
1.	Remove Existing Roofs, Inspect deck, and replace any bad decking at an additional cost of \$4.00 per sq.ft.	
2.	Mechanically attach a ¼ inch Dens Deck. This will give the new Roof System a Class A Fire Rating.	
3.	Mechanically attach a Firestone .060 Mil TPO membrane.	
4.	Install new Coving Metal and all necessary Flashings to complete new Roof system.	
5.	This Roof will then carry a Fifteen Year NDL Warranty.	
Note	Prior to Roofing, Owner will Remove all Abandoned HVAC units, Vents, Pipes, Copper Freon lines, Etc.	
	<b>TOTAL</b>	<b>\$46,790.00</b>

EXCLUSION (s): ► Front entry Canopies and rear shed Roofs.

If you have any questions, please feel free to contact me at (503) 460-2767 or on my cell at (503) 572-9562.

<b>405 N 1st St</b> <b>Woodburn</b>		Asking Price: <b>\$175,000</b> Approx Bldg. SqFt: <b>5000</b>	Status: <b>EXPIRED</b> MLS #: <b>655288</b>
<b>97071</b>		Property Use Type: <b>Any Use-All the Following,</b>	
<b><u>Location Information</u></b> Area: <b>90 MARION COUNTY</b> County: <b>Marion</b> Cross Street: <b>W. Hayes</b> Directions to Property: <b>From Newberg Hwy, South on Settlemier, East on W.Hayes, North on 1st (corner of W.Hayes and 1st St)</b> Click for Map or Assoc Docs: 		<b><u>General Information</u></b> Asking Price: <b>\$175,000</b> Price per SqFt: <b>\$35.00</b> Price per Acre: Original Price: <b>\$175,000</b> Tax Info: Tax Acct #: <b>See below</b> Tax Amount: Tax Years: <b>2011</b> Property Class: <b>Commercial</b> Property Type: <b>Retail</b> Property Name:	
<b><u>Financials</u></b> Expenses (A or P): Water/Sewer: Electric: Gas: Garbage: Maintenance: Janitor/Lawn: Mgmt Acct: Miscellaneous: Insurance: Propty Taxes:		Gross Sched Income (Ann.): Vacancy & Credit Loss: Adj. Gross Income: Total Expenses: Annual Debt Svc: Cash Flow B4 Taxes: Net Income: Cap Rate: Cash on Cash: <u>Loan Assumptions</u> Amortization: /Yrs Interest Rate: LTV:	
<b><u>Property Information</u></b> Approx Bldg SqFt: <b>5000</b> Source of SqFt Data: <b>County</b> Acres: Approx Lot Sqft: <b>5000</b> Appr Lot Dimensions: Frontage Ft: # Parking Spaces: Seller to do 1031: Inclusions: <b>Contact agent for list</b> Exclusions: Building Data: <b>405 N. 1st St, 5000 sq ft, Tax acct# R105925</b>		SUITABLE <b>Medical Office, Office Building,</b> FOR <b>Office-R&amp;D, Office-Warehouse</b> OFFICE SUITABLE <b>Community Center, Convenience</b> FOR SHOP <b>/Strip Center, Fashion/Specialty</b> CNTR <b>Center, Outlet Center</b> Sp. Assessments or Liens: <b>No</b> Year Built: <b>1946</b> Zoning: <b>DDC</b>	
<b><u>Features</u></b> CONFIDENTIALITY AGR REQ <b>No</b> FLOOD PLAIN <b>No</b> FOUNDATION <b>Slab</b>		OWNER MANAGED <b>Yes</b> OWNER OCCUPIED <b>Yes</b> SIGNAGE <b>No</b> TRAILER PARKING <b>No</b> WATER <b>City, Connected</b>	
		Virtual Tour: <b>Prime location on corner lot in Downtown Woodburn. Total of 5000 sq ft of usable space, ideally suited for retail, restaurant or grocery use. Great visibility in a rapidly evolving business district. City of Woodburn has special grant/loan programs for you to remodel! Best priced commercial building in the city. Buy this building together with the one next door (425) for a discount package. No personal property is included in the offering.</b> Private Remarks: <b>Commercial Repo. Please do not disturb tenant. They are aware it is for sale, and are open to remain as tenant. Please call/email/text Jose for availability. Send offers to fax: 503-391-0499 or email: joseg@tucasarealestate.com.</b>	
		<b><u>Listing / MLS Information</u></b> List Broker: <b>JOSE GONZALEZ</b> Phone: <b>Agent: (503) 851-6582</b> E-mail: <b>josegonzalez29@aim.com</b> List Office: <b>TU CASA CORPORATION</b> Office Ph: <b>Office: (503) 391-1181</b> Fax: <b>Fax: (503) 391-0499</b> Co-list: <b>ANTONIO TREJO - Direc: (503)</b> Owner: <b>"FairWay Fun V.LLC</b> Owner Ph: Occupant: <b>Chavitas Foods</b> Occupant Ph: Showing: <b>Appt Nec, Call L/Broker</b>	
		Agency Type: <b>Exclusive Right to Sell</b> Selling Office <b>2.7</b> Buyers Agent Coop: <b>Yes</b> Dual/Variable Commission <b>No</b> Differing Coop Offer: <b>No</b> Escrow At: <b>Lawyers</b> Possession: <b>COE</b> Seller Terms: <b>Cash, Conventional</b> Listing Date: <b>7/27/2012</b> DOM: <b>127</b> For Sale Sign: Lockbox: <b>No</b> Prop Address Internet Display: <b>Yes</b> Photo Instructions:	
		<b><u>Sold Information</u></b> Closing Date: SoldPrice: How Sold: Buyer: Sold by:	

To: The City of Woodburn Urban Renewal Agency

Ref: Loan Program. Description of the overall proposed improvements and how the loan funds will be used to improve the property.

Property address: 405 N. 1st Street, Woodburn, OR

We have recently purchased the property at 405 N. 1<sup>st</sup> Street, that has been neglected and the condition is dilapidated. Our plan is to redevelop and modernize this property to be occupied by high quality retail tenant(s) as part of the Woodburn downtown development program. Our potential tenant(s) will require the following renovations to this building:

1. Complete New Rood: \$25,338.00
2. New HVAC System: \$10,000.00
3. New Floors: \$5,000.00
4. New double pane windows: \$12,000.00
5. Upgrade and modernize the exterior of the building (using Woodburn architecture services): \$15,000.00
6. New Awnings: \$10,000.00
7. New restroom: \$5,000.00
8. New ceilings: \$5,000.00

Total Building Improvement: \$87,338.00

The pricing above is based on estimates. (The roof price is a firm bid).

We thank you for the opportunity to apply for the \$25,000.00 loan program. I am attaching information on Chay LLC background and qualifications as reference. If you have any questions, please let me know.

Ann Chay  
Chay Properties LLC  
(A subsidiary of Chay LLC)  
503-358-7680



## **Chay LLC Background and Qualification**

Chay LLC has been investing and developing in commercial and mixed-use properties in the greater area of Portland, Oregon, since 1993. It began as a family side-venture business while Mr. Joonees K. Chay was working as CEO and Mrs. Annette Sirianni Chay working as VP of Sales for high-tech companies.

Mr. & Mrs. Chay, together as Chay LLC, and its subsidiary Chay Properties LLC, for the past fifteen years, successfully acquired and redeveloped multitude of commercial and residential properties as follows:

- **Downtown Woodburn Development:**
  - 405 N. First Street: Began developing as a family restaurant/general market.
  - 425 N. First Street: Began developing as a retail center.
  - Pending offers on additional properties in downtown Woodburn.
- **Downtown Willamette, West Linn:**
  - We have acquired another retail commercial property in December 2010. This property has over 8,000+/- SF of commercial building on 16,000+/- SF lot, possibly split into two tax lots. We plan to develop two storied commercial building on the 10,000 SF lot in the future. This space is presently used as an indoor/outdoor retail garden center.
- **Beaverton Development:**
  - Old Downtown: In spring of 2006, we acquired a retail building in the heart of downtown Beaverton, Oregon, for redevelopment. The property has been successfully renovated and it is presently fully leased to a specialty gift shop.
  - Old Downtown: In 2007, we acquired another commercial property in the heart of downtown Beaverton, Oregon. When we first purchased the property, the building was in a dilapidated condition. We have worked with the tenants and have successfully renovated the building. Presently, it is one of the most beautiful properties in Beaverton today and occupied by a fine Italian gourmet restaurant. <http://decarlirerestaurant.com/>
  - Commercial Remodel: In December 2010, we have acquired a general commercial zoned property. It has 1,500+/- SF of house on 10,000+ SF lot.
- **Portland Development:**
  - Downtown SE Portland: Redevelopment of a 18,000+/- SF of Masonic Temple building, a landmark property in Hawthorne Blvd, Portland, from zero-occupancy to fully leased property, which was successfully developed and sold in November 2005.
  - In spring 2010, we acquired a 6000+ SF of office building in NE Portland, near the Portland International Airport. It is presently fully leased to a video production company.
  - In addition, the acquisition came with a separate vacant lot, where we can build a mixed-use property in the future.
- **Estate Development:**
  - Redevelopment of a 10,000+/- SF of manor on a 5 acre estate in the Stafford area (West Linn, Oregon).
  - Sherwood Farm Land Development: A 40 acre of vacant farmland development in Sherwood to include building 1/4 mile road along with power and water services for newly constructed 3000 SF farmhouse and a barn.

January 28, 2013

TO: Downtown Advisory Renewal Sub-Committee

FROM: Jim Hendryx, Director of Economic & Development Services

SUBJECT: Urban Renewal Grant URG 2013-02 445 N First Street (Chay Properties)

## **RECOMMENDATION:**

In agreement with the Downtown Urban Renewal Advisory Committee, it is recommended that the Woodburn Urban Renewal Agency Board approve the Urban Renewal Exterior Grant application from Chay Properties LLC, 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.

## **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:

- \_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
- \_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

Grant amount: \$10,000  
Estimated cost of all improvements: \$21,745  
Percentage of grant to total project costs: 45.98%

**Program Criteria:**

**Property Location & Ownership**

The property is located at 445 North First Street. The property has recently been acquired by Chay Properties LLC.

- 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

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- 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:

Pictures

Grant application

Bid submittal









Woodburn Urban Renewal Agency  
Downtown Grant and Loan Program

Application

Exterior Grant ☒ Interior Grant ☐ Loan ☒

1. Applicant

Name:

CHAY Properties LLC

Address: 1980 WILLAMETTE FALLS DR. #120-343, WEST LINN, OR. 97068

Work Phone: (503) 358-7680

Home Phone: (503) 358-7680

Legal Form: Sole Proprietorship ☐ Partnership ☒ Corporation ☐ Non-Profit ☐

2. Building or Business to be rehabilitated

Name:

Street Address: 425 N. FIRST STREET, WOODBURN, OR. 97071

Tax Map/Lot Number: 051W 18BA00300

3. Property Owner

Name

CHAY Properties LLC

Address: 1980 WILLAMETTE FALLS DR. #120-343, WEST LINN, OR. 97068

Work Phone: (503) 358-7680

Home Phone: (503) 358-7680

Property Owner's Signature:

Caitlin M. Chay

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

See Attached

Loan amount:

\$ 25,000

Estimated total cost of improvements:

\$ 83,745

Percentage of loan to total project costs:

29.85 %

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.

Complete New ROOF

Loan amount:

\$ 25,000

Grant amount:

\$ 10,000

Total estimated cost of all work:

\$ 21,745

Percentage of grant to total project costs: 45.98 %

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

Will Submit AT LATER DATE with Bids.

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.

  
Applicant's Signature

1-13-13  
Date

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



# AAA ROOF SERVICE INC.

Contract: 10314-rev  
Date: 01/11/2013

Attn: J Chay  
Chay LLC  
1980 Willamette Falls Drive Ste 120-343  
West Linn, OR 97068

Job Address  
Tel Mb 503-756-9660  
425 N 1<sup>st</sup> Street  
Woodburn 97071 f51//8/250

## ROOF REPORT & RECOMMENDATIONS:

jchay@chayllc.com.com

The roof is worn out and due for a new roof.

Please read the following and call us with any questions. *We look forward to being of service to you.*

**To TEAR-OFF and REROOF the Roof** with code TPO Specification:

*note: - please take down any valuable hanging wall items due to some vibration from the reroofing process.*

- . Remove the existing roofing.
- . Replace defective plywood with 1/2" CDX grade plywood at \$50 per sheet.
- . Renail sheathing as needed.
- . Recommend unused HVAC units be removed and new units installed with proper platforms and flashing pan by HVAC contractor.
- . Reuse the existing parapet cap metal and replace the missing sections.
- . Install TPO boots at the roof vents.
- . Install TPO pipe boot flashings.
- . Install Atlas FR basesheet.
- . Apply Firestone white TPO 60 mil Thermoplastic Polyolefin membrane sheet fastened with seam plates & screws and with seams hot-air fused
- . We protect landscape, building, do a thorough clean-up and haul away all roofing debris.

Warranty: Ten Year TPO Workmanship and 20Year TPO Material Warranty

Reroof Permit - approximately \$875 extra - there may also be a fee for a pre-job inspection

They require a roof core sample to test for asbestos - Woodburn has no seismic code requirement.

Any additional requirements or specification by the local building code will be at an extra cost.

We hereby propose to furnish the materials and perform the labor necessary for the completion of the work as specified above. All material is guaranteed to be as specified and the above work to be performed in accordance with any noted drawings and specifications and completed in a workman-like manner according to standard practices for the sum of .....

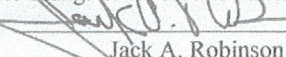
**\$20,870.00** ..... with Payment to be as follows: 30% down / 30% 1/2 completion / Balance on completion

Any alterations from the above specifications involving extra costs will become an extra charge over and above the estimate.

All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire and other necessary insurance upon the above building. Worker Compensation and Liability insurance is in force for AAA ROOF SERVICE.

This proposal is subject to change or cancellation after 15 days.

Respectfully submitted

  
Jack A. Robinson

CCB # 78618

FAX # 503-642-1226

Jack's Mobil # 503-799-5328

Acceptance

The above price, specification and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature ..... Date .....

18040 SW Alexander St. • Beaverton, OR 97006 • 503-642-5353 • CCB# 78618



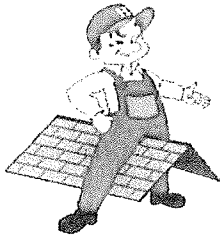
*Hoag Roofing*

David W. Cook, Inc.

P. O. Box 756, Medford, OR 97501

Phone: (541) 779-7743

Fax: (541) 779-3022

**PROPOSAL****Proposal #**

12-DC443

**Date:**

10/8/2012

SUBMITTED TO:	FOR WORK TO BE PERFORMED AT:
Fairway America Attn: Mike McNaughton 6650 SW Redwood Lane #290 Portland OR 97224	425 North 1st Street Woodburn, OR

**DESCRIPTION OF WORK TO BE COMPLETED**☐ Option #1:

Tear off Northwest corner of roofing.

Clean and prepare roofing surface for re-roofing at the Northwest corner and recovering the remaining roof.

Install 1/2" fanfold insulation board.

Install 50 mil PVC, mechanically attached single-ply membrane roofing system to manufacturer's specifications.

Flash penetrations as needed.

Clean up and haul away debris created by roofing work.

10 Year Workmanship Guarantee

15 Year Material Warranty

Price: \$18,188.00

☐ Option #2:

Same as Option #1, but tear off all existing roofing in lieu of Northwest corner only.

Price: \$20,967.00

If dry rot is found, it will be replaced at a rate of \$4.00 per square foot.

Proposal does not include removal of abandoned curbs.

*Thank you for calling Hoag Roofing.*

Please note that this proposal expires in ten days from the proposal date listed above.

Visa &amp; MasterCard accepted @ 3% surcharge.

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

(Payment to be made upon completion of roofing job)

Oregon - 172649 California - 332101 Washington - 601698011 Nevada - 0073147

By signing and dating this estimate, you acknowledge you have read and accepted its terms and conditions including the following: All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any deviation from and/or addition to the specifications indicated within this estimate, including but not limited to any sheathing to be replaced and/or carpentry work required, may result in an extra charge over and above the estimate. Hoag Roofing cannot be responsible for dirt infiltration through roof or ceiling. We cannot be responsible for asbestos handling and/or removal necessitated by damage occurring during the performance of the herein described work (including but limited to the repair of asbestos "popcorn" ceilings). All agreements are contingent upon accidents or delays beyond Hoag Roofing's control. Owner is to carry fire and other necessary insurance. Our workers are fully covered by workers compensation insurance. All late payments are subject to a 24% APR (2% per month, calculated from the date of invoice). You may cancel this transaction, without penalty or obligation, within three business days after signing proposal. Any warranty given will not be activated until invoice is paid in full.

*Please sign, date and return to Hoag Roofing.*



P.O. Box 55097 O Portland, OR 97238  
 Phone: (503) 460-2767 O Fax: (503) 460-2768 O Toll Free: (866) 901-4155  
[www.arrow-roofing.com](http://www.arrow-roofing.com)

## PROPOSAL

January 10, 2013

Attn: Ann Chay

Ph: 503-358-7680 Fx:

RE: 405 & 425 N. 1<sup>st</sup> St.  
 Woodburn Or.



We appreciate the opportunity to provide you with our quote on your project. We hereby propose to furnish all materials and perform all labor necessary for the completion of the following:

ITEM	SCOPE OF WORK	PRICE \$
1.	Remove Existing Roofs, Inspect deck, and replace any bad decking at an additional cost of \$4.00 per sq.ft.	
2.	Mechanically attach a ¼ inch Dens Deck. This will give the new Roof System a Class A Fire Rating.	
3.	Mechanically attach a Firestone .060 Mil TPO membrane.	
4.	Install new Coping Metal and all necessary Flashings to complete new Roof system.	
5.	This Roof will then carry a Fifteen Year NDL Warranty.	
Note	Prior to Roofing, Owner will Remove all Abandoned HVAC units, Vents, Pipes, Copper Freon lines, Etc.	
	<b>TOTAL</b>	<b>\$46,790.00</b>

EXCLUSION (s): ► Front entry Canopies and rear shed Roofs.

If you have any questions, please feel free to contact me at (503) 460-2767 or on my cell at (503) 572-9562.

LICENSES: OR CCB# 115153 O WA Lic# ARROWRS034KK O ID Lic# 16126-A-4

<b>425 N 1st St</b>		Asking Price: <b>\$155,000</b>	Status: <b>EXPIRED</b>	MLS #: <b>655289</b>
<b>Woodburn 97071</b>		Approx Bldg. SqFt: <b>4000</b>	Property Use Type: <b>Any Use-All the Following,</b>	
<b><u>Location Information</u></b> Area: <b>90 MARION COUNTY</b> County: <b>Marion</b> Cross Street: <b>W. Hayes</b> Directions to Property: <b>From Newberg Hwy, South on Settlemier, East on W.Hayes, North on 1st (corner of W.Hayes and 1st St)</b> Click for Map or Assoc Docs: 		<b><u>General Information</u></b> Asking Price: <b>\$155,000</b> Price per SqFt: <b>\$38.75</b> Price per Acre: Original Price: <b>\$155,000</b> Tax Info: Tax Acct #: <b>See below</b> Tax Amount: Tax Years: <b>2011</b> Property Class: <b>Commercial</b> Property Type: <b>Retail</b> Property Name:		
<b><u>Financials</u></b> Expenses (A or P): Water/Sewer: Electric: Gas: Garbage: Maintenance: Janitor/Lawn: Mgmt Acct: Miscellaneous: Insurance: Propty Taxes:		Gross Sched Income (Ann.): Vacancy & Credit Loss: Adj. Gross Income: Total Expenses: Annual Debt Svc: Cash Flow B4 Taxes: Net Income: Cap Rate: Cash on Cash: <u>Loan Assumptions</u> Amortization: /Yrs Interest Rate: LTV:		
<b><u>Property Information</u></b> Approx Bldg SqFt: <b>4000</b> Source of SqFt Data: <b>County</b> Acres: Approx Lot Sqft: <b>4000</b> Appr Lot Dimensions: Frontage Ft: # Parking Spaces: Seller to do 1031: Inclusions: <b>Contact agent for list</b> Exclusions: Building Data: <b>425 N. 1st St, 4000 sq ft, Tax acct# R105924</b>		SUITABLE <b>Medical Office, Office Building,</b> FOR <b>Office-R&amp;D, Office-Warehouse</b> OFFICE SUITABLE <b>Community Center, Convenience</b> FOR SHOP <b>/Strip Center, Fashion/Specialty</b> CNTR <b>Center, Outlet Center</b> Sp. Assessments or Liens: <b>No</b> Year Built: <b>1946</b> Zoning: <b>DDC</b>		
<b><u>Features</u></b> CONFIDENTIALITY AGR REQ <b>No</b> FLOOD PLAIN <b>No</b> FOUNDATION <b>Slab</b>		OWNER MANAGED <b>Yes</b> OWNER OCCUPIED <b>Yes</b> SIGNAGE <b>No</b> TRAILER PARKING <b>No</b> WATER <b>City, Connected</b>		<b><u>Listing / MLS Information</u></b> List Broker: <b>JOSE GONZALEZ</b> Phone: <b>Agent: (503) 851-6582</b> E-mail: <b>josegonzalez29@aim.com</b> List Office: <b>TU CASA CORPORATION</b> Office Ph: <b>Office: (503) 391-1181</b> Fax: <b>Fax: (503) 391-0499</b> Co-List: <b>ANTONIO TREJO - Direc: (503)</b> Owner: <b>"FairWay Fun V.LLC"</b> Owner Ph: Occupant: <b>Chavitas Foods</b> Occupant Ph: Showing: <b>Appt Nec, Call L/Broker</b> Agency Type: <b>Exclusive Right to Sell</b> Selling Office <b>2.7</b> Buyers Agent Coop: <b>Yes</b> Dual/Variable Commission <b>No</b> Differing Coop Offer: <b>No</b> Escrow At: <b>Lawyers</b> Possession: <b>COE</b> Seller Terms: <b>Cash, Conventional</b> Listing Date: <b>7/27/2012</b> DOM: <b>127</b> For Sale Sign: Lockbox: <b>No</b> Prop Address Internet Display: <b>Yes</b> Photo Instructions:
<b><u>Sold Information</u></b> Closing Date: SoldPrice: How Sold: Buyer: Sold by:				



To: The City of Woodburn Urban Renewal Agency

Ref: Loan Program. Description of the overall proposed improvements and how the loan funds will be used to improve the property.

Property address: 425 N. 1st Street, Woodburn, OR

We have recently purchased the property at 425 N. 1<sup>st</sup> Street, that has been neglected and the condition is dilapidated. Our plan is to redevelop and modernize this property to be occupied by high quality retail tenant(s) as part of the Woodburn downtown development program. Our potential tenant(s) will require the following renovations to this building:

1. Complete New Rood: \$21,745.00
2. New HVAC System: \$10,000.00
3. New Floors: \$5,000.00
4. New double pane windows: \$12,000.00
5. Upgrade and modernize the exterior of the building (using Woodburn architecture services): \$15,000.00
6. New Awnings: \$10,000.00
7. New restroom: \$5,000.00
8. New ceilings: \$5,000.00

Total Building Improvement: \$83,745.00

The pricing above is based on estimates. (The roof price is a firm bid).

We thank you for the opportunity to apply for the \$25,000.00 loan program. I am attaching information on Chay LLC background and qualifications as reference. If you have any questions, please let me know.

Ann Chay  
Chay Properties LLC  
(A subsidiary of Chay LLC)  
503-358-7680

## **Chay LLC Background and Qualification**

Chay LLC has been investing and developing in commercial and mixed-use properties in the greater area of Portland, Oregon, since 1993. It began as a family side-venture business while Mr. Joonees K. Chay was working as CEO and Mrs. Annette Sirianni Chay working as VP of Sales for high-tech companies.

Mr. & Mrs. Chay, together as Chay LLC, and its subsidiary Chay Properties LLC, for the past fifteen years, successfully acquired and redeveloped multitude of commercial and residential properties as follows:

- **Downtown Woodburn Development:**
  - 405 N. First Street: Began developing as a family restaurant/general market.
  - 425 N. First Street: Began developing as a retail center.
  - Pending offers on additional properties in downtown Woodburn.
- **Downtown Willamette, West Linn:**
  - We have acquired another retail commercial property in December 2010. This property has over 8,000+/- SF of commercial building on 16,000+/- SF lot, possibly split into two tax lots. We plan to develop two storied commercial building on the 10,000 SF lot in the future. This space is presently used as an indoor/outdoor retail garden center.
- **Beaverton Development:**
  - Old Downtown: In spring of 2006, we acquired a retail building in the heart of downtown Beaverton, Oregon, for redevelopment. The property has been successfully renovated and it is presently fully leased to a specialty gift shop.
  - Old Downtown: In 2007, we acquired another commercial property in the heart of downtown Beaverton, Oregon. When we first purchased the property, the building was in a dilapidated condition. We have worked with the tenants and have successfully renovated the building. Presently, it is one of the most beautiful properties in Beaverton today and occupied by a fine Italian gourmet restaurant. <http://decarlirerestaurant.com/>
  - Commercial Remodel: In December 2010, we have acquired a general commercial zoned property. It has 1,500+/- SF of house on 10,000+ SF lot.
- **Portland Development:**
  - Downtown SE Portland: Redevelopment of a 18,000+/- SF of Masonic Temple building, a landmark property in Hawthorne Blvd, Portland, from zero-occupancy to fully leased property, which was successfully developed and sold in November 2005.
  - In spring 2010, we acquired a 6000+ SF of office building in NE Portland, near the Portland International Airport. It is presently fully leased to a video production company.
  - In addition, the acquisition came with a separate vacant lot, where we can build a mixed-use property in the future.
- **Estate Developments:**
  - Redevelopment of a 10,000+/- SF of manor on a 5 acre estate in the Stafford area (West Linn, Oregon).
  - Sherwood Farm Land Development: A 40 acre of vacant farmland development in Sherwood to include building 1/4 mile road along with power and water services for newly constructed 3000 SF farmhouse and a barn.