

# CITY OF WOODBURN

## URBAN RENEWAL AGENCY

### AGENDA

ERIC SWENSON, CHAIR  
DEBBIE CABRALES, BOARD MEMBER WARD 1  
LISA ELLSWORTH, BOARD MEMBER WARD II  
ROBERT CARNEY, BOARD MEMBER WARD III  
SHARON SCHAUB, BOARD MEMBER WARD IV  
MARY BETH CORNWELL, BOARD MEMBER WARD V  
ERIC MORRIS, BOARD MEMBER WARD VI

OCTOBER 14, 2019 – 6:45 P.M.

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City Hall Council Chambers – 270 Montgomery Street

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

**A. Urban Renewal meeting minutes of August 12, 2019**

**1**

Recommended Action: Approve the minutes.

4. PRESENTATIONS

**None.**

5. PUBLIC HEARINGS

**None.**

6. GENERAL BUSINESS

**A. URG 2019-02: 247 N. Front Street (El Mercadito/Carmen Cruz)**

**2**

Recommendation Action: DARS is recommending to the Urban Renewal Agency approval of the commitment of funds for the Building Improvements Program Grant Application (Program) from El Mercadito/Carmen Cruz (Applicant) for \$50,000; 17% of the overall cost of construction of a 2,441 sq. ft., two-story addition on the existing building with an estimated cost of \$293,645 for the property located at 247 N. Front Street.

**B. URG 2019-03: 360-392-398 N. Pacific Highway (Whitney Kang/Tae Won Kang)**

**5**

Recommendation Action: DARS is recommending to the Urban Renewal Agency approval of the Building Improvements Program Grant Application (Program) Whitney Kang/Tae Won Kang (Applicant) for \$35,350 for roof repairs and exterior improvements at 360-392-398 N. Pacific Highway. The total cost of improvement is \$102,500 (\$38,900 exterior, \$63,600 roof).

7. PUBLIC COMMENT

## 8. ADJOURNMENT

### **COUNCIL GOALS 2019-2021**

#### **Thematic Goals**

1. *Create an inclusive environment where residents participate and are engaged in the community (that is vibrant, safe and active).*
2. *Promote an environment that encourages sustainable economic health maximizing our geographic, workforce, cultural and community assets.*

#### **Strategic Goals**

3. *Create an inclusive environment where Woodburn residents want to participate and are engaged in the community.*
4. *Develop innovative funding sources to help support the completion of capital improvement projects.*
5. *Grow and support strategic partnerships for economic health.*
6. *Explore the development of a non-profit consolidation facility.*
7. *Improve Communication and Coordination with School District on matters of mutual interest.*
8. *Completion of the First Street remodel.*
9. *Completion of Phase 1 & 2 of the Community Center Project including the formation of an ad hoc steering committee to review and recommend design.*
10. *Creation of the Dick Jennings Community Leadership Academy.*
11. *Develop a strategy to limit PERS liability.*
12. *Establishment of a Woodburn 20 year community-visioning plan.*

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES  
AUGUST 12, 2019**

**DATE** COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, AUGUST 12, 2019

**CONVENED** The meeting convened at 6:46 p.m. with Chair Swenson presiding.

**ROLL CALL**

Chair Swenson	Present
Member Schaub	Present
Member Cornwell	Present
Member Carney	Present
Member Morris	Present
Member Ellsworth	Present

**Staff Present:** City Administrator Derickson, City Attorney Shields, Building Official Cuno, Economic Development Director Johnk, Police Chief Ferraris, Community Development Director Kerr, Public Works Director Liljequist, Communications Coordinator Moore, City Recorder Pierson

**CONSENT AGENDA**

A. Urban Renewal Agency minutes of July 22, 2019

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

**PURCHASE OF ALLEYWAY PARCEL (TAX LOT 051W18BA09990)**

Economic Development Director Johnk provided a staff report. **Carney/Morris...**concur with the Woodburn City Council's prior authorization to purchase the parcel of real property designated as Tax Lot 051W18BA09990 from Marion County and authorize the City Administrator to execute all related documents.. The motion passed unanimously.

**ADJOURNMENT**

**Carney/Ellsworth...** adjourn the meeting. The meeting adjourned at 6:49 p.m.

APPROVED \_\_\_\_\_  
ERIC SWENSON, CHAIR

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



## Urban Renewal Agenda Item

October 14, 2019

TO: Urban Renewal Agency

FROM: Downtown Advisory Review Subcommittee (DARS)  
Jamie Johnk, Economic Development Director

SUBJECT: **URG 2019-02: 247 N. Front Street (El Mercadito/Carmen Cruz)**

### **RECOMMENDATION:**

DARS is recommending to the Urban Renewal Agency approval of the commitment of funds for the Building Improvements Program Grant Application (Program) from El Mercadito/Carmen Cruz (Applicant) for \$50,000; 17% of the overall cost of construction of a 2,441 sq. ft., two-story addition on the existing building with an estimated cost of \$293,645 for the property located at 247 N. Front Street.

### **BACKGROUND:**

The Applicant is proposing a new addition to their existing property at 247 N. Front Street. This 2,441 sq. ft. addition would provide expanded use of the retail storefront as well as to provide for ADA restrooms, a full commercial kitchen on the first floor and event space and storage on the second level. In order to complete this new construction, the Applicant has request loan assistance through the Mid-Willamette Valley Council of Governments (COG) and would like to provide the commitment of Woodburn's URA grant funds as capital funds towards the project.

### **PROPOSAL:**

Understanding that building permits must be obtained and contractor bid process completed, the Applicant is requesting consideration of providing a commitment for urban renewal funds for this project.

The overall cost of the new construction for the property located at 247 N. Front Street:

Building Improvements Program Grant	<u>\$ 50,000</u>
Estimated cost of all improvements	<u>\$293,645</u>
Percentage of grant	17%

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Agenda Item Review: City Administrator \_\_\_\_x\_\_\_\_ City Attorney \_\_\_\_x\_\_\_\_ Finance \_\_\_\_x\_\_\_\_

**FINANCIAL IMPACT:**

For FY 2019-20 the budget for the Urban Renewal Building Improvements Program was \$150,000. Sufficient funds remain in the budget to fund this grant request.

**PROGRAM CRITERIA:**

- *The property is located at 247 N. Front Street and within the Urban Renewal District.*
- *The proposal complies with the downtown architectural design standards and signage standards. Making improvements and upgrades to the building.*
- *The project encourages greater marketability of the Urban Renewal Grant and Loan District. Expansion of the building will provide marketability of the property for current and future tenancy.*
- *The proposal will complement the existing surrounding community. An expansion to the existing building will enhance the overall appeal of downtown Woodburn and provide economic opportunities to the tenants and to the property owner.*
- *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. These improvements are a requirement for the applicant to operate a restaurant in this building.*
- *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 Program is intended to encourage and assist business and property owners to invest in the Urban Renewal District. This Application reflects the intent of the program by making improvements/repairs to the property and maintaining the useful life of the building. In addition, a retail occupant in the building will add value to the business environment to downtown Woodburn.

**CONDITIONS OF APPROVAL:**

1. There is a 50% match requirement required for interior improvements through the 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 may be used for materials and services provided by licensed contractors.
3. 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.
4. Licensed contractors will complete all work.



## *Agenda Item*

October 14, 2019

TO: Urban Renewal Agency

FROM: Downtown Advisory Review Subcommittee (DARS)  
Jamie Johnk, Economic Development Director

SUBJECT: **URG 2019-03: 360-392-398 N. Pacific Highway (Whitney Kang/Tae Won Kang)**

### **RECOMMENDATION:**

DARS is recommending to the Urban Renewal Agency approval of the Building Improvements Program Grant Application (Program) Whitney Kang/Tae Won Kang (Applicant) for \$35,350 for roof repairs and exterior improvements at 360-392-398 N. Pacific Highway. The total cost of improvement is \$102,500 (\$38,900 exterior, \$63,600 roof).

### **BACKGROUND:**

The Applicant owns the property at 360-392-398 N. Pacific Highway which houses two businesses (Woodburn Market and Taco's Corona) within the Urban Renewal District. This N. Pacific highway property is in need of significant roof repairs and exterior improvements. The Applicant is proposing to complete an entire re-roof, install new gutters and downspouts, remove and replace the existing awnings, remove exterior dry rot, and prep and paint the storefronts. In order to complete the improvements, the Applicant has requested URA Building Improvement Grant Program funds to assist with the cost.

### **PROPOSAL:**

The Applicant has requested Program assistance to complete the required roof and exterior improvements to the building and has submitted the required documents to support the application. The Applicant reached out to a number of roofing companies and contractors and has received two roofing bids and one all-inclusive bid. Due to the limited time remaining in construction season, recommendation is made to consider the application with the bids submitted.

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Agenda Item Review: City Administrator \_\_\_\_x\_\_\_\_ City Attorney \_\_\_\_x\_\_\_\_ Finance \_\_\_\_x\_\_\_\_

The breakdown of the improvement costs for the property at 360-392-398 N. Pacific Highway:

Building Improvements Program Grant	<u>\$ 35,350</u>
• Exterior Improvements-\$38,900 \$19,450 (50%)	
• Roof Improvements - \$63,600 \$15,900 (25%)	
Estimated Total Cost of Improvements	<u>\$102,500</u>
Percentage of Grant	34.49%

**FINANCIAL IMPACT:**

For FY 2019-20 the budget for the Urban Renewal Building Improvements Program was \$150,000. Sufficient funds remain in the budget to fund this grant request.

**PROGRAM CRITERIA:**

- *The property is located at 360-392-398 N. Pacific Highway and within the Urban Renewal District.*
- *The proposal complies with the downtown architectural design standards and signage standards. Making exterior improvements and upgrades to the building.*
- *The project encourages greater marketability of the Urban Renewal Grant and Loan District. Repairs to the property will provide preserve the current and future use of the property.*
- *The proposal will complement the existing surrounding community. Making repairs to the property will enhance the appeal of Highway 99 and provide economic opportunities to business.*
- *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. Not applicable*
- *The project is in the public interest. The Urban Renewal Program specifically identifies the need to improve buildings within Woodburn's Urban Renewal Grant*

**SUMMARY AND CONCLUSION:**

The Program is intended to encourage and assist business and property owners to invest in the Urban Renewal District. This Application reflects the intent of the program by making repairs to the property and maintaining the useful life of the building and the value to the business environment to downtown Woodburn.

**CONDITIONS OF APPROVAL:**

1. There is a 50% match requirement for exterior improvements and 75% match requirement for roof projects through the 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 may be used for materials and services provided by licensed contractors.
3. 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.
4. Licensed contractors will complete all work.