

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
JUNE 13, 2022**

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JUNE 13, 2022

CONVENED The meeting convened at 6:55 p.m. with Chair Swenson presiding.

ROLL CALL

Chair Swenson	Present
Member Schaub	Present
Member Cornwell	Present
Member Carney	Present
Member Puente	Absent
Member Cabrales	Absent
Member Swanson	Present

Staff Present: City Administrator Derickson, Assistant City Attorney Granum, Assistant City Administrator Row, Police Chief Pilcher, Public Works Director Stultz, Community Services Director Cuomo, Finance Director Turley, Community Development Director Kerr, Senior Management Analyst Sherman, Public Affairs and Communications Coordinator Moore, City Recorder Pierson

CONSENT AGENDA

A. Urban Renewal Agency minutes of December 13, 2021

Carney/Cornwell... adopt the Consent Agenda. The motion passed unanimously.

FISCAL YEAR (FY) 2022-23 WOODBURN URBAN RENEWAL AGENCY BUDGET

ADOPTION Chair Swenson declared the hearing open at 6:57 p.m. for the purpose of hearing public input on the Agency's Budget for Fiscal Year (FY) 2022-2023. City Administrator Derickson provided a staff report. No members of the public wished to speak in either support or opposition of the budget. Chair Swenson declared the hearing closed at 6:58 p.m.

A RESOLUTION ADOPTING THE CITY OF WOODBURN URBAN RENEWAL BUDGET FOR THE FISCAL YEAR (FY) 2022-23; MAKING BUDGET APPROPRIATIONS; AND IMPOSING THE TAXES

City Administrator Derickson provided a staff report. **Carney/Swanson...** approve the resolution adopting the budget and capital improvement plan, making appropriations, and imposing taxes for FY 2022-23. The motion passed unanimously.

ADJOURNMENT

Schaub/Cornwell... adjourn the meeting. The meeting adjourned at 6:59 p.m.

APPROVED _____
ERIC SWENSON, CHAIR

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



Agenda Item

October 19, 2022

TO: Urban Renewal Agency

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

SUBJECT: **URG #2022.01 – 479 N. FRONT STREET | CENTRO PLAZA**

RECOMMENDATION:

Approve the Building Improvements Program Grant Application (Program) from Carlos Trujillo and Araceli Estevez (Applicants) for \$11,615; 50% of the overall cost of repair the exterior wall adjacent to the Bungalow Theater located at 479 N. Front Street.

BACKGROUND:

The upper south wall on the building located at 479 N. Front Street has deteriorated with failing mortar and missing bricks as well as holes in the wall. The wall is adjacent to another property and, due to the poor condition of the wall, leaking has occurred and resulted in significant damage to Centro Plaza and the adjacent property and must be immediately resolved.

PROPOSAL:

The scope of the project is to repair the damaged south wall, replace missing brick and fill in holes. After repairs are made, metal flashing will be added in order to direct the rain away from the adjacent wall. Due to the emergency nature and immediate timing of the repairs, the property owner was only able to receive a single bid in the amount of \$23,230. DARS has approved the single bid due to the timing of the repairs.

The overall cost of the project for Centro Plaza located at 479 N. Front Street:

Building Improvements Program Grant	<u>\$ 11,615</u>
Estimated cost of all improvements	\$ 23,230
Percentage of grant	50%

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

FINANCIAL IMPACT:

For FY 2022-23 the budget for the Urban Renewal Building Improvements Program was \$175,000. Sufficient funds remain in the budget to fund this grant request.

PROGRAM CRITERIA:

- The property is located at *479 N. Front Street* and within the Urban Renewal District.
- The proposal complies with the downtown architectural design standards and signage standards.
- The project encourages greater marketability of the Urban Renewal District.
- The proposal will complement the existing and surrounding community.
- The project design works toward restoring the building as closely to its original design as possible.
- That building interiors are improved with a focus on addressing code- related improvements.
- The project is in the public interest. *These improvements are critical to the preservation of the Centro Plaza building as well as the adjacent property, which houses the newly remodeled Bungalow Theatre. The Urban Renewal Program specifically identifies this scope of work as eligible improvements within Woodburn's Urban Renewal 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 to the property and maintaining the useful life of the building, as well as the adjacent property.

CONDITIONS OF APPROVAL:

1. Based on the bids submitted, there is a match requirement required (up to 50%) for exterior 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 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.



Project #: URG-2022.01

City of Woodburn

Building Improvements Program

APPLICATION ☐ Exterior Grant ☐ Interior Grant ☐ Design Services

APPLICANT INFORMATION

Name:
Phone:
Tax ID number:

FOR OFFICE USE ONLY

Application Date:
Approval Date:
Amount Awarded:

PROPERTY OWNER INFORMATION

Property Address:			
Name:		Phone/Email:	
Address:	City:	St:	Zip:
Owner's Signature:		Date:	

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:		Business Owner's Name:	
Address:		Phone:	
City:	State:	Zip:	
Type of Business:		Upper Floor Use:	

PROPOSED IMPROVEMENTS

Improvements Type: <input type="checkbox"/> Interior Improvements <input type="checkbox"/> Exterior Improvements <input type="checkbox"/> Other
Description:
Estimated Cost of Improvements: \$

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. The Applicant represents to the City that this Agreement has been duly authorized by all necessary action on the part of the Applicant and no other corporate or other action on the part of the Applicant is legally required. If the Applicant is not the owner of the property to be rehabilitated, the Applicant certifies that it has the legal authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this legal authority must be attached.

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

Carlos Trujillo

Applicant's Signature

Date

ACKNOWLEDGMENT BY PROPERTY OWNER (if different than Applicant)

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

Carlos Trujillo

Property Owner's Signature

Date

October 5th
2021

NATALYS CONSTRUCTION LLC.

BID FOR CONSTRUCTION SERVICES

TO: Carlos Trujillo - Centro Building
479 N Front Street, Woodburn OR

This bid is for the following scope of work:

- ✓ Cut grout and place a metal flashing sealed in order to protect the roof and theater side
- ✓ Cut and remove all tar material that is flaky or not in good working conditions to protect from water
- ✓ Reseal and caulk all that needs to be seal to make a water tight barrier
- ✓ Scratch off all loose material to building
- ✓ Add mortar to wall from side to side
- ✓ Seal all of wall of mortar with a water tight protective paint to seal from any humidity or water penetrating through

The Total for this project is (\$23,230) Twenty Three Thousand Two Hundred Thirty Dollars

Thank you for the opportunity to do business.

Gerardo Ramos

Owner & Authorized Representative

14694 Woodburn Monitor Rd. | Woodburn OR 97071

PHONE: (971)216-1289

E-MAIL: geramhdz@yahoo.com









