

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
JULY 24, 2023**

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JULY 24, 2023

CONVENED The meeting convened at 6:47 p.m. with Chair Lonergan presiding.

ROLL CALL

Chair Lonergan	Present
Member Schaub	Present
Member Cornwell	Present
Member Carney	Present
Member Morris	Present
Member Cabrales	Absent

Staff Present: City Administrator Derickson, City Attorney Shields, Assistant City Administrator Row, Assistant City Attorney Granum, Public Works Director Stultz, Community Services Director Cuomo, Community Development Director Kerr, Special Projects Director Wakely, Finance Director Turley, Public Affairs and Communications Coordinator Moore, City Recorder Pierson

CONSENT AGENDA

A. Urban Renewal Agency minutes of June 12, 2023

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

URG #2022.04– 523 N. FRONT STREET | LUIS’S TAQUERIA

Economic Development Director Johnk provided a staff report. **Carney/Morris...** approve the Building Improvements Program Grant Application (Program) from Luis’s Taqueria in the amount of \$34,877.50; 50% of the overall cost for the repair and installation of a new roof (\$69,755) for the property located at 523 N. Front Street. The motion passed unanimously.

ADJOURNMENT

Morris/Schaub... adjourn the meeting. The meeting adjourned at 6:54 p.m.

APPROVED _____
FRANK LONERGAN, CHAIR

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



Urban Renewal Agenda Item

August 28, 2023

TO: Urban Renewal Agency

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

RE: **URG #2023.05: 360-398 Highway 99 (Woodburn Market)**

RECOMMENDATION:

Approve the Building Improvements Program Grant Application (Program) from Abraham Lee/Woodburn Market (Applicant) in the amount of **\$10,484**; 50% of the overall cost for replacing the awnings (\$20,968) on the property located at 360-398 Highway 99.

BACKGROUND:

The building owner is requesting assistance to enhance the façade with the installation of a new awning . The building currently houses three businesses (Woodburn Market, a church and Taco Corona restaurant). The previous awning was removed due to its dilapidated condition and the building was recently painted.

PROPOSAL:

The Applicant has provided the required estimates for this project and would like to accept the lowest bid from Waagmeester Canvas Products to complete the work.

The overall cost of the project bid by the selected contractor includes 3 awnings, lighting, engineering, and permit fees.

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
• Awnings	\$20,968	\$10,484 (50%)	\$10,484 (50%)

FINANCIAL IMPACT:

The FY 2023-24 Urban Renewal Building Improvement Program has sufficient funds to approve this \$10,484 grant request.

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



DARS Agenda Item

To: Downtown Advisory Review Subcommittee (DARS)
 From: Maricela Guerrero, Economic Development Project Manager
 Re: **URG #2023.05: 360-398 Highway 99 (Woodburn Market)**

Recommendation:

Staff is requesting Downtown Advisory Renewal Subcommittee (DARS) consideration of approval for the Building Improvements Program Grant Application (Program) from Abraham Lee/Woodburn Market (Applicant) in the amount of **\$10,484**; 50% of the overall cost for replacing the awnings (\$20,968) on the property located at 360-398 Highway 99.

Background:

The building owner is requesting assistance to enhance the façade of the building which houses three businesses (Woodburn Market, a church and a restaurant) by installing an awning. The previous awning was removed due to its dilapidated condition and the building was recently painted.

The Applicant received three bids to complete the scope of work required on this project:

Bid	Amount
Waagmeester	\$ 20,968
Pike Awning	\$ 29,800
Rose City Awning	\$25,552

Proposal:

The Applicant has provided three estimates and would like to accept the lowest bid from Waagmeester Canvas Products to complete the work.

The overall cost of the project bid by the selected contractor includes 3 awnings, lighting, engineering, and permit fees.

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
• Awnings	\$20,968	\$10,484 (50%)	\$10,484 (50%)

Staff proposes that DARS make a recommendation to the Urban Renewal Agency to approve this application as submitted.

Program Criteria:

- The property is located at 360-398 Highway 99, within the Urban Renewal District.
- The proposal complies with the downtown architectural design standards and signage standards. Plans will be submitted and reviewed by the City Planning Department.
- The project encourages greater marketability of the Urban Renewal District. Increased dining space in this popular restaurant will bring more patrons to downtown.
- The proposal will complement the existing and surrounding community. The exterior expansion design will be complimentary to the existing building as well as the surrounding buildings.
- 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. The Urban Renewal Program specifically identifies roof repair/replacement as an eligible improvement 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.

Conditions of Approval:

1. 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.

Attachments:

- Building Improvements Application



City of Woodburn

Building Improvements Program

APPLICATION Exterior Grant Interior Grant Design Services

APPLICANT INFORMATION

FOR OFFICE USE ONLY

Name: Abraham Lee
Phone: (503) 975-8181
Tax ID number:

Application Date: July 5, 2023
Approval Date:
Amount Awarded:

PROPERTY OWNER INFORMATION

Property Address: 398, 392, 360 N. Pacific HWY, Woodburn, OR 97011
Name: Tae Won Kang Phone/Email: (503) 961-4102
Address: 2433 Olive Branch DR. City: Lewisville St: TX Zip: 75056
Owner's Signature: Date:

BUSINESS AND / OR PROJECT INFORMATION

Name of Business: Woodburn Market Business Owner's Name: Balka S Basi
Address: 398, 392, 360 N. Pacific HWY Phone:
City: Woodburn State: OR Zip: 97011
Type of Business: market / grocery Upper Floor Use: N/A

PROPOSED IMPROVEMENTS

Improvements Type: <input type="checkbox"/> Interior Improvements <input type="checkbox"/> Exterior Improvements <input type="checkbox"/> Other
Description: Remove Awning and paint \$ 9,500.
Replace awning on building
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.



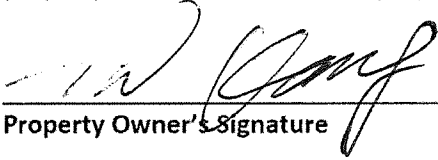
Applicant's Signature

8/17/2023

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.



Property Owner's Signature

Date

AWNINGS

Residential: "A Specialty"
Commercial: "An Art Form"



SMALL JOB SENSITIVE
LARGE JOB CAPABLE

SINCE 1945
9775 S.W. Commerce Circle Suite C6
Wilsonville, OR 97070
(503) 288-6591 • FAX (503) 280-1792

PROPOSAL SUBMITTED TO Abraham		WORK PHONE 503-975-8181	Fax
STREET 12649 S.W. Prince Edward Court Unit A		JOB NAME	Job Phone
CITY Portland	STATE OR	ZIP 97224	JOB LOCATION 392 N Pacific Hwy Woodburn OR 97071
CONTACT	DATE 07/28/23	CCB # 74307	E-Mail abe4440191@gmail.com

We hereby submit specifications and estimates for:

Aluminum Welded Awning (shape will be triangular in side profile)

360	1 @ 20' 6" wide by 5' high and 4' projection	\$3,239.00
392	1 @ 20' 6" wide by 5' high and 4' projection	\$3,239.00
398	1 @ 18' wide, 5' high & 4' projection +7' w, 2" h & 4' p + 16' 6' w, 5' h & 4' p (total of 42' 6" wide)	\$6,390.00

Pending Final Quotes and Layout Electrical and Lighting hook to be **\$3,500 Estimated**

Cost does not include, graphics, building alteration, design review, sign removal or crane rental

Cost may change once engineering study is completed

Frame Color: Mill Finish
Fabric Color: To Be Decided
Fabric Type: Vinyl
Binding Color: Best Match

Engineering **\$1,500.00**
Permits **\$900.00 Estimated**

PLEASE NOTE THERE IS A 3% PROCESSING FEE ON ALL CREDIT CARD PAYMENTS. THERE IS NO FEE FOR DEBIT CARD PAYMENTS.

PROPOSAL INCLUDES MATERIALS AND LABOR AS REQUIRED IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS

PAYMENT TO BE MADE AS FOLLOWS: 50% Down, Remainder Due Upon Completion

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 the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Our workers are fully covered by Workman's Compensation Insurance.

Note: This proposal may be withdrawn by us if not accepted within 15 days.

AUTHORIZED SIGNATURE

MATERIALS TOTAL	\$16,368.00
Installation	\$2,200.00
Permits & Engineering	\$2,400.00 Estimated
GRAND TOTAL \$	\$20,968.00
LESS DEPOSIT -	_____
Method of payment	_____
BALANCE DUE \$	_____

accepted by _____
date _____



Urban Renewal Agenda Item

August 28, 2023

TO: Urban Renewal Agency

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

RE: **URG #2023.06: 573 N. Front St (Santa Ana’s Mexican Food Building)**

RECOMMENDATION:

Approve the Building Improvements Program Grant Application (Program) from Jesus J. Cuevas (Applicant) in the amount of **\$33,744**; total project cost \$72,525.

The total project cost of \$72,525 is comprised of eligible interior improvements of \$2,519, 25% of the total cost of \$10,075 and eligible exterior improvement of \$31,225, 50% of the total cost of \$62,450. This funding request is for the property located at 573 N. Front St.

BACKGROUND:

The building owner is requesting assistance with interior improvements for the installation of an air conditioning unit in the restaurant, Santa Ana’s Mexican Food, as well as exterior improvements to include replacing the building’s roof and, as a result of the leaking roof, repair of the exterior wall on the building. This building houses a working restaurant, and the current heat wave has made installation of air conditioning critical for the employees and customers. The business owner has stated people will not stay to dine due to temperature inside the restaurant. The current roof is leaking and has caused interior damage to the building as well as the exterior wall shared with the adjacent property owner. Roof and wall repairs are imperative in order to prevent further damage to the building and the integrity of the building.

PROPOSAL:

The Applicant reached out to a number of contractors and has provided estimates for the required work, however due to the lack of availability or response from contractors was only able to get a limited number of bids. DARS approved the application with limited bids and recommends to the Urban Renewal Agency to approve the application with the bids received.

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
• Roof Replacement	\$37,500	\$18,750 (50%)	\$18,750 (50%)
• Exterior wall repair	\$24,950	\$12,475 (50%)	\$12,475 (50%)
• Air conditioning	\$10,075	\$ 2,519 (25%)	\$ 7,556 (75%)

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

FINANCIAL IMPACT:

The FY 2023-24 Urban Renewal Building Improvement Program has sufficient funds to approve this \$33,744 grant request.



DARS Agenda Item

To: Downtown Advisory Review Subcommittee (DARS)
From: Maricela Guerrero, Economic Development Project Manager
Re: **URG #2023.06: 573 N. Front St (Santa Ana’s Mexican Food Building)**

Recommendation:

Staff is requesting Downtown Advisory Renewal Subcommittee (DARS) consideration of approval for the Building Improvements Program Grant Application (Program) from Jesus J. Cuevas (Applicant) in the amount of **\$33,744** (\$2,519 (25%) of the total cost for installation of air conditioning -\$10,075 and \$31,225 (50%) of the roof and exterior wall repair and replacement-\$62,430) on the property located at 573 N. Front St.

Background:

The building owner is requesting assistance for the installation of air conditioning in the restaurant space located on the first floor, roof replacement, and repair of exterior wall of their downtown building. This building is a working restaurant, and the current heat wave has made installation of air conditioning critical for the employees and customers. The business owner has stated people will not stay to dine due to inside temperatures. The current roof is leaking and has caused interior damage to the building as well as the exterior wall shared with the adjacent property owner. Roof and wall repairs are imperative in order to prevent further damage to the building and the integrity of the building.

Due to the lack of availability of contractors and the need to get this project underway as soon as possible, the bids provided herein are the only bids received. The property owner did, however, reach out to multiple contractors and yet only received a single bid for each scope of the required work.

Bid	Amount
1. Nataly’s Construction (exterior wall)	\$24,950
2. MJ’s Roofing & Construction LLC (roof)	\$ 37,500
3. HVAC Ministries (air conditioning)	\$ 10,075

Proposal:

The Applicant has provided estimates for each scope of work required and would like to accept those bids received. Staff proposes that DARS make a recommendation to the Urban Renewal Agency to approve submitted application with the below funding distribution.

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
• Roof Replacement	\$37,500	\$18,750 (50%)	\$18,750 (50%)
• Exterior wall repair	\$24,950	\$12,475 (50%)	\$12,475 (50%)
• Air conditioning	\$10,075	\$2518.75 (25%)	\$7556.25 (25%)

Program Criteria:

- The property is located at 573 N. Front St. and within the Urban Renewal District.
- The proposal complies with the downtown architectural design standards and signage standards. Plans will be submitted and reviewed by the City Planning Department.
- The project encourages greater marketability of the Urban Renewal District. Increased dining space in this popular restaurant will bring more patrons to downtown.
- The proposal will complement the existing and surrounding community. The exterior expansion design will be complimentary to the existing building as well as the surrounding buildings.
- 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. The Urban Renewal Program specifically identifies signage as an eligible improvement 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.

Conditions of Approval:

1. 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.

Attachments:

- Building Improvements Application



City of Woodburn

Building Improvements Program

APPLICATION [X] Exterior Grant [X] Interior Grant [] Design Services

APPLICANT INFORMATION

FOR OFFICE USE ONLY

Name: Jesus J. Cuevas
Phone: (408) 718-4299
Tax ID number:

Application Date:
Approval Date:
Amount Awarded:

PROPERTY OWNER INFORMATION

Property Address: 573 N. Front St.
Name: Jesus J. Cuevas
Address: 543 Bonanza Dr.
Owner's Signature: Jose Cuevas
Date: 8.04.23

BUSINESS AND FOR PROJECT INFORMATION

Name of Business: Santa Ana Mex Food
Address: 573 N. Front St.
City: Woodburn State: OR
Type of Business: Restaurant

PROPOSED IMPROVEMENTS

Improvements Type: [X] Interior Improvements [X] Exterior Improvements [] Other
Description:
- Roof to be newly installed
- Exterior side wall on BLDG Repair
- HVAC Needed, - mini split units to be installed.
Roof will be installed separately (2 phases)
Estimated Cost of Improvements: \$ 65,000 - 75,000 -

1 phase = Roof Install
2 phase = Wall Repair

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.

Jesse Owens
Applicant's Signature

8.4.23
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.

Jesse Owens
Property Owner's Signature

8.4.23
Date



HVAC Ministries

CITY CERTIFIED BACKFLOW
TACOS
573 N Front St
Woodburn, OR 97071

(503) 989-4559
citycertifiedbackflow@gmail.com

ESTIMATE	#590
ESTIMATE DATE	Jul 20, 2023
TOTAL	\$10,075.00

CONTACT US

4235 Hawthorne Ave NE
Salem, OR 97301

(503) 851-5496
divineairandhome@gmail.com

ESTIMATE

Services	qty	unit price	amount
bosch outdoor unit 3-ton	1.0	\$7,500.00	\$7,500.00
BOSCH INDOOR 24kk indoor Ductless Mini-Split Systems 24K, Indoor Universal Wall Mounted Unit, Single and Multi-Zone, 208/230V, R410A Style: Wall; BtuH Cooling: 24000; BtuH Heating: 25000; Volts: 208/230; Sound Pressure Cooling dBA: 46; Sound Pressure Heating dBA: 46; Liquid Conn.: 3/8"; Suction Fitting: 5/8"; Width: 10-11/12"; Height: 14-7/12"; Depth: 46-4/5"; Wt. Lbs.: 49; Wifi Enabled: N; Color: White; Nom. Capacity: 24,000;	1.0	\$1,789.00	\$1,789.00
BOSCH INDOOR 12kk indoor Ductless Mini-Split Systems 12K, Indoor Universal Wall Mounted Unit, Single and Multi-Zone, 208/230V, R410A Style: Wall; BtuH Cooling: 12000; BtuH Heating: 12000; Volts: 208/230; Sound Pressure Cooling dBA: 36; Sound Pressure Heating dBA: 36; Liquid Conn.: 1/4"; Suction Fitting: 1/2"; Width: 9-1/12"; Height: 11-3/4"; Depth: 33-4/10"; Wt. Lbs.: 26; Wifi Enabled: N; Color: White; Nom. Capacity: 12,000;	1.0	\$1,200.00	\$1,200.00
copper 3/8 1/2	1.0	\$599.00	\$599.00
copper 1/4 5/8	1.0	\$987.00	\$987.00
below 500 microns pressure testing bring system down to the correct microns			
10 years parts warranty			
3 year labor warranty This will be included for all new hvac installations			

3 manitenance

service for eletrical
heatpump, airhandler, Ac unit, gas furnace,

this will be charged upon completion of hvac work

Services subtotal: \$12,075.00

Subtotal	\$12,075.00
----------	-------------

rebate	- \$2,000.00
--------	--------------

Tax (credit card 4%)	\$0.00
----------------------	--------

Total	\$10,075.00
--------------	--------------------

HALF-DOWN AND REST UPON COMPLETION OF WORK OF ALL EQUIPMENT NOT MATHIEALS



MJ'S Roofing & Construction LLC

"When Quality & Experience Matter"

Licensed, Insured, Bonded CCB# 233401

PH: 971-977-2152

Estimate

Client: Nereida & Jesus 573 N Front St. Woodburn Oregon 97071	Date: July 24, 2023
	Estimate: 23-406
	Estimate Valid until: August 24, 2023
	Prepared by: Jenny Ojeda

Upon accepting estimate we will provide you with a contract and state required documents to sign if required.

Description	
Tear off existing torch roof, install 19 sq of 60 mil membrane roof, install 2 inch insulation, dense deck, encapsulate roof walls, replace pipes, replace gutter and fascia board, replace 10 damaged ply-wood.	
Material:60 mil white Tpo membrane, super flex tpo, roof bonding adhesive, vapor barrier, 2 in insulation, tpo drip edge, termination bar, water block, round metal plate,	
round barbed metal membrane, membrane cleaner, dense deck, screws.	
Total:	\$37,500.00

Estimate accepted by: _____ Date: _____

If estimate accepted we will need 50% down and the remainder 50% at close of project.
Debris from work done will be cleaned up and removed.

Emailed: neddycuevas@icloud.com

THANK YOU FOR YOUR BUSINESS!

July 21st 2023

NATALYS CONSTRUCTION LLC.

City of Woodburn

Nereida Santana Restaurant

City Of Woodburn Bid #:1029

This Bid is for the following project Cement Wall Santana Restaurant.

This will include:

- Remove the Stucco, replace damaged plywood and the 2x6 that's damaged as well
- Install new plywood and stucco and seal it
- The Price for this project including labor and materials will be (\$24,950) Twenty four thousand nine hundred fifty.

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