

URBAN RENEWAL AGENCY BOARD MEETING MINUTES

JANUARY 22, 2024

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JANUARY 22, 2024

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 – via video conferencing
Member Cabrales	Present
Member Wilk	Present

Staff Present: City Administrator Derickson, City Attorney Granum, Assistant City Administrator Row, Police Chief Pilcher, Economic Development Director Johnk, Community Services Director Cuomo, Finance Director Turley, Community Development Director Kerr, Public Works Director Stultz, Special Projects Director Wakeley, Public Affairs and Communications Coordinator Moore, City Recorder Pierson,

CONSENT AGENDA

A. Urban Renewal Agency minutes of December 11, 2023

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

WOODBURN PUBLIC ARTS AND MURALS COMMITTEE INTERGOVERNMENTAL AGREEMENT FOR URA-FUNDED PUBLIC ART INSTALLATION PROJECT

Economic Development Director Johnk provided a staff report. Fire Chief Budge provided some information on the water feature and how it will enhance the community room at the station. **Carney/Schaub...** authorize \$60,000 in public art and mural funding for an art sculpture installation project at the Fire District Property located at 1776 Newberg Highway, Woodburn, and authorize the City Administrator to enter into an Intergovernmental Agreement with the District to that effect. The motion passed unanimously.

CITY OF WOODBURN PUBLIC ARTS AND MURAL COMMITTEE SERVICES AGREEMENT

Economic Development Director Johnk provided a staff report. **Carney/Cornwell...** that the Woodburn Urban Renewal Agency, acting in its capacity as the Local Contract Review Board, authorize the City Administrator to enter into a Service Agreement with Monica Milligan (Contractor) for installation of a mural on the city owned building located at 190 Garfield St. and in a sum not to exceed \$18,000. The motion passed unanimously.

ADJOURNMENT

Carney/Cabrales... move to adjourn. The motion passed unanimously.

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
JANUARY 22, 2024**

APPROVED _____

FRANK LONERGAN, CHAIR

ATTEST _____

Heather Pierson, City Recorder
City of Woodburn, Oregon

February 12, 2024

TO: Urban Renewal Agency

FROM: Downtown Advisory Renewal Subcommittee (DARS)
Maricela Guerrero, Economic Development Project Manager
Jamie Johnk, Economic Development Director

SUBJECT: **URG #2023.11: 1017-1019 Young St. | Won Kim**

RECOMMENDATION:

Approve the Building Improvements Program Grant Application (Program) from Won Kim (Applicant) in the amount of \$25,450; 50% of the overall cost of \$50,900 for the replacement of building roof, siding, doors, windows, concrete repair, and façade painting for the property located at 1017-1019 Young Street.

BACKGROUND:

The building owner presented a Building Improvements Grant application to DARS requesting assistance for exterior improvements and roof replacement of their building. A new roof is key to ensure the integrity of the building. The replacement of windows is for energy efficiency and the additional exterior upgrades (replacement of siding, concrete repair, façade/building painting, building doors, etc.) will provide an upgrade of its façade aesthetically as well as structurally.

At the February 1, 2024, DARS meeting, the application was accepted, and recommendation made to forward to the URA for funding approval.

PROPOSAL:

The Applicant provided estimates for roof replacement and exterior improvements, as per the program guidelines. DARS approved the applicant's selection of Foremost Construction to complete the improvements as outlined in the proposal.

Roof: Foremost Construction	\$20,800
Exterior Improvements: Foremost Construction	\$19,600

Doors and Windows: Foremost Construction

\$10,500

\$50,900

Per program guidelines, these improvements are eligible for a grant of 50% (up to \$50,000); therefore, the urban renewal investment would be \$25,450, with the property owner investing the remaining \$25,450 (total project cost \$50,900).

FINANCIAL IMPACT:

The FY 2023-24 Urban Renewal Building Improvements Program budget has sufficient funds to approve this \$25,450 grant request.

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



DARS Agenda Item

February 1, 2024

TO: Downtown Advisory Review Subcommittee (DARS)

FROM: Maricela Guerrero, Economic Development Project Manager
Jamie Johnk, Economic Development Director

SUBJECT: **URG #2023.11: 1017-1019 Young St. | Won Kim**

RECOMMENDATION:

Staff recommends to the Downtown Advisory Renewal Subcommittee (DARS) approval of the Building Improvements Program Grant Application (Program) from Won Kim (Applicant) in the amount of \$25,450; 50% of the overall cost of \$50,900 for the replacement of building roof, siding, doors, windows, concrete repair, and façade painting for the property located at 1017-1019 Young Street.

BACKGROUND:

The building owner is requesting assistance in the needed exterior improvements and roof replacement of their building. A new roof is key to ensure the integrity of the building. The replacement of windows is for energy efficiency and the additional exterior upgrades (replacement of siding, concrete repair, façade/building painting, building doors, etc.) will provide an upgrade of its façade aesthetically as well as structurally.

PROPOSAL:

The Applicant has provided estimates for roof replacement and exterior improvements.

Roof:

Foremost Construction	\$26,000
USA Flooring	\$30,035
Roof Enhancer	\$34,400
Gari Roofing and Construction	\$59,900

Exterior Siding Improvements: (Siding specific-repair, replacement, and painting)

Foremost Construction	\$12,900
Gari Roofing and Construction	\$14,300

Exterior Improvements-Other: Windows, Garage door replacement, concrete repair, building doors)

Foremost Construction	\$11,600
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Recommendation:

Mr. Kim would like to accept the bid from Foremost Construction due to this company provided a bid for the entire project and will provide a 20% discount on labor and materials. See detailed breakout below.

	<u>Full Cost</u>	<u>Cost with 20% discount</u>	<u>Savings</u>
Roof replacement	\$26,000	\$20,800	\$ 5,200
Exterior siding	\$12,900	\$10,320	\$ 2,580
Exterior improvements	\$11,600	\$ 9,280	\$ 2,320
	\$50,500	\$40,400	\$10,100

Staff recommends that DARS accept the bid received from Foremost Construction based on the following reasons and that DARS make a recommendation to the Urban Renewal Agency to approve this application as submitted.

1. Foremost Construction is the lowest bid in all the project categories.
2. If Foremost Construction awarded full project, they will provide a 20% discount which equates to an \$10,100 savings on labor and materials (does not include costs for building doors, windows, and garage door replacement)

Final cost break-out based on 20% project savings: (**Doors, windows, garage door do not have a 20% discount.)

	<u>Cost</u>	<u>URA Portion</u>	<u>Owner Portion</u>
Roof replacement	\$20,800	\$10,400 (50%)	\$10,400 (50%)
Exterior improvements (all)	\$19,600	\$ 9,800 (50%)	\$ 9,800 (50%)
Doors, windows**	\$10,500	\$ 5,250 (50%)	\$ 5,250 (50%)
	\$50,900	\$25,450	\$25,450

Total URA investment:

Total project cost: **\$50,900**

URA Investment: **\$25,450** Property owner investment: **\$25,450**

Program Criteria:

- The property is located at 1017-1019 Young Street and within the Urban Renewal District.
- The proposal complies with the downtown architectural design standards and signage standards. Any necessary permits will be obtained from the city.
- The project encourages greater marketability of the Urban Renewal District.
- The proposal will complement the existing and surrounding community. The project 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

☒ Building Improvement Program

☐ Façade (Downtown)

☐ Energy Efficiency



City of Woodburn

Building Improvement Programs Application

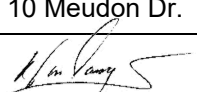
Applying For: ☒ Exterior Grant ☐ Interior Grant ☐ Design Services ☐ Façade ☐ Energy Efficiency

Applicant Information

Name:	Won Kim
Phone:	1-516-838-7389
Tax ID Number:	

Application Date:
Approval Date:
Amount Awarded:

Property Owner information

Property Address:	1017 - 1019 Young St. , Woodburn, OR 97071		
Name:	Won Kim	Phone/Email:	516-838-7389 wkim.j316@gmail.com
Address:	10 Meudon Dr.	City:	Locust Valley NY ST: 11560 Zip:
Owners Signature:			Date:

Business and/or Project Information

☐ URA

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

Proposed Improvements


Description:	
Roof Replacement	
Exterial Facelift Siding repair, wall cracks repair, new paints, front door/window upgrade	
Overall reface the exterior including cracks and other damaged	
Estimated Cost of Improvements: \$	Amount Requested:
\$70,000+	50%

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 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

Won S. Kim



Applicants Signature

12/10/2023

Date

ACKNOWLEDGEMENT 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

Won S. Kim



Property Owners Signature

12/10/2023

Date

Staff Use Only

Documents needed:

- ☐ Project Budget
- ☐ Contractor Bids (if they have)

**FOREMOST
CONSTRUCTION**
LICENSE/BONDED/INSURED
CCB 234364
LNI FOREMCW772DN
CALL/TEXT 971-401-8600

NAME: Won Kim

SITE ADDRESS: 1019 Young ST, Woodburn, OR, 97071

EMAIL: wkim.j316@gmail.com

***** **All work is covered by 5-year Warranty** *****

Siding replacement:

Material and labor: \$12,900

Replace all below siding with Hardie panels of siding.
Includes all flashings to be installed.
Includes sealing all edging with caulking (quad max)

(45 X 8)' t1-l1 replacement on left side of the property. 12-sheets. (By 8)

(90 X 12)' t1-l1 replacement on left side of the property. 23 sheets. (By 12)

Front hardie lap siding is in good condition. It just needs to be prepped and painted.

Right cedar shake siding is in good condition. It just needs to be prepped and painted.

Siding Repair:

Material and labor: \$0 included in painting total.

Front hardie lap siding:

Cut out failed caulking and recaulk as needed.

Right cedar shake siding is in good condition. It just needs to be prepped and painted.

Scrape failing paint. Prime raw woods.

Scrape out failed caulking. Recaulk as needed.

**FOREMOST
CONSTRUCTION**
LICENSE/BONDED/INSURED
CCB 234364
LNI FOREMCW772DN
CALL/TEXT 971-401-8600

Concrete repair:

Material and labor: \$1800

Cut out failed areas and cracks.
Caulk with a elastomeric caulking (masonry caulking).
Prime with elastomeric primer.

Windows:

Hard material and labor: \$4000

Material: \$6900

3-left side of building. (small) (\$300 X 3 windows material included in total)
2-front side of building. (x-large) (\$800 X 3 windows material included in total)
2-front side of building. (large) (\$450 X 3 windows material included in total)
1-rear side of building. (large) (\$450 X 3 windows material included in total)
1-rear side of building. (small) (\$300 X 3 windows material included in total)

All windows on the right side are new and in good shape.

Doors:

Hard material and labor: \$3800

Material: \$2800

1-left side of building. (\$600 materials included in total)
2-front side of building. (\$800 X 2 doors materials included in total)
1-Rear of building. (\$600 materials included in total)

**FOREMOST
CONSTRUCTION**
LICENSE/BONDED/INSURED
CCB 234364
LNI FOREMCW772DN
CALL/TEXT 971-401-8600

Garage Door:

Hard material and labor: \$2000

Material: \$800

Replace the garage door on rear of building. (\$800 materials included in total)

Painting:

Material and labor: \$8000

Power wash the building and apply 30 second cleaner where needed.

Prime all raw woods and rusted metals.

Apply caulking as needed.

Mask surfaces not being painted.

Apply (2) coats of Sherwin Williams super paint to all surfaces including Siding, trim, doors, jambs, gutters, downs and poles in front.

Roofing:

Material and labor: \$26,000

Demo all of current roofing.

On flat portions of the building (primarily flat building aside from front)

Install a new TPO roofing membrane.

Install trimming flashing on drip.

Install asphalt shingles on the front sloped area.

**FOREMOST
CONSTRUCTION**
LICENSE/BONDED/INSURED
CCB 234364
LNI FOREMCW772DN
CALL/TEXT 971-401-8600

HARD MATERIAL AND LABOR: \$58,500
SIGN IN 5 DAYS GET 20% OFF TOTAL
POST-DISCOUNT HARD MATERIAL AND LABOR: \$46,800
DESIGN MATERIALS: \$10,500

PROVISIONS:

Arbitration/mediation

In the event a dispute shall arise between the parties to this Contract parties agree to participate in at least four hours of mediation in accordance with the mediation procedures of United States Arbitration & Mediation. The parties agree to share equally in the costs of the mediation. The mediation shall be administered by the offices of United States Arbitration & Mediation 1001 SW 5th AVE #1100, Portland, OR, 97204. 503-223-2671

Mediation involves each side of a dispute sitting down with an impartial person, the mediator, to attempt to reach a voluntary settlement. Mediation involves no formal court procedures or rules of evidence, and the mediator does not have the power to render a binding decision or force an agreement on the parties.

Both parties have 72 business hours to cancel this contract with no penalty. After 72 hours customers will be penalized 10% of the total for Foremost's loss of allocated schedule.

Parties representing ownership or executor of project will not solicit the services of any employee, sub-contractor or associate of Foremost Construction LLC.

**FOREMOST CONSTRUCTION PROPOSES TO PROVIDE
MATERIALS & LABOR:**

AESTHETIC MATERIAL: \$10,500
HARD MATERIAL AND LABOR \$46,800

RESPECTFULLY SUBMITTED BY:
BOB CHURCH

COMPANY REPRESENTATIVE

DATE: 01 / 22 / 2024

**OWNER ACCEPTS THE PRICE AND TERMS
STATED IN THIS BID PROPOSAL, INCLUDING
THE ADDITIONAL DETAILS ATTACHED HERETO.**

20% Upon Signing
30% First day of work
Aesthetic material due upon design
50% Upon Full Completion

**APPROVED AND ACCEPTED (OWNER
SIGNATURE)**

NAME:
DATE:

February 12, 2024

TO: Urban Renewal Agency

FROM: Downtown Advisory Renewal Subcommittee (DARS)
Maricela Guerrero, Economic Development Project Manager
Jamie Johnk, Economic Development Director

SUBJECT: **URG #2024.01– 237 N. FRONT STREET | Salvador Gasca Hernandez**

RECOMMENDATION:

Approve the Building Improvements Program Grant Application (Program) from Salvador Gasca Hernandez (Applicant) in the amount of \$15,900; 50% of the overall cost of \$31,800 for the replacement of the roof on the downtown property located at 237 N. Front Street.

BACKGROUND:

The building owner presented a Building Improvements Grant application to DARS requesting assistance to replace the failing roof on the downtown building. The building's first floor is currently unoccupied; however, Mr. Garza intends to renovate the space and open a brewery and tasting room. The building has residential tenants on the second floor. Replacing the failing roof is key to preserving the integrity of the building for its current and proposed uses.

At the February 1, 2024, DARS meeting, the application was accepted, and recommendation made to forward to the URA for funding approval.

PROPOSAL:

The Applicant provided estimates for roof replacement, as per the program guidelines. DARS approved the applicant's selection of Cinco Renovations proposal as it is the most inclusive and complete, accounting for the cost of any plywood sheet replacement.

Per program guidelines, these improvements are eligible for a grant of 50% (up to \$50,000); therefore, the urban renewal investment would be \$15,900, with the property owner investing the remaining \$15,900 (total project cost \$31,800).

FINANCIAL IMPACT:

The FY 2023-24 Urban Renewal Building Improvements Program budget has sufficient funds to approve this \$15,900 grant request.



DARS Agenda Item

February 1, 2024

TO: Downtown Advisory Review Subcommittee (DARS)

FROM: Maricela Guerrero, Economic Development Project Manager
Jamie Johnk, Economic Development Director

SUBJECT: **URG #2024.01– 237 N. FRONT STREET | Salvador Gasca Hernandez**

RECOMMENDATION:

Staff recommends to the Downtown Advisory Renewal Subcommittee (DARS) approval for the Building Improvements Program Grant Application (Program) from Salvador Gasca Hernandez (Applicant) in the amount of \$15,900.00; 50% of the overall cost (\$31,800) for the replacement of the roof on his property located at 237 N. Front Street.

BACKGROUND:

The building owner is requesting assistance to replace the failing roof on his downtown building. The building's first floor is currently unoccupied; however, Mr. Garza intends to renovate the space and open a brewery and tasting room. The building has residential tenants on the second floor. Replacing the failing roof is key to preserving the integrity of the building for its current and proposed uses.

PROPOSAL:

The Applicant has provided three estimates and would like to accept the Cinco Renovations bid. Although it is not the lowest bid, this bid is the most inclusive and complete, accounting for the cost of any plywood sheet replacement.

- | | |
|--|-------------|
| • Valley Roofing & Exteriors | \$28,980.00 |
| • Cinco Renovations | \$31,800.00 |
| • Noble Construction & Handyman Services | \$32,650.00 |

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
Roof Replacement (Cinco Renovations)	\$31,800	\$15,900 (50%)	\$15,900 (50%)

Staff recommends that DARS accept the bid received from Cinco Renovations and that DARS make a recommendation to the Urban Renewal Agency to approve this application as submitted.

Program Criteria:

- The property is located at 237 N. Front Street and within the Urban Renewal District.
- The proposal complies with the downtown architectural design standards and signage standards. Any necessary permits will be obtained from the city.
- The project encourages greater marketability of the Urban Renewal District.
- The proposal will complement the existing and surrounding community. The project 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

Name:	Salvador Gasca Hernandez
Phone:	(503) 984-0913
Tax ID number:	

FOR OFFICE USE ONLY

Application Date:
Approval Date:
Amount Awarded:

PROPERTY OWNER INFORMATION

Property Address:			
Name:	Salvador Gasca Hernandez	Phone/Email:	(503) 984-0913 Wolven@gasca.com
Address:	865 Stark St	City:	Woodburn St: Zip: 97071
Owner's Signature:	Salvador Gasca	Date:	01-07-2024

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	K-BRON Brewing CO.	Business Owner's Name:	Salvador Gasca Hernandez
Address:	237 N. Front St	Phone:	
City:	Woodburn	State:	OR Zip: 97071
Type of Business:	Micro Brewery	Upper Floor Use:	

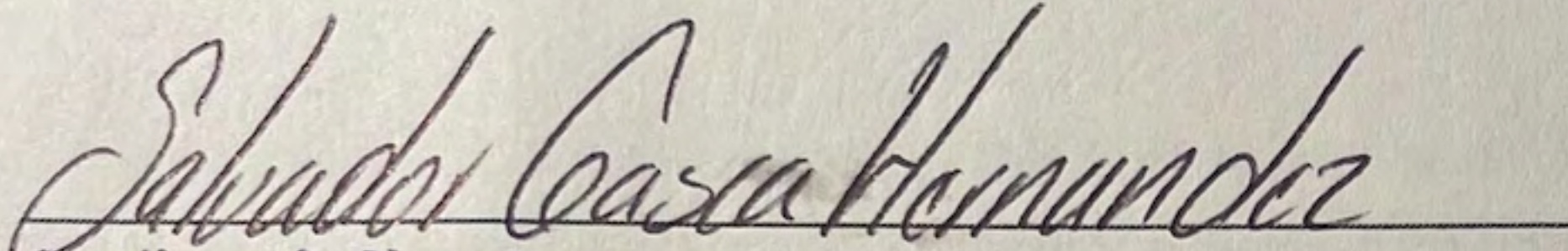
PROPOSED IMPROVEMENTS

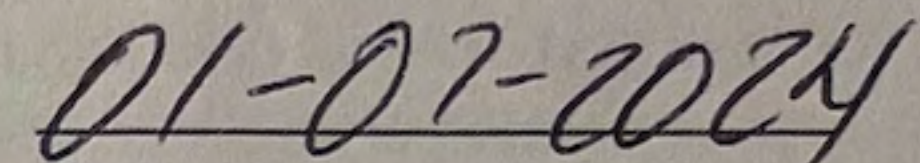
Improvements Type:	<input type="checkbox"/> Interior Improvements <input checked="" type="checkbox"/> Exterior Improvements <input type="checkbox"/> Other
Description:	Re-roof with TPO membrane and poly-iso foam insulation
Estimated Cost of Improvements:	\$ 32,000

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.

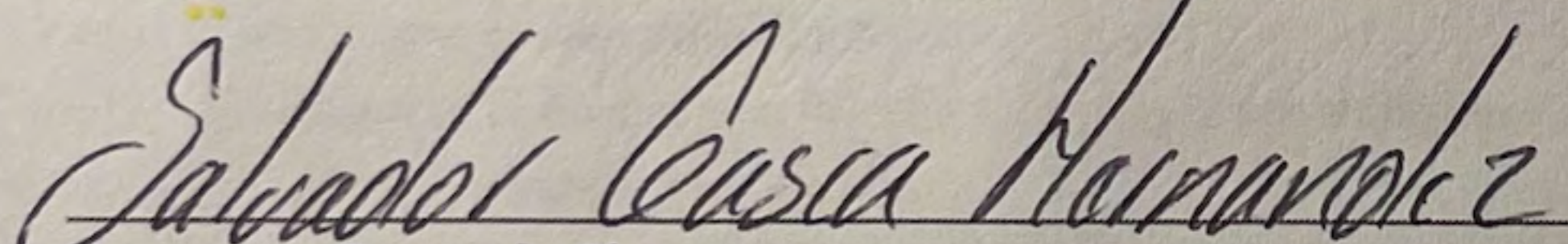
Applicant acknowledges and agrees the Agency shall have no obligation to pay any persons providing materials or performing labor or to cause the release of any mechanics or other liens that may be recorded against the above property in connection with the proposed improvements.

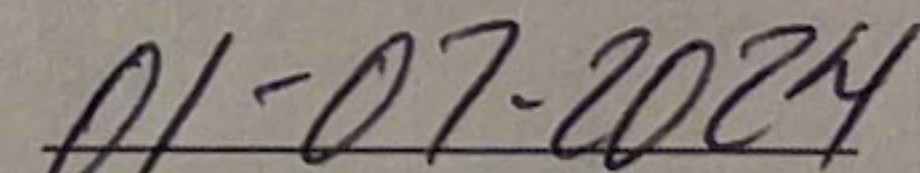

Applicant's Signature


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



CINCO RENOVATIONS LLC

1421 NE JOHNSTONE CT
MCMINNVILLE OR 97128 US
(503) 989-6405
CINCORENOVATIONS@GMAIL.COM

Estimate #7
Date 01/30/2024
Flat Roof Proposal

OWNER(S) Salvador Gasca Hernandez

JOB ADDRESS 237 N Front Street, Woodburn OR 97071

CONTACT INFO (503)984-0913 wolverinegasca@msn.com

COMPANY REPRESENTATIVE Juan Carlos Lucas

ESTIMATE 60mil PVC Single Ply Membrane, \$31,800

- Mechanically Fasten two layers 2.6" Poly-ISO insulation.
- Install standard 1/2 " dens deck board.
- Install new scupper at front building.
- Fasten 60mil Single Ply Membrane.
- Remove shingles and install metal panels on pitched roof section.
- Clean grounds around building of any falling debris.
- Replacement of all rotten plywood under existing roof.

WARRANTY

- MANUFACTURER'S WARRANTY 20 YEARS
- COMPANY WORKMANSHIP 6 YEARS

TERM & CONDITIONS

Binding Contract: This Estimate is valid for 30 days.

Acceptance _____ Dated _____

