

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES  
FEBRUARY 12, 2024**

**DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF  
MARION, STATE OF OREGON, FEBRUARY 12, 2024**

**CONVENED** The meeting convened at 6:46 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	Present
Member Wilk	Present

**Staff Present:** City Administrator Derickson, City Attorney Granum, Assistant City Administrator Row, Economic Development Director Johnk, Community Services Director Cuomo, Finance Director Turley, Community Development Director Kerr, Public Works Director Stultz, Special Projects Director Wakeley, Human Resource Director Gregg, Assistant City Attorney Killmer, Planner Handel, Economic Development Project Manager Guerrero, City Recorder Pierson,

**CONSENT AGENDA**

**A.** Urban Renewal Agency minutes of January 22, 2024

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

**URG 2023.11 - 1017-1019 YOUNG STREET | WON KIM**

Economic Development Project Manager Guerrero provided a staff report. **Carney/Cabrales...** 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. The motion passed unanimously.

**URG #2024.01– 237 N. FRONT STREET | SALVADOR GASCA HERNANDEZ**

Economic Development Project Manager Guerrero provided a staff report. **Carney/Cornwell...** 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. The motion passed unanimously.

Chair Lonergan asked if there were any updates on the Masonic Building. Economic Development Project Manager Guerrero answered that the windows are in and it looks great. Economic Development Director Johnk noted that the building is nearly complete, there is some finish work being done upstairs along with additional exterior work and the installation of awnings.

City Administrator Derickson noted that he is a member of the Masonic Lodge and that he has recused himself from this project in every way and that he has no financial interest.

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES  
FEBRUARY 12, 2024**

**ADJOURNMENT**

**Carney/Cabrales...** move to adjourn. The motion passed unanimously. Chair Lonergan adjourned the meeting at 6:56 p.m.

APPROVED \_\_\_\_\_  
FRANK LONERGAN, CHAIR

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

April 8, 2024

TO: Urban Renewal Agency

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

SUBJECT: **URG #2024.02 – 111 N. Front Street | EZ Stop Grocery & Deli**

**RECOMMENDATION:**

Approve the Building Improvements Program Grant Application (Program) from EZ Stop Grocery & Deli (Applicant) in the amount of \$35,825; 50% of the overall cost (\$71,650) for the replacement of building roof and exterior improvements (see full project bid list below) for the property located at 111 N. Front Street.

**BACKGROUND:**

DARS reviewed and approved for recommendation to the Urban Renewal Agency the application as submitted where the property owner is requesting assistance for exterior improvements one their downtown building located at 111 N. Front Street. Improvements include roof replacement; siding; exterior signage, lighting and security, overhang; and two-tone façade painting. This property houses an operating retail establishment, and the proposed improvements are imperative for the continued operations of the business. The exterior improvements will provide for increased safety and much needed upgrades to façade, lighting, and signage.

**PROPOSAL:**

The Applicant has provided three estimates and would like to accept the lowest from Stealth Contracting.

- **Stealth Contracting** \$71,650.00
- Levels above Contracting \$72,375.00
- Dobro Homes \$80,300.00

*\*bids do NOT include costs for building permits.*

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

DARS recommends that the Urban Renewal Agency accept the lowest bid received from Stealth Contracting and approve this application as submitted.

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
Roof replacement	\$38,000	\$19,000 (50%)	\$19,000 (50%)
Other exterior improvements	\$33,650	\$16,825 (50%)	\$16,825 (50%)
<b>Totals</b>	<b>\$71,650</b>	<b>\$35,825</b>	<b>\$35,825</b>

**FINANCIAL IMPACT:**

The FY 2023-24 Urban Renewal Building Improvements Program budget has sufficient funds to approve this \$35,825 grant request.

Attachments:

- Minutes to DARS Meeting of March 21, 2024
- Building Improvements Application



## DOWNTOWN ADVISORY REVIEW SUBCOMMITTEE

### MINUTES FROM THE MARCH 21, 2024 - VIRTUAL MEETING

**Attendees:** Lisa Ellsworth, Mark Wilk, Mary Beth Cornwell  
Tom Flomer- Absent

**Staff:** Jamie Johnk

*This meeting was conducted virtually through email communications and approvals.*

- **Building Improvements Grant Program:**

- **URG 2024-02 – 111 N . Front Street (EZ Stop Grocery & Deli):** This application was reviewed and received approval via email from three DARS Committee members (Wilk, Ellsworth, Cornwell)
- **URG 2024-03 – 405 N. First Street (Plaza Monte Alban):** This application was reviewed and received approval via email from three DARS Committee members (Wilk, Ellsworth, Cornwell)

- **Adjourned:** Meeting concluded once email votes were received.

**Next Meeting:** April 18, 2024

## Jamie Johnk

---

**From:** Lisa Ellsworth <laellsworth@gmail.com>  
**Sent:** Thursday, March 21, 2024 3:33 PM  
**To:** Jamie Johnk  
**Cc:** Maricela Guerrero; Mark Wilk; Mary Beth Cornwell; Tom Flomer  
**Subject:** Re: March 2024 DARS Meeting - VIRTUAL

\*\*\*\* This email is from an EXTERNAL sender. Exercise caution when opening attachments or click links from unknown senders or unexpected email. \*\*\*\*

Hi Jamie,

I vote to approve both applications, with the caveat that I am reminding staff to remind the property owners that they need to comply with all codes including the signage in the window code as some of these buildings are getting a little more than 50% of their Windows covered and we want to encourage compliance especially when we are granting funding.

Thank you both for all your work in making this program a success. I am often amazed at how much better downtown looks since we've implemented this.

Lisa Ellsworth

On Thu, Mar 21, 2024, 10:44 AM Jamie Johnk <[Jamie.Johnk@ci.woodburn.or.us](mailto:Jamie.Johnk@ci.woodburn.or.us)> wrote:

Good Morning

Following is the Agenda for the March 21, 2024, DARS Virtual Meeting.

### AGENDA:

- URG 2024-02 – 111 N . Front Street (EZ Stop Grocery & Deli):
  - Review the attached Staff Report and Application.
  - If you have questions or comments, please reply to the entire DARS Committee.
  - Provide your approval or denial of the Application to the entire DARS Committee.
- URG 2024-03 – 405 N. First Street (Plaza Monte Alban)
  - Review the attached Staff Report and Application.
  - If you have questions or comments, please reply to the entire DARS Committee.

## Jamie Johnk

---

**From:** Mary Beth Cornwell <kordellia@hotmail.com>  
**Sent:** Thursday, March 21, 2024 3:40 PM  
**To:** Lisa Ellsworth; Jamie Johnk  
**Cc:** Maricela Guerrero; Mark Wilk; Tom Flomer  
**Subject:** Re: March 2024 DARS Meeting - VIRTUAL

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I concur with Mark and approve of both  
Thank you  
Mary Beth Cornwell

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**To:** Jamie Johnk <Jamie.Johnk@ci.woodburn.or.us>  
**Cc:** Maricela Guerrero <Maricela.Guerrero@ci.woodburn.or.us>; Mark Wilk <Mark.Wilk@ci.woodburn.or.us>; Mary Beth Cornwell <kordellia@hotmail.com>; Tom Flomer <tflomer@flomer.com>  
**Subject:** Re: March 2024 DARS Meeting - VIRTUAL

Hi Jamie,

I vote to approve both applications, with the caveat that I am reminding staff to remind the property owners that they need to comply with all codes including the signage in the window code as some of these buildings are getting a little more than 50% of their Windows covered and we want to encourage compliance especially when we are granting funding.

Thank you both for all your work in making this program a success. I am often amazed at how much better downtown looks since we've implemented this.

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## Jamie Johnk

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**From:** Mark Wilk  
**Sent:** Thursday, March 21, 2024 11:01 AM  
**To:** Jamie Johnk; Lisa Ellsworth (laellsworth@gmail.com); Lisa Ellsworth ('lisa.ellsworth@state.or.us'); Maricela Guerrero; Mary Beth Cornwell; Tom Flomer  
**Subject:** RE: March 2024 DARS Meeting - VIRTUAL

Hi all – I have reviewed both applications and vote in favor of both requests, based on the documentation provided and staff support. Thanks, Mark

---

**From:** Jamie Johnk <Jamie.Johnk@ci.woodburn.or.us>  
**Sent:** Thursday, March 21, 2024 10:44 AM  
**To:** Jamie Johnk <Jamie.Johnk@ci.woodburn.or.us>; Lisa Ellsworth (laellsworth@gmail.com) <laellsworth@gmail.com>; Lisa Ellsworth ('lisa.ellsworth@state.or.us') <'lisa.ellsworth@state.or.us'>; Maricela Guerrero <Maricela.Guerrero@ci.woodburn.or.us>; Mark Wilk <Mark.Wilk@ci.woodburn.or.us>; Mary Beth Cornwell <kordellia@hotmail.com>; Tom Flomer <tflomer@flomer.com>  
**Subject:** March 2024 DARS Meeting - VIRTUAL  
**Importance:** High

Good Morning

Following is the Agenda for the March 21, 2024, DARS Virtual Meeting.

### AGENDA:

- URG 2024-02 – 111 N . Front Street (EZ Stop Grocery & Deli):
  - Review the attached Staff Report and Application.
  - If you have questions or comments, please reply to the entire DARS Committee.
  - Provide your approval or denial of the Application to the entire DARS Committee.
- URG 2024-03 – 405 N. First Street (Plaza Monte Alban)
  - Review the attached Staff Report and Application.
  - If you have questions or comments, please reply to the entire DARS Committee.
  - Provide your approval or denial of the Application to the entire DARS Committee.

Staff will collect and document all correspondence pertaining to the attached URG application and compile Minutes from the meeting as well as recommendations to the Urban Renewal Agency.

Please provide your approval or denial of each application by end of day Friday, March 22, 2024.

Let me know if you have any questions.

Thank you

*Jamie Johnk*

Jamie Johnk, Economic Development Director

City of Woodburn

Email: [Jamie.johnk@ci.woodburn.or.us](mailto:Jamie.johnk@ci.woodburn.or.us)

Office: 503-980-6319 Cell: 503-320-8325





# DARS Agenda Item

March 21, 2024

TO: Downtown Advisory Review Subcommittee (DARS)

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

SUBJECT: **URG #2024.02 – 523 N. FRONT STREET | EZ Stop Grocery & Deli**

**RECOMMENDATION:**

Staff recommends to the Downtown Advisory Renewal Subcommittee (DARS) consideration of approval for the Building Improvements Program Grant Application (Program) from EZ Stop Grocery & Deli (Applicant) in the amount of \$35,825.00; 50% of the overall cost (\$71,650) for the replacement of building roof and exterior improvements (see full project bid list below) for the property located at 111 N. Front Street.

**BACKGROUND:**

The property owner is requesting assistance for exterior improvements one their downtown building located at 111 N. Front Street. Improvements include roof replacement; siding; exterior signage, lighting and security, overhang; and two-tone façade painting. This property houses an operating retail establishment, and the proposed improvements are imperative for the continued operations of the business. The exterior improvements will provide for increased safety and much needed upgrades to façade, lighting, and signage.

**PROPOSAL:**

The Applicant has provided three estimates and would like to accept the lowest from Stealth Contracting.

- Stealth Contracting \$71,650.00
- Levels above Contracting \$72,375.00
- Dobro Homes \$80,300.00

	Levels Above Contracting	Dobro Homes	Stealth Contracting
Roof	\$39,500	\$43,000	\$38,000
Siding	\$7,875	\$8,200	\$72,000
Overhang	\$7,200	\$7,900	\$7,400
Exterior Paint	\$6,800	\$8,500	\$7,300
Signage, lighting, security	\$8,000	\$9,200	\$8,900
Engineering costs	\$3,000	\$3,500	\$2,850
<b>Totals</b>	<b>\$72,375</b>	<b>\$80,300</b>	<b>\$71,650</b>

*\*bids do NOT include costs for building permits.*

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

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

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
Roof replacement	\$38,000	\$19,000 (50%)	\$19,000 (50%)
Other exterior improvements	\$33,650	\$16,825 (50%)	\$16,825 (50%)
<b>Totals</b>	<b>\$71,650</b>	<b>\$35,825</b>	<b>\$35,825</b>

**Program Criteria:**

- The property is located at 111 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 and approved exterior improvements 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.

**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

URG 2024.02

FOR OFFICE USE ONLY

Name: JASWINDER SANDHU
Phone: 360-513-1930
Tax ID number: 830915080

Application Date: 3/15/2024
Approval Date:
Amount Awarded:

PROPERTY OWNER INFORMATION

Property Address: 111 N. FRONT Street Woodburn OR 97071
Name: JASWINDER SANDHU Phone/Email: Baljit Sandhu 20@yahoo.com
Address: 9511 NE 102nd Street City: Vancouver St: WA Zip: 98662
Owner's Signature: Jaswinder Sandhu Date: 3-7-24

BUSINESS AND / OR PROJECT INFORMATION

Name of Business: EZ Stop Grocery & Deli Business Owner's Name: JASWINDER SANDHU
Address: 111 N Front Street Phone: 503-982-4619
City: Woodburn State: OR Zip: 97071
Type of Business: Convenience Store 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 Composite Roof Seal
Flat Roof
Replace awning / soffits
Re paint Store
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.

X Jaswinder Sandhu  
Applicant's Signature

3-7-24  
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

Stealth Contracting LLC.  
Dimitri Avgi  
engineroom6392@gmail.com  
Contact 503-935-1341  
Ccb# 241180

Scope of Work:

1. Tear off and Re roof flat roof with new Tpo  
Vaulted composite roof tear of install with Taylor metal roofing  
Total \$38,000.00
2. Install new hardi panel we're existing siding is Labor/ materials \$7,200.00
3. Frame new overhang store front and put on metal roof \$7,400.00 additional engineering cost are estimated for drawing around \$2,850.00  
Total \$10,250.00
4. Re-paint exterior 2 tone color of choice \$7,300.00
5. New signage /electrical/ security cams \$8,900.00
6. Any dry Rot repairs will be addressed and photos taken \$65.00 per man hr.
7. Due to unknown scope of work agreed upon  
Building permit cost are unknown do to the extent of Rehab work we're doing  
So that being said those fees will be reimbursed by owner upon completion of project if we decide to move forward

Total estimated cost project

\$71,650.00

April 8, 2024

TO: Urban Renewal Agency (URA)

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

SUBJECT: **URG #2024.03 – 405 N. First St. | Plaza Monte Alban**

**RECOMMENDATION:**

Approve the Building Improvements Program Grant Application (Program) from Plaza Monte Alban (Applicant) in the amount of \$50,000; 25% of the interior improvements and 50% of exterior sign cost up to the grant cap of \$50,000 (see full project breakdown below). Total project cost is estimated \$372,201.25 (based on recommended bids) for the property located at 405 N. First Street.

**BACKGROUND:**

The property owner presented a Building Improvements Application to DARS requesting assistance for the installation of new exterior signage, HVAC system, and interior improvements for their downtown property located at 405 N. First Street. The building is currently vacant, and the improvements will house up to six businesses such as bakery, retail clothing, check cashing, fruteria, and beauty and nail salon.

**PROPOSAL:**

The Applicant provided three estimates for work and would like to accept the bid from Navarette Brothers. DARS approved the Applicant's selection of Navarette Brothers as the contractor for this project.

- San Joseph Construction \$346,929
- Navarette Brothers Construction \$358,849
- Nataly's Construction \$439,000

DARS also approved the Applicant's selection of Platino Signs for the installation of their new exterior sign. Although Platino's Signs is not the lowest bid, the applicant has experience working with this company, it is local, sign material is aluminum-not plastic

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

as the other two bids, plus the sign in Platino's bid is larger than the lowest estimate. Additionally, it has a lifetime warranty on the sign structure. For these reasons, the applicant would like to move forward with Platino's estimate.

	Platino's	SignCraft	Meyer Sign
Exterior Sign	\$13,352.25	\$7,540.32	\$10,000.00

At the March 21, 2024, DARS meeting, the application was reviewed and approved, and recommendation made to forward to the URA for funding approval.

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
HVAC/Interior improvements	\$358,849.00	\$43,323.88 (25%)	\$315,525.12 (75%)
Exterior sign	\$13,352.25	\$6,676.12 (50%)	\$6,676.13 (50%)
<b>Totals</b>	<b>\$372,201.25</b>	<b>\$50,000*</b>	<b>\$322,201.25</b>

*\*building improvement grant amount capped at \$50,000*

**FINANCIAL IMPACT:**

The FY 2023-24 Urban Renewal Building Improvements Program budget has sufficient funds to approve this \$50,000 grant request.

Attachments:

- Minutes to the March 31, 2024, DARS Meeting
- Building Improvements Application



## **DOWNTOWN ADVISORY REVIEW SUBCOMMITTEE**

### **MINUTES FROM THE MARCH 21, 2024 - VIRTUAL MEETING**

**Attendees:** Lisa Ellsworth, Mark Wilk, Mary Beth Cornwell  
Tom Flomer- Absent

**Staff:** Jamie Johnk

*This meeting was conducted virtually through email communications and approvals.*

- **Building Improvements Grant Program:**

- **URG 2024-02 – 111 N . Front Street (EZ Stop Grocery & Deli):** This application was reviewed and received approval via email from three DARS Committee members (Wilk, Ellsworth, Cornwell)
- **URG 2024-03 – 405 N. First Street (Plaza Monte Alban):** This application was reviewed and received approval via email from three DARS Committee members (Wilk, Ellsworth, Cornwell)

- **Adjourned:** Meeting concluded once email votes were received.

**Next Meeting:** April 18, 2024



## Jamie Johnk

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**Sent:** Thursday, March 21, 2024 3:33 PM  
**To:** Jamie Johnk  
**Cc:** Maricela Guerrero; Mark Wilk; Mary Beth Cornwell; Tom Flomer  
**Subject:** Re: March 2024 DARS Meeting - VIRTUAL

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Hi Jamie,

I vote to approve both applications, with the caveat that I am reminding staff to remind the property owners that they need to comply with all codes including the signage in the window code as some of these buildings are getting a little more than 50% of their Windows covered and we want to encourage compliance especially when we are granting funding.

Thank you both for all your work in making this program a success. I am often amazed at how much better downtown looks since we've implemented this.

Lisa Ellsworth

On Thu, Mar 21, 2024, 10:44 AM Jamie Johnk <[Jamie.Johnk@ci.woodburn.or.us](mailto:Jamie.Johnk@ci.woodburn.or.us)> wrote:

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**Importance:** High

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Staff will collect and document all correspondence pertaining to the attached URG application and compile Minutes from the meeting as well as recommendations to the Urban Renewal Agency.

Please provide your approval or denial of each application by end of day Friday, March 22, 2024.

Let me know if you have any questions.

Thank you

*Jamie Johnk*

Jamie Johnk, Economic Development Director

City of Woodburn

Email: [Jamie.johnk@ci.woodburn.or.us](mailto:Jamie.johnk@ci.woodburn.or.us)

Office: 503-980-6319 Cell: 503-320-8325



# DARS Agenda Item

March 21, 2024

TO: Downtown Advisory Review Subcommittee (DARS)

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

SUBJECT: **URG #2024.03 – 405 N. First St. | Plaza Monte Alban**

**RECOMMENDATION:**

Staff recommends to the Downtown Advisory Renewal Subcommittee (DARS) consideration of approval for the Building Improvements Program Grant Application (Program) from Plaza Monte Alban (Applicant) in the amount of \$50,000.00; 25% of the interior improvements and 50% of exterior sign cost up to the grant cap of \$50,000 (see full project breakdown below). Total project cost is estimated \$372,201.25 (based on recommended bids) for the property located at 405 N. First Street.

**BACKGROUND:**

The building owner is requesting assistance for the purchase and installation of a new exterior sign, HVAC system, and planned interior improvements for their downtown property located at 405 N. First Street. The building is currently vacant, and the planned improvements will house up to six businesses such as bakery, retail clothing, check cashing, fruteria, and beauty and nail salon.

**PROPOSAL:**

The Applicant has provided three estimates for interior work and would like to accept the bid from Navarette Brothers.

- San Joseph Construction                      \$346,929
- Navarette Brothers Construction        \$358,849
- Nataly’s Construction                        \$439,000

	San Joseph	Navarette	Nataly’s
HVAC	\$64,590	\$97,000	\$85,000
Electrical	\$95,850	\$68,000	\$73,000
Plumbing	\$43,675	\$57,500	\$62,500
Framing	\$89,542	\$66,975	(including in other)
Other	\$53,272	\$69,374	\$218,500
<b>Totals</b>	<b>\$346,929</b>	<b>\$358,849</b>	<b>\$439,000</b>

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

The applicant has also submitted three estimates for the new exterior sign. Although Platino’s Signs is not the lowest bid, the applicant has experience working with this company, it is local, sign material is aluminum-not plastic as the other two bids, plus the sign in Platino’s bid is larger than the lowest estimate. Additionally, it has a lifetime warranty on the sign structure. For these reasons, the applicant would like to move forward with Platino’s estimate.

	Platino’s	SignCraft	Meyer Sign
Exterior Sign	\$13,352.25	\$7,540.32	\$10,000.00

Staff recommends that DARS approve:

- Bid received from Navarette Brothers as according to building owner, this contractor has worked with others downtown businesses and their work and timeline to get the project done meets their needs.
- Exterior sign estimate from Platino’s sign.

Lastly, it is requested that DARS make a recommendation to the Urban Renewal Agency to approve this application as submitted and in the following amounts.

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
HVAC/Interior improvements	\$358,849.00	\$43,323.88 (25%)	\$315,525.12 (75%)
Exterior sign	\$13,352.25	\$6,676.12 (50%)	\$6,676.13 (50%)
<b>Totals</b>	<b>\$372,201.25</b>	<b>\$50,000*</b>	<b>\$322,201.25</b>

*\*building improvement grant amount capped at \$50,000*

**Program Criteria:**

- The property is located at 405 N. Front St 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 and approved exterior improvements 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.

**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

Programa de Mejoras de Edificios

Fachada (Centro de la Ciudad)

Energía Eficiente



### Ayuntamiento de Woodburn

## Aplicación para el Programa de Mejoras de Edificios

Aplicando por:  Subvención al Exterior <sup>sign</sup>  Subvención al Interior  Servicios de Diseño  Fachada  Energía Eficiente

Información del Aplicante

URG #2024.03

Nombre: <u>Irma L. Nocedal V.</u>
Teléfono: <u>503 995 8701</u>
Número de Identificación de Impuestos: <u>99-1593084</u>

Fecha de aplicación: <u>3/14/2024</u>
Fecha de aprobación:
Monto concedido:

Información del dueño de la propiedad

Dirección de la propiedad: <u>405 N First St.</u>	
Nombre: <u>Irma L. Nocedal V.</u>	Teléfono/Correo electrónico: <u>montaalban.311@gmail.com</u>
Dirección: <u>15334 Woodburn, Monitor Rd NE</u>	Ciudad: <u>Woodburn</u> Calle: <u>Dr.</u> Zip: <u>97071</u>
Firma del dueño:	Fecha: <u>3/14/2024</u>

Negocio y/o Información de Proyecto

URA

Nombre de Negocio: <u>Plaza Monte Alban Ilc</u>	Nombre de dueño de negocio: <u>Irma L. Nocedal V.</u>
Dirección: <u>405 N First St.</u>	Teléfono: <u>503 995 8701</u>
Ciudad: <u>Woodburn</u> Estado: <u>Or.</u>	Zip: <u>97071</u>
Tipo de negocio:	Uso en piso superior:

Mejoras propuestas

Descripción: <u>Constructing Interior of building Plaza Monte Alban.</u>	
<u>Includes: HVAC system, framing, electrical, plumbing.</u>	
<u>New exterior sign.</u>	
Costo estimado de mejoras: \$ <u>358,849<sup>00</sup></u>	Monto solicitado: <u>358,849<sup>00</sup></u>

& new exterior sign

Sign = \$7540.32 - 13,352.25

Interior → \$346,929 - 439,000 per bid provided

CERTIFICACION POR EL APLICANTE

El aplicante certifica que toda la información provista en esta aplicación es verdadera y completa al leal saber y entender del aplicante. El solicitante declara al ayuntamiento que este acuerdo ha sido debidamente autorizado por todas las acciones necesarias por parte del aplicante y que no se requiere legalmente ninguna otra acción corporativa o de otro tipo por parte del aplicante. Si el aplicante no es el dueño de la propiedad a rehabilitar, el aplicante certifica que tiene la autoridad legal para firmar y celebrar un acuerdo para realizar el trabajo propuesto en el edificio. Se debe adjuntar evidencia de esta autoridad legal.

El aplicante reconoce y acepta que la agencia no tendrá ninguna obligación de pagar a las personas que proporcionen materiales o realicen la mano de obra ni de causar la liberación de cualquier mecánico u otros gravámenes que puedan registrarse contra la propiedad anterior en relación con las mejoras propuestas.

\_\_\_\_\_  
Firma del aplicante

3/14/2024  
\_\_\_\_\_  
Fecha

RECONOCIMIENTO DEL DUEÑO DE LA PROPIEDAD (SI ES DISTINTO DEL SOLICITANTE)

El Dueño de la Propiedad por este medio reconoce todos los términos anteriores de esta aplicación y acepta que la agencia no tendrá ninguna obligación de pagar a las personas que suministren materiales o realicen mano de obra o de causar la liberación de cualquier mecánico u otros gravámenes que puedan estar registrados contra la propiedad anterior en conexión con las mejoras propuestas

\_\_\_\_\_  
Firma de Dueño de Propiedad

\_\_\_\_\_  
Fecha

Staff Use Only

Documents needed:

- Project Budget
- Contractor Bids (if they have)



1 of 5

Bid#2: Navarrete  
Brothers C  
(NBC)  
Prepared For

Plaza (Monte Ablan)  
405 N First St  
Woodburn , Oregon 97071  
(503) 381-4553

**Navarrete Brothers Gernal Construction**

1315 Anna St  
Woodburn, Oregon 97071  
Phone: (503) 975-5067  
Email: navarretebrothers23@gmail.com

Estimate # 175  
Date 02/29/2024  
Business / Tax # CCB#245195

Description	Total
All new drywall We will be responsible for hanging scraping taping texturing and final clean up Ceilings and walls created for offices	\$39,589.00
steel stud framing Frame interior walls and studs against existing walls studs for walls and ceiling Concrete screws	\$66,975.00
Flooring Grinding Speckel and paint and coat	\$29,785.00
<b>Subtotal</b>	\$136,349.00
<b>Total</b>	\$136,349.00 ✓

The following is our proposal for rough plumbing and finish work as described below:

- ROUGH IN ALL PLUMBING FIXTURES ACCORDING TO PLANS
- WE WILL PROVIDE 50 GALLON GREASE TRAP FLOOR DRAINS AND FLOOR SINKS.( KITCHEN EQUIPMENT AS , SINKS ,3 COMPARTMENT SINKS AND FAUCETS TO BE PROVIDED BY CUSTOMER.
- WE WILL PROVIDED TOILETS AND SINKS , WALL HANG SINKS AND FAUCETS.
- UNIT A - 1 SINK , RUN 2 LINES 3" WASTE LINE FOR FUTURE PLUMBING.
- UNIT B - 1 SINK AND 1 FLOOR SINK.
- UNIT C - 1 SINK , 2 FLOOR SINKS .
- UNIT D - 1 SINK .
- UNIT D - 2 SINKS , 1 3 COMPARTMENT SINK, 2 FLOOR SINKS, 1 FLOOR DRAIN, 1 WALL HANG SINK AND FAUCET, AND 1 TOILET.
- UNIT E - 1 SINK
- UNIT F - 1 SINK , 2 FLOOR SINKS , 1- 3 COMPARTMENT SINK, AND 1 FLOOR DRAIN
- 2 ADA RESTROOMS ROUGH IN AND FINISH
- 75 GALLON GAS WATER HEATER , AND A HOT WATER RETURN PUMP . ( gas piping and vent to be done by others).
- WE WILL CUT AND REMOVE CONCRETE AND DISPOSE OF IT.
- WE WILL DIG TRENCHES AS NEEDED FOR NEW PLUMBING AND BACKFILL ONCE INSPECTION HAS PASSED.
- INTALL MOAP SINK IN NORTH EAST SIDED OF THE BUILDING AND WATER HEATER IN THE SAME AREA.

### **Fixture List:**

<u>Qty</u>	<u>Product</u>	<u>Product ID</u>	<u>Room</u>	<u>Notes</u>
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#### 1st Floor:

- ALL PLUMBING FIXTURES AND PLUMBING MATERIALS WILL BE PROVIDED.
- KITCHEN SINKS AND AND FAUCETS TO BE PROVIDED BY OTHERS .( COMMERCIAL EQUIPMENT )
- ALL CONCRETE CUTTING REMOVAL OF CONCRETE AND DISPOSE OF CONCRETE INCLUDED.
- WE WILL DIG ALL TRENCHES AS NEEDED FOR NEW PLUMBING.
- WE WILL BACKFILL ALL TRENCHES AND LAY PIPES ON ¾ MINUS ROCK.
- WE WILL REPAIR CONCRETE WHEN ROUGH PLUMBING IS COMPLETER.
- PERMITS TO BE PULLED BY OTHERS.

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### **TERMS AND CONDITIONS**

These terms and conditions and those in any proposal, along with the plans and specifications; constitute the entire agreement between the parties as to the project ("Project"). These terms supersede all prior discussions and writings between the parties, including without limitation any request for bids prepared by Contractor.

**BID EXPIRATION:** This bid is valid for 30 days from the Bid Date.

**PAYMENT TERMS:** Contractor agrees to pay Precision Plumbing Works LLC ("Precision"), for the Project as work progresses according to the schedule supplied by Precision. In its sole discretion, Precision reserves the right to suspend its work when the financial condition of the Contractor so warrants.

# Job invoice

## PLATINO'S SIGNS

1543 MT HOOD AVE  
WOODBURN OR 97071  
503-989-2362



**BILL TO:**  
Name: PLAZA MONTE ALBAN  
Address: 405 N FIRST ST  
City, St. Zip: WOODBURN OR 97071  
Country: 503.381.4553  
Phone:

**DATE** 02/26/24  
**INVOICE #** 0022

Sign

1982

Bid#1:  
Platino's  
Signs

Start date	Finish date	Job address	Client name	
Item ID	Description	Quantity	Unit Price	Line Total
	<p>CHANEL LETTERS MANUFACTURING AND INSTALL</p> <p>34" in x 198"</p> <p>letter sign sign material: aluminum - lasts longer. Plastic w/ sun warranty: lifetime permit cost: yep</p>	1	\$13,352.25	\$13,352.25

CHANNEL LETTERS  
PLAZA MONTE ALBAN  
405 N FIRST ST  
WOODBURN OR. 97071

Sign

292

Bid #1:  
Platinum's  
Signs

