

# URBAN RENEWAL AGENCY BOARD MEETING MINUTES

## SEPTEMBER 23, 2024

**DATE** COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, SEPTEMBER 23, 2024

**CONVENED** The meeting convened at 6:30 p.m. with Chair Lonergan presiding.

### **ROLL CALL**

Chair Lonergan	Present
Member Schaub	Absent
Member Cornwell	Present
Member Cantu	Present
Member Morris	Present
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 Development Director Kerr, Special Projects Director Wakeley, City Recorder Pierson, Public Affairs and Communication Manager Guerrero

### **CONSENT AGENDA**

**A.** Urban Renewal Agency minutes of June 10, 2024

**Wilk/Cornwell...** adopt the Consent Agenda. The motion passed unanimously.

### **URG #2024.05 – 950 N. BOONES FERRY ROAD - FIRST PRESBYTERIAN CHURCH**

Public Affairs and Communication Manager Guerrero provided a staff report. Mayor Lonergan asked why only one contractor bid was received and Economic Development Director Johnk answered that they wanted to use the contractor that made the city directional signs and DARS agreed. **Wilk/Cabrales...** approve the Building Improvements Program Grant Application URG #2024.05 (Program) from the First Presbyterian Church (Applicant) in the amount of \$9,310; 50% of the sign cost of \$18,620; for the property located at 950 N. Boones Ferry Road. The motion passed unanimously.

### **URG #2024.06 – 573 N. FRONT STREET | SANTA ANA’S MEXICAN RESTAURANT**

Public Affairs and Communication Manager Guerrero provided a staff report. **Wilk/Cabrales...** approve the Building Improvements Program Grant Application (Program) from the owner of the property located at 573 N. Front Street, Jesus Cuevas (Applicant), in the amount of \$10,625; 50% of the overall cost for the replacement of building windows, facade, stucco removal and replacement, and exterior painting (total project cost is \$21,250). The motion passed unanimously.

### **AUTHORIZE PURCHASE OF PROPERTY AT 1030 YOUNG STREET**

City Administrator Derickson provided a staff report. Councilor Cornwell asked if the partnership was made with FHDC if it would be only for farm workers, as she believes it should be available to everyone in need and Councilor Wilk noted that the last three projects that FHDC did were not farmworker specific but were for working families. **Wilk/Cabrales...** authorize the purchase of property located at 1030 Young Street (Tax Lot No. 051W17BC06800) from West Coast Home Solutions LLC (Seller) in the amount of \$1,315,000; and direct staff to prepare and return at the next scheduled meeting with a

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES**  
**SEPTEMBER 23, 2024**

Resolution to amend the Urban Renewal Plan to include the property in the Plan and prepare a Supplemental Budget necessary for completing the purchase; and authorize the City Administrator to sign and execute all documents to effectuate the purchase. The motion passed unanimously.

**ADJOURNMENT**

**Cornwell/Cabrales...** move to adjourn. The motion passed unanimously. Chair Lonergan adjourned the meeting at 6:52 p.m.

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

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

October 14, 2024

**TO:** Woodburn Urban Renewal Agency (URA)

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

**SUBJECT: URG #2024.07 - 430 N 1<sup>st</sup> St. | Trapala Restaurant**

**RECOMMENDATION:**

Approve the Building Improvements Program Grant Application (Program) from Trapala Restaurant (Applicant) in the amount of **\$6,250**; 50% of the overall cost for new signage (\$12,500) for the property located at 430 N. 1<sup>st</sup> Street.

**BACKGROUND:**

The building owner is requesting assistance to purchase and install two exterior restaurant signs. Once the remodel was complete on the building, the existing signage is small and outdated.

DARS approved the Application at their October 3, 2024, meeting and voted to refer approval to the URA.

**PROPOSAL:**

The Applicant has provided three estimates and would like to accept the bid provided by Pronto Signs.

- Pronto Signs \$12,500
- Sign Craft Signs \$10,400
- Meyer Sign Co \$ 8,000

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
Purchase of signs and installation	\$12,500	\$6,250 (50%)	\$6,250 (50%)

The applicant would like to move forward with the Pronto bid (\$12,500) as the signs are wider than the signs in the bid from Sign Craft.

DARS approved the bid from Pronto Signs in the amount of \$12,500 and

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

recommends URA consider the same.

**PROGRAM CRITERIA:**

- The property is located at 430 N. 1<sup>st</sup> 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



## **DOWNTOWN ADVISORY REVIEW SUBCOMMITTEE**

### **MINUTES FROM THE OCTOBER 3, 2024 MEETING**

**Attendees:** Tom Flomer-Chair, Lisa Ellsworth, Mark Wilk, Mary Beth Cornwell  
**Staff:** Jamie Zamrin, Kaylah Maxwell, Jamie Johnk

#### **Building Improvements Grant Program Applications:**

- URG #2024.07 – 430 N First Street | Trapala’s Restaurant: *Mark moved to approve the application and funding in the amount of \$6,250 (50% of the overall project cost of \$12,500 and refer on to the Urban Renewal Agency; Lisa seconded. Motion passed 4-0.*
- URG #2024.08 – 563 N. Front Street | Jose Mendoza: *Lisa moved to approve the application and funding in the amount of \$21,450 (50% of the overall project cost of \$42,900) and refer on to the Urban Renewal Agency; Mary Beth seconded. Motion passed 4-0.*

Note: DARS recognizes that once the existing roof is removed and full extent of the damage is known, applicant may be able to request additional funding if needed.

#### **Other Discussion Items:**

- Staff shared the Aware Food Bank is considering installation of a mural on the south side of their building. Funding assistance may be needed, and staff questioned whether the Façade Improvements or Building Improvements programs might be a resource. Consensus of the committee was to invite an application for them to review.

**Adjourned:** Mary Beth moved to adjourn the meeting; Lisa seconded. Motion passed 4-0.

**Next Meeting:** November 21, 2024

☐ 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:	Trapala Restaurant LLC
Phone:	5412707613
Tax ID Number:	824-954445

Application Date:	9/16/24 - mg
Approval Date:	
Amount Awarded:	

### Property Owner information

Property Address:	430 N 1st st Woodburn Or 97071						
Name:	Severo Trapala Marquez	Phone/Email:	5412707613/ strapala@hotmail.com				
Address:	1110 E Cleveland st	City:	Woodburn	ST:	Oregon	Zip:	97071
Owners Signature:				Date:			

### Business and/or Project Information

☐ URA

Name of Business:	Trapala restaurant LLC		Business Owner's Name:	Severo trapala Marquez	
Address:	430 N 1st st		Phone:		
City:	Woodburn	State:	Or	Zip:	97071
Type of Business:	Restaurant (Food and Beverages)		Upper Floor Use:	N/A	

### Proposed Improvements

Description:		
	2 -LED Letter Signs Reading Trapala Mexican Restaurant	
Estimated Cost of Improvements: \$	Amount Requested:	
\$ 12,500.00	\$ 6,250	

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 is 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

[Redacted Signature]

Applicants Signature

09/06/2024

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 recorder against the above property in connection with the proposed improvements

[Redacted Signature]

Property Owners Signature

09/06/2024

Date

Staff Use Only

Documents needed:

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





**TRAPALA**  
MEXICAN RESTAURANT



Pronto Signs LLC

4095 Cherry Ave NE  
Keizer, OR 97303 US  
prontosigns1@aol.com

Estimate

ADDRESS  
trapala  
430 N 1st st  
woodburn, or 97071

ESTIMATE 1612  
DATE 05/09/2024  
EXPIRATION DATE 06/09/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/09/2024	Sales	permit obtainment fee	1	475.00	475.00
05/09/2024	Cost of Services (3rd party)	permits will be billed at cost once paid for by pronto signs llc	1	0.00	0.00
05/09/2024	Sales	manufacture 1 channel letter raceway mounted to wall 28"h x 108"w	2	5,200.00	10,400.00
05/09/2024	Install	installation of 2 channel letter signs	1	2,700.00	2,700.00
		service address: 430 n 1st st, Woodburn, or 97071			

SUBTOTAL	13,575.00
DISCOUNT	-1,075.00
TOTAL	\$12,500.00

Accepted By  
  
Accepted Date



October 14, 2024

**TO:** Woodburn Urban Renewal Agency (URA)  
**FROM:** Downtown Advisory Review Subcommittee (DARS)  
Jamie Johnk, Economic Development Director  
**SUBJECT: URG #2024.08 – 563 N. Front Street | Jose Mendoza**

**RECOMMENDATION:**

Approve the Building Improvements Program Grant Application (Program) from Jose Mendoza (Applicant), in the amount of **\$21,450**; 50% of the overall cost for the repair and replacement of roof with a total project cost of **\$42,900** for the property located at 563 N. Front Street.

**BACKGROUND:**

The building is occupied by Fernando's Peluqueria (hair salon). The business has experienced interruptions in his operations numerous times due to leaks in the roof. The building owner is requesting assistance to replace the leaking roof on the building.

DARS approved the application at their October 3, 2024, meeting and voted to refer approval to the URA.

**PROPOSAL:**

The Applicant has provided two estimates and would like to accept the bid from MJ Roofing.

- Nataly's Construction \$34,230
- MJ's Roofing & Construction \$42,900

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
Roof Replacement	\$42,900	\$21,450 (50%)	\$21,450 (50%)

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

**FINANCIAL IMPACT:**

The FY 2024-25 Urban Renewal Building Improvements Program budget has sufficient funds to approve this \$21,450 grant request.

**PROGRAM CRITERIA:**

- The property is located at 563 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.
- The Urban Renewal Program specifically identifies façade repairs and window upgrades 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 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



## **DOWNTOWN ADVISORY REVIEW SUBCOMMITTEE**

### **MINUTES FROM THE OCTOBER 3, 2024 MEETING**

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

**Staff:** Jamie Zamrin, Kaylah Maxwell, Jamie Johnk

#### **Building Improvements Grant Program Applications:**

- URG #2024.07 – 430 N First Street | Trapala’s Restaurant: *Mark moved to approve the application and funding in the amount of \$6,250 (50% of the overall project cost of \$12,500 and refer on to the Urban Renewal Agency; Lisa seconded. Motion passed 4-0.*
- URG #2024.08 – 563 N. Front Street | Jose Mendoza: *Lisa moved to approve the application and funding in the amount of \$21,450 (50% of the overall project cost of \$42,900) and refer on to the Urban Renewal Agency; Mary Beth seconded. Motion passed 4-0.*

Note: DARS recognizes that once the existing roof is removed and full extent of the damage is known, applicant may be able to request additional funding if needed.

#### **Other Discussion Items:**

- Staff shared the Aware Food Bank is considering installation of a mural on the south side of their building. Funding assistance may be needed, and staff questioned whether the Façade Improvements or Building Improvements programs might be a resource. Consensus of the committee was to invite an application for them to review.

**Adjourned:** Mary Beth moved to adjourn the meeting; Lisa seconded. Motion passed 4-0.

**Next Meeting:** November 21, 2024



## City of Woodburn

### Building Improvements Program

#### APPLICATION

☒ Exterior Grant ☐ Interior Grant ☐ Design Services

#### APPLICANT INFORMATION

Name:	Jose Mendoza
Phone:	503-984-4478
Tax ID number:	

#### FOR OFFICE USE ONLY

Application Date:
Approval Date:
Amount Awarded:

#### PROPERTY OWNER INFORMATION

Property Address:	563 N. Front St. Woodburn, OR 97071		
Name:	Jose Mendoza	Phone/Email:	
Address:	1200 Roy Ave	City:	Woodburn St: OR Zip: 97071
Owner's Signature:	[Redacted]	Date:	

#### BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	Fernando's Peluqueria	Business Owner's Name:	Jose Mendoza
Address:	563 N. Front St.	Phone:	
City:	Woodburn	State:	OR Zip: 97071
Type of Business:	Hair Salon	Upper Floor Use:	

#### PROPOSED IMPROVEMENTS

Improvements Type:	<input type="checkbox"/> Interior Improvements <input checked="" type="checkbox"/> Exterior Improvements <input type="checkbox"/> Other
Description:	
	*New Roof on Bldg.
	- Tear off roof
	- Roof Repair Demolition
Estimated Cost of Improvements:	\$ 35 - 45,000. —



#### 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

8.15.23

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.



Property Owner's Signature

8.15.23

Date



## MJ'S Roofing & Construction LLC

"When Quality & Experience Matter"

Licensed, Insured, Bonded CCB# 233401

PH: 971-977-2152 Email:mjsrc13@yahoo.com

### Estimate

<b>Client:</b>	<b>Date:</b>	August 13, 2024
Jose Mendoza	<b>Estimate Number:</b>	24-478
563 N Front St. Wodburn Oregon	<b>Estimate Valid until:</b>	September 13, 2024
	<b>Prepared by:</b>	Jenny Ojeda

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

Description	
tear off 22 sq of existing torch roof,install 22sq of 60 mil membrane, dense deck, encapsulate roof wall, replace pipes, tear off existing fascia board and gutters, install gutters and fascia boards.	
Materials: 60 mil white tpo membrane,super flex tpo,roof bonding adhesive, vapor barrier,tpo drip edge,termination bar,water block,round metal plate, round barbed metal membrane, membrane cleaner,dense deck and screws, fascia board, gutters.	
*If damaged plywood is discovered upon tear off their will be a charge of \$175.00 per damaged plywood replaced.	
Total:	\$42,900.00

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:

**THANK YOU FOR YOUR BUSINESS!**