

# URBAN RENEWAL AGENCY BOARD MEETING MINUTES

## FEBRUARY 24, 2025

**DATE** COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, FEBRUARY 24, 2025

**CONVENED** The meeting convened at 6:45 p.m. with Chair Lonergan presiding.

### **ROLL CALL**

Chair Lonergan	Present
Member Cantu	Present
Member Cornwell	Present
Member Schaub	Present
Member Brizuela	Present
Member Grijalva	Present
Member Wilk	Present

**Staff Present:** City Administrator Derickson, City Attorney Granum, Special Projects Director Wakeley, Community Development Director Kerr, Community Services Director Cuomo, Economic Development Director Johnk, Public Affairs and Communications Manager Guerrero, Finance Director Turley, Public Works Director Stultz, Police Chief Millican, City Recorder Pierson

### **CONSENT AGENDA**

**A.** Urban Renewal Agency minutes of October 28, 2024.

**Motion: Schaub/Cantu...** adopt the Consent Agenda.

The Motion passed with the following vote: Members Schaub, Brizuela, Grijalva, Cornwell, Wilk, and Cantu voting “aye.” [6-0]

### **URG #2025.01 – 211 N. First Street | E. Marquez**

Economic Development Director Johnk provided a staff report.

**Motion: Schaub/Wilk...** approval for the Building Improvements Program Grant Application (Program) from the owner of the property located at 211 N. First Street, Enrique Marquez (Applicant), in the amount of \$2,645; 50% of the overall cost for the replacement of the dilapidated garage door and repair of the window with a total project cost of \$5,290.

The Motion passed with the following vote: Members Schaub, Brizuela, Grijalva, Cornwell, Wilk, and Cantu voting “aye.” [6-0]

Economic Development Director Johnk provided an update on the fountain stating that the new tiles have been installed and they are just waiting for a plumber to come fix the valve. She also discussed downtown window conditions and enforcement of the 50% window coverage rule per the Woodburn Development Ordinance. The effort is part of an Urban Renewal project in coordination with the Planning Department, with a focus on improving compliance and strengthening business relationships.

Economic Development Director Johnk provided members a copy of the revised Building Improvement

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Program Guidelines.

**ADJOURNMENT**

**Motion: Cornwell/Schaub...** move to adjourn.

The Motion passed with the following vote: Members Schaub, Brizuela, Grijalva, Cornwell, Wilk, and Cantu voting “aye.” [6-0]

Chair Lonergan adjourned the meeting at 6:55 p.m.

APPROVED

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

ATTEST \_\_\_\_\_

Heather Pierson, City Recorder  
City of Woodburn, Oregon

May 12, 2025

TO: Woodburn Urban Renewal Agency (URA)

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

SUBJECT: **URG #2025.02 – 523 N. FRONT STREET | LUIS'S TAQUERIA (JESUS GONZALEZ)**

**RECOMMENDATION:**

Approve allocation of Building Improvements Program (Program) funds in the amount of **\$915**; 50% of the cost for the replacement vinyl lettering on the windows of the building for a total project cost of **\$1,830**.

**BACKGROUND:**

The building is occupied by Luis's Taqueria, a very popular restaurant in downtown Woodburn. The property owner, Jesus Gonzales, is interested in replacing the window graphics on the building in order to enhance the visual appeal of the window signage.

**PROPOSAL:**

The Applicant has provided three (3) estimates and would like to accept the estimate from JS Apparel & Signs LLC, in the amount of \$1,830

- |                          |            |
|--------------------------|------------|
| • Envy Signs & Graphics  | \$1,660.00 |
| • JS Apparel & Signs LLC | \$1,830.00 |
| • Spotlight Sign Co.     | \$ 998.88  |

**FINANCIAL IMPACT:**

The FY 2024-25 Urban Renewal Building Improvements Program budget has sufficient funds to approve this \$915 grant request.

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### **Program Criteria:**

- The property is located at 253 N. Front Street and is within the Urban Renewal District.
- The proposal complies with the Woodburn Development Ordinance. 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 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. To be eligible for reimbursement, projects shall be completed within one year of approval. 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:	Jesus Gonzalez
Phone:	503-899-5229
Tax ID Number:	81-4247172

Application Date:	4-23-25
Approval Date:	
Amount Awarded:	

## Property Owner Information

Property Address:	523 N. Front St. Woodburn, OR 97071		
Name:	Jesus Gonzalez	Phone/Email:	(503) 899-5229 / Luis.taqueria@gmail.com
Address:	523 N. Front St.	City:	Woodburn ST: OR Zip: 97071
Owners Signature:			
	Date:	4-23-25	

## Business and/or Project Information

☐ URA

Name of Business:	Luis' taqueria	Business Owner's Name:	Jesus Gonzalez
Address:	523 N. Front St. Woodburn, OR	Phone:	(503) 981-8437
City:	Woodburn	State:	OR
		Zip:	97071
Type of Business:	Restaurant	Upper Floor Use:	

## Proposed Improvements

Description:	We are looking to replace the old vinyls on our windows for a cleaner more updated look. This will only be to replace vinyl and not complete windows.	
Estimated Cost of Improvements: \$	\$1,000 to 2,000	
Amount Requested:	\$1,830.00	

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

  
Applicants Signature

4-23-25  
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

  
Property Owners Signature

4-23-25  
Date

Staff Use Only

Documents needed:

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

**JS Apparel & Signs LLC**  
 5065 State Street Unit J  
 Salem, OR 97317  
 +15036890118  
 javier@apparelansign.com

## Estimate 1051



### ADDRESS

Luis Taqueria  
 Luis Taqueria

DATE  
 04/23/2025

TOTAL  
**\$1,830.00**

EXPIRATION  
 DATE  
 05/31/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/23/2025	<b>vinyl graphics</b>	North entrance Front door - 100\$ Left window - 270\$ Right window - 175\$ Grant Door - 150\$ South Exit Door - 50\$ left window - 250\$ right window - 610\$ Removal - 225\$	1	1,830.00	1,830.00

TOTAL

**\$1,830.00**

THANK YOU.

Accepted By

Accepted Date



## **DOWNTOWN ADVISORY REVIEW SUBCOMMITTEE**

### **MINUTES FROM THE MAY 8, 2025 MEETING**

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

**Staff:** Kaylah Maxwell, Jamie Johnk

**Minutes from April 10, 2025:** Mary Beth motioned to approve with the correction on the date for the next meeting. Tom seconded. Motion passed

#### **Discussion Items:**

- **Video of DARS Projects-** Videographers didn't attend meeting due to traffic.
- **Building Improvement Application:**
  - **URG #2025.02 – 523 N Front Street – Luis's Taqueria:** Mark motioned to approve the application; Mary Beth seconded. Motion Passed

**Next Meeting:** June 12, 2025

**Adjourned:** Mark moved to adjourn the meeting; Mary Beth seconded. Motion passed.