

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
JUNE 9, 2025**

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JUNE 9, 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 Grijalva	Present
Member Wilk	Present
Member Bravo	Present

Staff Present: City Administrator Derickson, Assistant City Attorney Killmer, Assistant City Administrator Row, Economic Development Director Johnk, Special Projects Director Wakely, Community Development Director Kerr, Public Works Director Stultz, Public Affairs and Communications Manager Guerrero, Finance Director Turley, Human Resources Director Gregg, Community Relations Manager Herrera, City Recorder Pierson, Executive Legal Assistant Bravo,

CONSENT AGENDA

A. Urban Renewal Agency minutes of May 12, 2025.

Motion: Schaub/Cornwell... adopt the Consent Agenda.

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

PUBLIC HEARING

Fiscal Year (FY) 2025-26 Woodburn Urban Renewal Agency Budget Adoption

Chair Lonergan declared the hearing open at 6:46 p.m. for the purpose of hearing public input on the Agency’s Budget for Fiscal Year (FY) 2025-26. City Administrator Derickson provided a staff report. No members of the public wished to speak in either support or opposition of the budget. Chair Lonergan declared the hearing closed at 6:47 p.m.

A RESOLUTION ADOPTING THE CITY OF WOODBURN URBAN RENEWAL BUDGET FOR THE FISCAL YEAR (FY) 2025-26; MAKING BUDGET APPROPRIATIONS; AND IMPOSING THE TAXES

City Administrator Derickson provided a staff report.

Motion: Schaub/Cantu... approve the resolution adopting the budget and capital improvement plan, making appropriations, and imposing taxes for FY 2025-26.

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

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
JUNE 9, 2025**

ADJOURNMENT

Motion: Schaub/Cantu ... move to adjourn.

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

Chair Lonergan adjourned the meeting at 6:48 p.m.

APPROVED _____

FRANK LONERGAN, CHAIR

ATTEST _____

Heather Pierson, City Recorder
City of Woodburn, Oregon

June 23, 2025

TO: Urban Renewal Agency (URA)

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

SUBJECT: **URG #2025.03 – 563 and 573 N. FRONT STREET | MENDOZA**

RECOMMENDATION:

Approve the Building Improvements Program (BIP) application from the owner of the property located at 563 and 573 N. Front Street, Nereida Mendoza & Jose Mendoza, (Applicants), in the amount of **\$4,812**, 50% of the overall cost for installation of a fence in the rear (alley side) of their properties in an effort to reduce on going vandalism and dumping as well as to provide improved security for their tenants; for a total project cost of **\$9,625**.

BACKGROUND:

Both buildings are occupied – 563 N. Front St houses Fernando's Hair Salon and 573 N. Front Street, Santa Ana's Restaurant. The rear/alley side of the properties are consistently vandalized with tagging as well as garbage and other items being dumped. To mitigate these ongoing challenges, the property owners are proposing to install a movable fence to prevent access. Ms. Mendoza has met with the city Planning Department and has completed and submitted the necessary permitting documents for approval.

PROPOSAL:

The Applicant has provided three (3) estimates and would like to accept the lowest estimate from MJ's Roofing & Construction in the amount of \$9,625.

- Rick's Custom Fencing \$ 9,837.38
- MJ's Roofing & Construction \$ 9,625.00
- Natalys Construction \$16,940.00

FINANCIAL IMPACT:

The FY 2024-25 Urban Renewal Building Improvements Program budget has sufficient funds to approve this \$4,812 grant request.

Program Criteria:

- The properties are located at 563 and 573 N. Front Street and 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. 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 JUNE 12, 2025 MEETING

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

Staff: Kaylah Maxwell, Jamie Johnk, Jamie Zamrin

Guests: Velvet Morning Creative (Nick and Chelsea)

Minutes from May 8, 2025: Mary Beth moved to approve; Lisa seconded. Motion passed.

Discussion Items:

- **Video of DARS Projects:** Nick and Chelsea (Velvet Morning Creative) shared the progress footage of the DARS video.
- **Recommendations from URA to Program Guidelines:** DARS discussed recommendation to edit the Building Improvement Program guidelines to include a clause that the urban renewal program would cover a percentage of the lowest bid. Discussion followed.

Lisa moved to add the following to the Building Improvements Program Guidelines *"Should the applicant choose to select a bid other than the lowest submitted and requests consideration for urban renewal to match the corresponding grant percentage, a clear and concise justification will be required. Otherwise, the Urban Renewal Program will pay no more than the grant program percentage (%) of the lowest bid submitted."*; Mary Beth seconded. Motion passed.

Staff will make edits to the Program Guidelines and Application and send to DARS for review. After which the edits will be referred to the Urban Renewal Agency at their next meeting.

Note – Edits were presented to DARS via email on June 13, 2025 and staff received approval 3-0.

- **Building Improvements Application:**

- URG #2025.03 – 563 & 573 N. Front Street (Mendoza): Mary Beth moved to approve the award in the amount of \$4,812; Lisa seconded. Motion passed.
- URG #2025.04 – 397 N. First Street (Cosmetology School): Lisa moved to approve the grant award of \$50,000 in the 2025-26 FY budget period; Mary Beth seconded. Motion passed.

- **Façade Projects:**

- 363 N. Front Street – Transformation Center: Staff shared façade paint concepts. DARS members had consensus of approval of the selected façade concept.

Next Meeting: July 10,, 2025

Adjourned: Lisa moved to adjourn the meeting; Mary Beth seconded. Meeting adjourned.

City of Woodburn

Building Improvements Program

APPLICATION

☐

Small Grant

☐

Large Grant

☐

Loan (Fee \$150)

☒

Design Services (Fee \$50)

APPLICANT INFORMATION

Name: Nereida Mendoza & Jose Mendoza
Phone: 650-484-9492
Tax ID number:

FOR OFFICE USE ONLY

Application Date:
Approval Date:
Amount Awarded:

PROPERTY OWNER INFORMATION

Property Address: 573 & 563 N Front St			
Name: Santa Ana Mexican Food & Fernan		Phone/Email: citycertifiedbackflow@gmail.com	
Address: 573 & 563 N Front St	City: Woodburn	St: CA	Zip: 97071
Owner's Signature: <i>Jose Mendoza</i>	<i>Abida</i>	Date: 6/4/25	

BUSINESS AND / OR PROJECT INFORMATION

Name of Business: Santa Ana/ Fernandos Salon		Business Owner's Name: Nereida Mendoza and Jose	
Address: 573 & 563 N Front St		Phone: 650-484-9492	
City: Woodburn	State: CA	Zip: 97071	
Type of Business:		Upper Floor Use:	

PROPOSED IMPROVEMENTS

Improvements Type: <input type="checkbox"/> Interior Improvements <input checked="" type="checkbox"/> Exterior Improvements <input type="checkbox"/> Other
Description:
Wood sliding fence behind building to block off back space from getting vandalized
Estimated Cost of Improvements: \$ 8,000-10,000.00



Application Fee

Collected By: _____
Receipt #: _____
Date: _____

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

06/4/25

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

06/4/25

Date

RICK'S

CUSTOM FENCING & DECKING

OR# 50088 WA# RICKSCF99KB

Neddy Mendoza
573 N FRONT ST
WOODBURN
(650) 484- 9492
Email: neddycuevas@icloud.com

OR 97071
(650) 484- 9492

06/02/2025

Invoice No.
EST: 505743

>>> ESTIMATE INFO COPY... Pricing subject to change. <<<

Qty	UN	Description	Price	Amount
<hr/>				
		WOOD ROLL GATE		
6	EA	Core Drill Concrete 2 Hole Min	150.00	900.00
1	—	CUSTOM WOOD ROLL GATE	2608.00	2608.00
6	EA	Labor To Set post 3' deep	175.00	1050.00
6	EA	5"x5"x9' Fir pressure treated	35.69	214.14
44	LF	6' Solid Style Fence Package	68.99	3035.56
		Inland Cedar 5/8"x6" boards		
		Complete Installation		
- 6	EA	4"x4"x8' Fir, #1 Pres. Treated	14.99	- 89.94
1	—	LABOR TO HANG GATE & HARDWARE	1500.00	1500.00
		GALV. HARDWARE		
8	EA	1- 5/8" or 1- 7/8" Safe-T Line TrBr	12.30	98.40
4	EA	1 5/8" 5" Safe-T Rear Wheel As	37.43	149.72
2	EA	6" Dia Res Dbl Wheel Assembly	33.75	67.50
1	EA	1- 5/8"x1- 7/8" Rolo Latch, Stl	14.52	14.52
4	EA	1- 5/8" Safe-T Gate Stop	4.41	17.64
4	EA	1- 5/8"x12' Tubing Post	40.66	162.64
8	EA	2- 3/8" or 2- 7/8" Safe-T Line TrBr	13.65	109.20
		** Subtotal = \$9837.38 **		

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Continued on next page . . .

www.RicksFencing.com

503-640-5434	503-669-0795	503-463-8331	360-253-3792	509-736-3325
4543 SE TV Hwy Hillsboro, OR	17855 NE Halsey St. Gresham, OR	8755 Portland Rd. NE Salem, OR	13203 NE Fourth Plain Blvd Vancouver, WA	9120 W Clearwater Ave. Kennewick, WA

RICK'S

CUSTOM FENCING & DECKING

OR# 50088 WA# RICKSCF99KB

Neddy Mendoza
573 N FRONT ST
WOODBURN
(650) 484- 9492
Email: neddycuevas@i cloud. com

OR 97071
(650) 484- 9492

06/02/2025

Invoice No.
EST: 505743

>>> ESTIMATE INFO COPY... Pricing subject to change. <<<

Qty UN	Description	Price	Amount
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	ESTIMATE TOTAL		9837.38

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MJ'S Roofing & Construction LLC

"When Quality & Experience Matter"

Licensed, Insured, Bonded CCB# 233401

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

Estimate

Client:	Date:	June 2, 2025
Nereida Mendoza	Estimate Number:	25-557
573 N Front St. Woodburn Oregon 97071	Estimate Valid until:	June 3, 2025
	Prepared by:	Jenny Ojeda

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

Description	
Build top cap privacy 6x20 double sliding gate with handles, metal frame and rolling wheels, build 21 feet of privacy fence with top cap.	
Materials: 4x6x10, 2x6x8, 2x4x10 pressured treated wood, western red cedar flat top pickets, double metal gate frame, fence brackets, nails, screws, concrete mix, rot block post wrap, two gate handles.	
Total:	\$9,625.00

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!

ESTIMATE



Prepared For

Mendoza

Natalys Construction Llc

Woodburn, Oregon 97352

Phone: (971) 216-1289

Email: geramhdz@yahoo.com

Estimate # 53

Date 06/11/2025

Description

Building Fence

Mendoza

573 N Front st, Woodburn Oregon

Scope of work:

-Approx 44ft with two doors each 10ft

-These doors will slide

-The frame will be metal

-There will be a design on the top part of the fence painted black with cedar fence.

The total for this project is \$16,940. This includes labor, materials and clean up.

Subtotal	\$0.00
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Total	\$0.00
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City of Woodburn
Community Development Department
270 Montgomery Street
Woodburn, OR 97071
Phone: 503-982-5246
Email: planning@ci.woodburn.or.us

OFFICE USE ONLY
File Number(s):

FNC _____

Permit Application for a Fence or Freestanding Wall *Solicitud Para Cerca o Muro*

Fences are subject to Section 2.06.02 of the Woodburn Development Ordinance
Las cercas estan sujetas a la Sección 2.06.02 de la Ordenanza de Desarrollo de Woodburn

General Information/Información General

Project Address/Dirección del Proyecto:	573 N. Front St. < 5t.c'5 N. Front St.
Landowner/Propietario:	11tr "dA fl Mendoza T Mendoza
Mailing Address/Dirección Postal:	<input type="checkbox"/> Same as Project Address/Lo mismo de Dirección del Proyecto 1200 Roy Ave. r, t/ onl um, OR 97071
Phone #/Telefono:	(650) 481-4941 N. Mendoza (Nereida)
E-mail/Dirección Cibernética:	cityu, -h-6-<J...bc<cJ, 0111r.tq /-11t...ti/.cc:it;
Applicant/Solicitante:	<input checked="" type="checkbox"/> Same as Landowner/Lo mismo de Propietario
Mailing Address/Dirección Postal:	
Phone #/Telefono:	(650) 481-11-q?
E-mail/Dirección Cibernética:	ci-t-1 c_e,,.t't-h totbttc_fe-f-t(j @gmail.com

Fee: No Fee

Required Attachments/Accesorios Requeridos

- ☐ Height of the fence or wall/Altura de la cerca o muro: 5p . -f-h..
- ☐ Construction materials/Materia/es de construcción CYJO;Yl L.L. S"/qfi
- ☐ Site plan showing the location of the fence or wall, existing easements on the property, and wetlands and floodplains if applicable *(Plan mostrando la ubicación de la cerca o muro y servidumbres existentes en la propiedad y humedales y 1/anuras aluviales, si es aplicable)*

Continued on page 2 *I continua en la pagina 2*

Certification/Certificación

I hereby declare that as applicant or landowner, I have read the foregoing application and know the contents of the application to be true. *Por la presente, dec/aro que como solicitante o propietario, he leído la solicitud anterior y se que lo contenido es verdad.*

Note: If Applicant is different from Landowner, Applicant must also obtain Landowner certification.

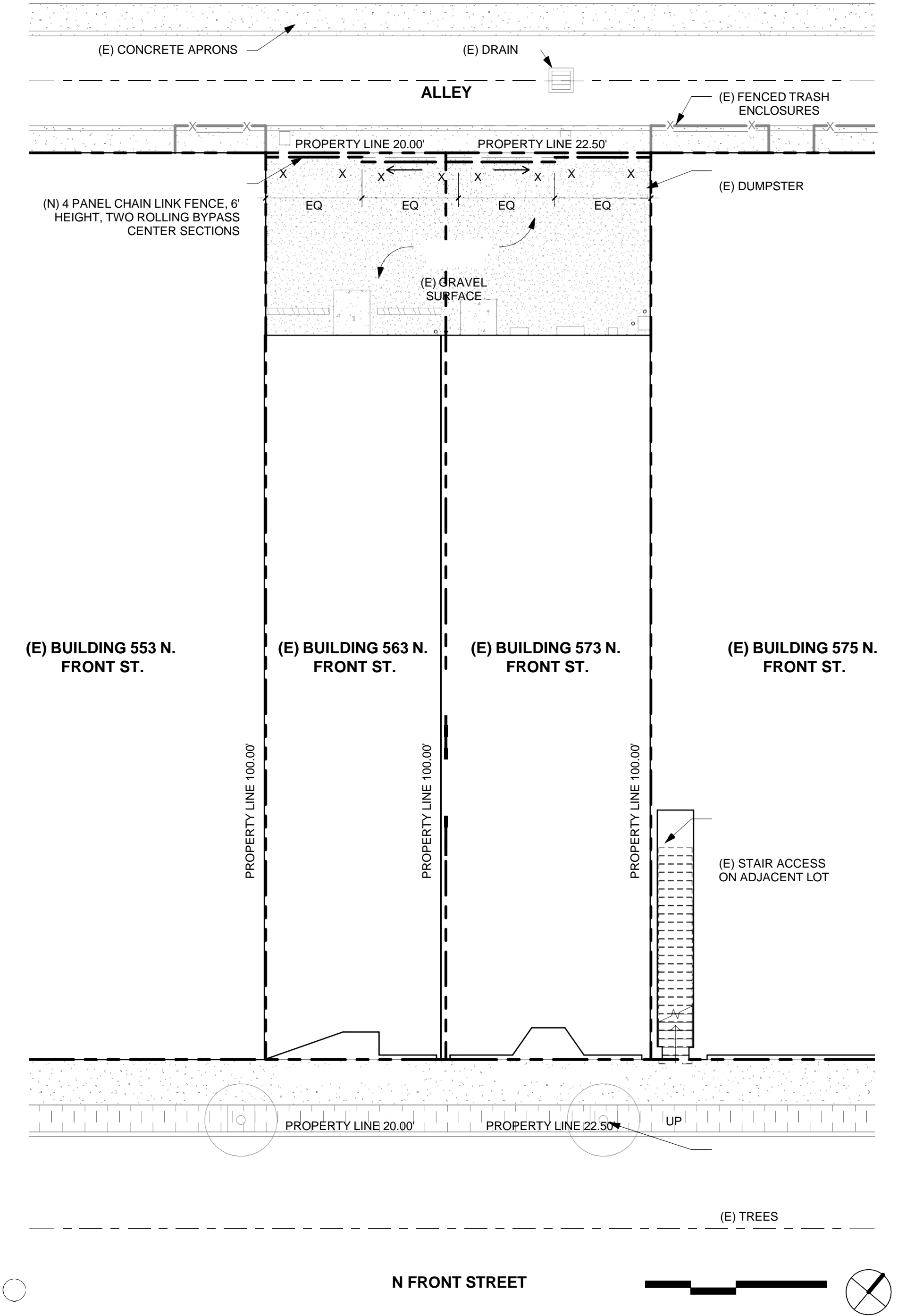
<p>Landowner's Signature/Firma del Propietario: _____</p> <p><i>[Signature]</i></p> <p>Print Name/Escriba en letra de molde: _____</p> <p><i>José Mendoza</i></p> <p>Date/Fecha: _____</p> <p><i>5/12/25</i></p>	<p>Applicant's signature/Firma del Solicitante: _____</p> <p><i>[Signature]</i></p> <p>Print Name/Escriba en letra de molde: _____</p> <p><i>José Mendoza & Verónica Mendoza</i></p> <p>Date/Fecha: _____</p> <p><i>5/12/25</i></p>
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STAFF USE ONLY
Para Uso de Personal Solamente

Zone: _____	Division Clearance standards met.
<p>Notes:</p> <hr/> <hr/> <hr/>	
<input type="checkbox"/> Approved/Aprobado	<input type="checkbox"/> Denied/Negado
Date: _____	
Reviewer: _____	Signature of Reviewer: _____

Make sure you know where underground utilities are located. Call 811 Before You Dig!





PROJECT: NEW FENCING & GATES
573 N Front St, Woodburn, OR 97071

June 23, 2025

TO: Urban Renewal Agency (URA)

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

SUBJECT: **URG #2025.04 – 397 N. FIRST STREET | COSMETOLOGY SCHOOL**

RECOMMENDATION:

Approve the Building Improvements Program (BIP) Grant Application from the owner of the property located at 397 N. First Street, Celestina Chacon Quintero, (Applicant), in the amount of **\$50,000**. This project includes an interior and exterior redevelopment of the property for use as a Cosmetology School, with a total investment of **\$780,750**.

BACKGROUND:

Ms. Quintero purchased the property at 397 N. First Street with the goal of opening a cosmetology school. This will require complete redevelopment of the interior of the building (see detailed description attached); updates to the exterior of the building while preserving the historic characteristics; installing a new roof and gutter; energy efficient windows; ADA improvements; and bringing the property up to current city codes.

The city applied for an Oregon Main Street Revitalization Grant (OMSRG) on behalf of the project and had committed \$50,000 of URA funds as a local match. The OMSRG was not awarded to this project, however urban renewal funding is available in the 2025-26 budget.

The application submitted for your consideration outlines the exterior improvements which total \$126,000.

PROPOSAL:

The Applicant provided two (2) bids along with the architect's estimate per the OMSRG submission which has been submitted with this funding request. Ms. Quintero plans to contract with Jensen Roofing and Construction on this project.

- Engineering Estimate \$768,585

- Jensen Roofing & Construction \$780,750
- CAB Construction \$704,375

FINANCIAL IMPACT:

The FY 2025-26 Urban Renewal Building Improvements Program has budgeted \$50,000 for this project.

Program Criteria:

- The property is located at 397 N. First 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. 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 JUNE 12, 2025 MEETING

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

Staff: Kaylah Maxwell, Jamie Johnk, Jamie Zamrin

Guests: Velvet Morning Creative (Nick and Chelsea)

Minutes from May 8, 2025: Mary Beth moved to approve; Lisa seconded. Motion passed.

Discussion Items:

- **Video of DARS Projects:** Nick and Chelsea (Velvet Morning Creative) shared the progress footage of the DARS video.
- **Recommendations from URA to Program Guidelines:** DARS discussed recommendation to edit the Building Improvement Program guidelines to include a clause that the urban renewal program would cover a percentage of the lowest bid. Discussion followed.

Lisa moved to add the following to the Building Improvements Program Guidelines *"Should the applicant choose to select a bid other than the lowest submitted and requests consideration for urban renewal to match the corresponding grant percentage, a clear and concise justification will be required. Otherwise, the Urban Renewal Program will pay no more than the grant program percentage (%) of the lowest bid submitted."*; Mary Beth seconded. Motion passed.

Staff will make edits to the Program Guidelines and Application and send to DARS for review. After which the edits will be referred to the Urban Renewal Agency at their next meeting.

Note – Edits were presented to DARS via email on June 13, 2025 and staff received approval 3-0.

- **Building Improvements Application:**

- URG #2025.03 – 563 & 573 N. Front Street (Mendoza): Mary Beth moved to approve the award in the amount of \$4,812; Lisa seconded. Motion passed.
- URG #2025.04 – 397 N. First Street (Cosmetology School): Lisa moved to approve the grant award of \$50,000 in the 2025-26 FY budget period; Mary Beth seconded. Motion passed.

- **Façade Projects:**

- 363 N. Front Street – Transformation Center: Staff shared façade paint concepts. DARS members had consensus of approval of the selected façade concept.

Next Meeting: July 10,, 2025

Adjourned: Lisa moved to adjourn the meeting; Mary Beth seconded. Meeting adjourned.



City of Woodburn

Building Improvements Program

APPLICATION

☒ Exterior Grant ☐ Interior Grant ☐ Design Services

APPLICANT INFORMATION

Name:	Celestina Chacon Quintero
Phone:	(503) 984-3576
Tax ID number:	[REDACTED]

FOR OFFICE USE ONLY

Application Date:
Approval Date:
Amount Awarded:

PROPERTY OWNER INFORMATION

Property Address:	397 N. 1st Street, Woodburn, OR 97071		
Name:	Chaluma Properties, LLC	Phone/Email:	(503) 984-3576 / cechaqui@gmail.com
Address:	397 N. 1st Street	City:	Woodburn St: OR Zip: 97071
Owner's Signature:	[Signature] Date: 05/30/2025		

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	Celeste Beauty Center, LLC	Business Owner's Name:	Celestina Chacon Quintero
Address:	182 McLaughlin Drive	Phone:	(503) 984-3576
City:	Woodburn State: OR	Zip:	97071
Type of Business:	Cosmetology School	Upper Floor Use:	n/a

PROPOSED IMPROVEMENTS

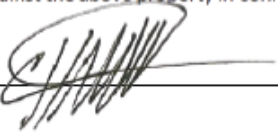
Improvements Type:	<input type="checkbox"/> Interior Improvements <input checked="" type="checkbox"/> Exterior Improvements <input type="checkbox"/> Other
Description:	1) Replace (E) windows w/ double-pane vinyl replacement windows (\$35k + \$7k GC fee = \$42k)
	2) Replace (E) exterior doors with new, insulated exterior doors (\$7k + \$1.4k GC fee = \$8.4k)
	3) Remove (E) roofing & replace with new architectural shingle roofing (\$32.1k + \$6.42k GC fee = \$38.52k)
	4) Remove & replace existing gutters & fdownspouts with new products & materials (\$4.5k + 0.18k = \$4.68k)
	5) Repair existing cementitious stucco as needed (\$2k + \$0.4k GC fee = \$2.4k)
	6) Paint entire exterior of building (\$25k + \$5k GC fee = \$30k)
Estimated Cost of Improvements:	\$126,000

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



05/30/2025
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

Cosmetology School Scope of Work
397 North 1st Street
Woodburn, OR 97071

Owners: Celestina and Luis Quintero

Scope:

This project is an interior tenant improvement, roof, door, and window replacement to an existing wood framed building constructed in 1937. The new use will be cosmetology training for approximately 12-15 students. The students will be learning hair cutting, barbering, esthetics, nails and associated activities. The basement will be used primarily for mechanical equipment and storage.

The central corridor will remain as the primary axis running east and west. Over the years, multiple walls have been added to develop offices. On the south side of the building, the majority of the walls running north to south will be demolished to establish the large, primary classroom. The north boundary of the classroom will be the existing corridor wall. The south boundary of the classroom will be the existing exterior walls. The existing exterior windows will be replaced with vinyl windows that reflect the character of the single pane, gridded, double hung, wood windows but address current desires for thermally isolated, double pane windows. The new vinyl windows will be single hung, low-e, insulated glass with grids. The existing trim will remain or be repaired to match the existing profile where necessary.

The north side of the building will utilize the existing wall locations to establish rooms to house a business office, esthetician room, manicure and pedicure room, color/dye studio, and administrators' office. The existing toilet room on the west side of the building, south of the administrators' office will remain.

The existing kitchen, located in the south west corner will be fully renovated to accommodate a new refrigerator, new sink, new millwork including base cabinets, upper cabinets, and countertops, and a stacking washer/dryer. There will be seating on stools at a wall mounted countertop to the west. The windows will be the same size and configuration constructed of updated materials. The trim has irreparable weather damage and will be replaced in its entirety to resemble the existing profile.

The bathroom sandwiched between the west wall of the classroom and east wall of the kitchen will be renovated by flipping the location of the existing shower and existing janitor plumbing in order to access the janitor from the main corridor. This allows a full janitor sink with equipment storage that is independent of the bathroom. The toilet will remain and the handwashing sink will move closer to the southern exterior wall.

The main entry, north exterior door, and west exterior door locations will be maintained with new wood doors replicated in style but fitted with low-e, double pane insulated glazing and

accessible hardware. The interior reception window is essentially in the same location although new millwork and glazing will be used. The interior walls in the east portion of the building will be demolished to accommodate a new fully accessible client toilet room, four shampoo chairs, and up to six styling stations.

The existing carpet over vinyl composition tile will be removed throughout the building and replaced with luxury vinyl plank. In the public spaces a painted, 8" base with shoe, and base cap will be installed on the wall at the floor elevation. The semi-public spaces will have a painted, 6" MDF base with shoe. Wet areas will have a painted, 6" PVC base sealed to the floor and wall.

All rooms will receive new paint on the walls and ceiling. The bathroom, toilet rooms, and kitchen will have a tile wainscot with epoxy paint above at wet walls for easy sanitation. Millwork will be plastic laminate or flax-seed-panel laminate with solid surface tops. Where existing interior doors can be relocated or reused, they will be salvaged and reinstalled. Hardware will be new to meet current accessibility requirements.

On the exterior, the existing stucco will be patched where necessary. New handrails and guard rails will be installed to meet accessibility requirements. The existing brick detailing will be protected and maintained while the stucco and wood trim will be painted. New bicycle lockers will be installed on the south west corner in an inconspicuous location at the top of the ramp.

PROJECT: Restoration of 397 N. First Street, Woodburn

PROJECT BUDGET

DESCRIPTION	ESTIMATE	DESCRIPTION
EXTERIOR COSTS:		
Concrete saw cutting	\$ 6,000	Cut concrete at south west window well and east exterior entry for bike storage
Roof Replacement	\$ 33,100	Remove one layer of composition roofing, and install 30 lbs. synthetic underlayment, new drip edge and gable flashings, new plumbing vents, flashings, 50 year architectural shingles on slope roof, and 60ML TPO membrane on flat roof
Gutters/Downspouts/Drains	\$ 14,500	Remove existing gutters and downspouts; install new 6" fascia gutters and downspouts
Debris Removal	\$ 1,500	Construction debris removal and dumpsters rental cost
Stucco Repairs	\$ 3,000	line are relocated
Landscaping and Irrigation	\$ 20,000	Remove old irrigation system and install new including Landscaping drawings
Stairs and Railing	\$ 10,000	
Exterior Painting	\$ 25,000	Stucco painting around the building
Windows (Milgard Tuscany V400)	\$ 35,000	Replace windows including basement windows
Egress Window	\$ 14,000	Saw cutting and Install 48X48 E glass window for emergency exit in the basement
Exterior Doors	\$ 10,000	Budget for 3 exterior doors in compliance with city specifications
Exterior Lighting	\$ 3,000	
Signage	\$ 5,000	
General Contractor Fees	\$ 42,000	
Exterior Subtotal Costs	\$ 222,100	
INTERIOR COSTS:		
Interior Demolition	\$ 20,000	Remove walls, flooring, cabinets, wiring, plumbing and carpet per contract documents
Framing	\$ 60,000	Frame new portions walls, interiors walls, ceilings, beam installation, per contract documents
Debris Removal	\$ 1,500	Construction debris removal and dumpsters rental cost
Building Materials	\$ 30,000	Miscellaneous structural and connection materials
Sheetrock and Materials	\$ 10,000	Smooth finish walls and ceiling in the remodel areas
Interior Painting	\$ 12,000	Budget for interior painting
Finish Carpentry	\$ 25,000	openings, set base in all rooms and cabinets
Trim Interior	\$ 2,000	reuse
Interior Doors	\$ 15,500	Budget for interior doors: prime solid core and hardware
Plumbing and Fixtures	\$ 48,850	Budget for plumbing fixtures
Basement Wall Repairs	\$ 3,000	Apply hydraulic cement in the basement and epoxy paint to seal cracks
Cabinets	\$ 30,000	Install cabinetry
Electrical	\$ 42,800	Oregon Building Code, includes 10% for electrical upgrades during walls
Insulation	\$ 20,000	
Flooring and Tile	\$ 32,000	Install flooring and tile
Cleaning	\$ 7,000	
Accessories	\$ 27,000	Bathroom/classroom/laundry accessories
Drains and Sewer	\$ 3,000	Set up ABS pipe for future down spots and low point drains
Contractor Fees	\$ 117,000	
Building Permits - estimate	\$ 20,835	
SDC	\$ 19,000	
Interior Subtotal Costs	\$ 548,485	
TOTAL PROJECT ESTIMATE	\$ 788,585	

Jensen Roofing & Construction Inc

4045 Pacific Hwy
 Hubbard, OR 97032 US
 +1 5034815016
 jensenroofing@gmail.com

Estimate

ADDRESS
 Owner Celestina Quintero
 Celeste Beauty Center
 397 N First ST
 WOODBURN, OR 97071 Marion

ESTIMATE 1001
 DATE 03/12/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Permits (building, plumbing, electrical, mechanical)	% based on \$780,750	1	0.00	0.00
Demolition	Walls demolition, floors, windows, doors	1	20,000.00	20,000.00
Concrete saw cutting	Cut concrete for Egrass on window well (rear)	1	3,000.00	3,000.00
Roof and flashings	Remove old roof, install #30 Lbs underlayment, install new drip edge flashings, new gable flashings, new plumbing vents flashings, install 50 year architect roof, on slope area, and install 60 ML TPO on flat roof	1	32,100.00	32,100.00
Gutters and downspots	Remove old gutters and downspots and install new 6" fascia gutters and downspots	1	4,500.00	4,500.00
Drains and sewer	Set up ABS pipes for future downspots and low points drains	1	3,000.00	3,000.00
Framing per Percipient reconfiguration remodel	Frame new partition walls, interior walls, beams installations as plans specifications	1	60,000.00	60,000.00
Framing	Frame new partition walls, ceilings, beams installations as plans specifications	1	60,000.00	60,000.00
Building materials	Miscellaneous building and connection materials	1	30,000.00	30,000.00
Haul off	Construction debris removal and dumpster rental cost	1	3,000.00	3,000.00
Roof Repair (dry rot)	Repair dry rot on the back of the building 1X6 cedar boards		1,000.00	1,000.00
Stucco Repair	Stucco repair around the building		3,000.00	3,000.00
Drywall	Smooth finish on walls and ceilings in the remodel areas	1	10,000.00	10,000.00
Interior Painting	Budget for interior painting	1	12,000.00	12,000.00
Finish Carpentry	Labor and material budget (closet, case windows and doors openings, set in all rooms	1	25,000.00	25,000.00
Interior Trim	We are going to save as much we can of the original trim boards		2,000.00	2,000.00
Interior Doors	Budget for interior doors, prime solid core		12,000.00	12,000.00
Irrigation and landscaping	Remove old irrigation sistem and install new including landscaping	1	20,000.00	20,000.00
Plumbing fixtures	Budget for plumbing fixtures	1	2,000.00	2,000.00

Railings for stairs	Budget for railings on entrance to meet Percipient plan	1	10,000.00	10,000.00
Final cleaning	clean dust and any debris cause for the remodel	1	2,000.00	2,000.00
HVAC cleaning ducts,vents and furnace	Better air to clean all ducting post construction	1	5,000.00	5,000.00
Exterior painting	Painting around the exterior of the building	1	25,000.00	25,000.00
Interior wall basement surface	Apply hydraulic cement in the cracks and epoxy paint to seal	1	3,000.00	3,000.00
Down spots drains	Dig around the perimeter to connect down spot drains	1	5,000.00	5,000.00
Cabinets	Install new cabinets and countertops as Planned	1	30,000.00	30,000.00
Concrete saw cutting	Cut concrete for Egrass on window well (front)	1	3,000.00	3,000.00
Egrass window	Install 48X48 E grass window for emergency exit in the basement	1	12,000.00	12,000.00
Down spots drains	Dig around the perimeter to connect down spot drains	1	5,000.00	5,000.00
Drains and sewer	Set up ABS pipes for future downspots and low points drains	1	3,000.00	3,000.00
Doors hardware	Provided for interior and exterior doors	1	3,500.00	3,500.00
Electrical	Budget for electrical wiring to meet Percipient reflective plan specifications and Oregon building code, includes 10,000.00 for electrical upgrades during discovery due to the age of the building	1	42,800.00	42,800.00
Exterior foundation wall	Located at basement window well	1	2,000.00	2,000.00
Exterior Doors	Budget for exterior doors in compliance with city specifications	1	10,000.00	10,000.00
Exterior painting	Painting around the exterior of the building	1	25,000.00	25,000.00
Finish Carpentry	Labor and material budget (closet, case windows and doors openings, set in all rooms	1	0.00	0.00
Insulation	Blow in insulation to the exterior walls and install R23 to the interior walls	1	20,000.00	20,000.00
Flooring	Remove old carpet floor and install new flooring	1	20,000.00	20,000.00
Plumbing	Labor and materials to plumb drains, vents, water SISTEM and set fixtures for the beauty school, ABS pipes and fittings for DWV sistem,PEX pipes and fittings for water sistem. All plumbing is to meet Oregon plumbing code, city regulations and plan provided	1	38,850.00	38,850.00
Ceramic Wall Tile	Located in bathrooms	1	12,000.00	12,000.00
Fiberglass Paneling (FRP)	Located on the walls around the janitor sink		2,000.00	2,000.00
Marker and tack boards	Located in the classroom	1	3,000.00	3,000.00
Cubicle curtain and track	Located in esthetics	1	4,000.00	4,000.00
Toilets accesories	Including grab bars, toilet paper dispensers,soap dispensers,paper towels dispensers,mirrors etc	1	3,000.00	3,000.00
Fire extinguishers and cabinets	Budget for four extinguishers and cabinets	1	2,000.00	2,000.00
Metal lockers	For students use	1	5,000.00	5,000.00
Appliances	Refrigerator, washer and dryer, microwave	1	5,000.00	5,000.00

Roller windows shades	Located on all exterior windows	1	8,000.00	8,000.00
Bicycle lockers	Located outside the east exit door (2)	1	0.00	0.00
SDC	Sistem development charges (city)	1	19,000.00	19,000.00
Contractor fee	Amount to be paid to a contractor	1	150,000.00	150,000.00
TOTAL				\$780,750.00

Accepted By

Accepted Date



CAB Construction LLC
13068 Hook Rd. NE
Mount Angel, OR 97362
CCB #213068

Phone # 5038456485

cabconstruction2002@gmail.com

Estimate

Date	Estimate #
3/12/2025	417

Name / Address
Celeste Beauty Institute 397 N. 1st St. Woodburn, OR 97071

		Job Description
		Remodel
Item	Description	Total
02 Permits and Fees	Estimated Permit fees and System Development Charges	25,000.00
28 Demolition	Demo existing finishes and designated walls. Saw-cut for new openings. Haul away debris	30,000.00
04 Footings and Foundation	Basement waterproofing applied to interior of existing basement walls	4,375.00
05 Framing	Materials and labor to frame all remodel changes	117,500.00
06 Roofing	Remove existing roofing. Repair or replace rotten fascia boards. Install new 50 yr. arch comp roofing on slope. Install TPO on flat roof	41,250.00
07 Windows	Install new Windows, including egress basement window	62,500.00
08 Siding	Stucco repairs around new windows	10,000.00
09 Exterior Doors	Install 3 new exterior doors	11,250.00
10 Interior Trim and Railings	New interior trim and doors installed. Paint grade	58,750.00
12 Plumbing	New plumbing and fixtures	52,500.00
14 Electrical	Install new electrical system for entire building	57,500.00
15 Insulation	Blow in exterior wall insulation and ceiling insulation. Batt insulation for interior sound walls	28,750.00
16 Drywall	Install new drywall in remodeled areas. Smooth finish	22,500.00
17 Paint and Finish	Interior and exterior painting	56,250.00
Thank you for considering CAB Construction		Total



CAB Construction LLC
13068 Hook Rd. NE
Mount Angel, OR 97362
CCB #213068

Phone # 5038456485

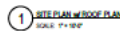
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Estimate

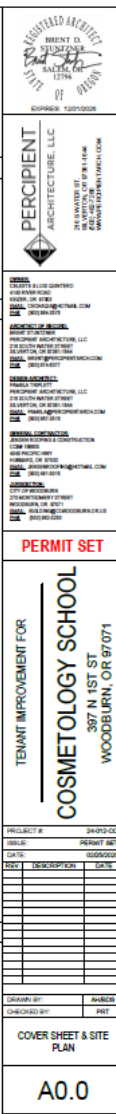
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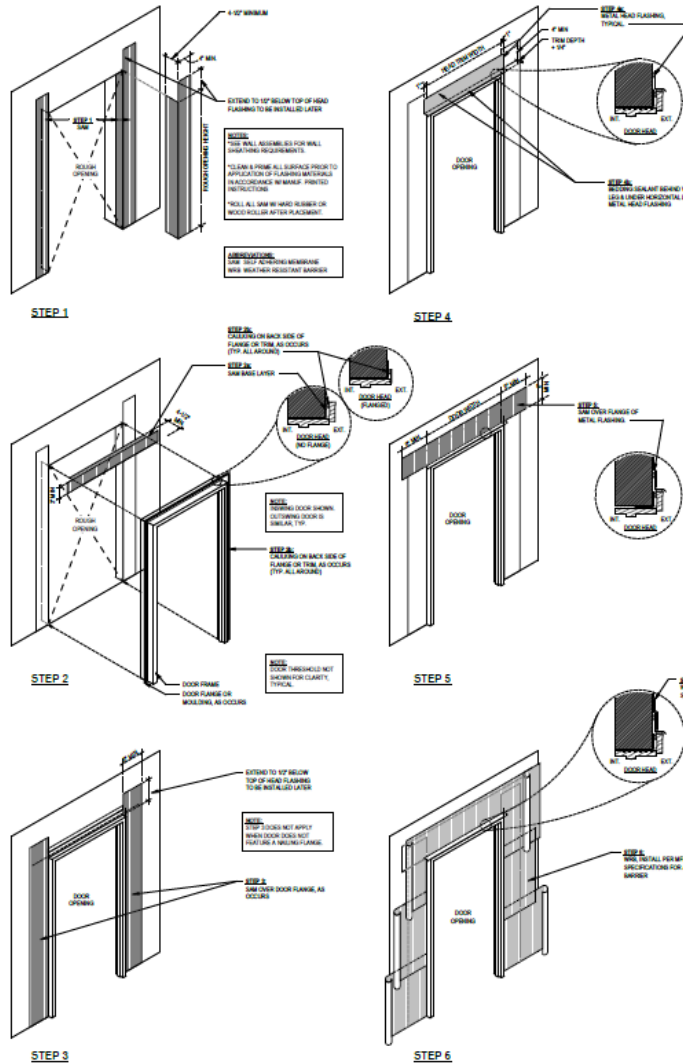
Name / Address
Celeste Beauty Institute 397 N. 1st St. Woodburn, OR 97071

		Job Description
		Remodel
Item	Description	Total
18 Flooring	New commercial carpeting	25,000.00
19 Gutters and Storm Drain	New gutters, downspouts. And new perimeter storm water piping tied into City storm system	17,500.00
21 Cabinets	Install cabinets and countertops where needed.	37,500.00
23 Finish Hardware	New interior door hardware installed. Other miscellaneous hardware	3,125.00
24 Concrete Flatwork	Install ADA railing at exterior stairs and ramp	13,750.00
25 Landscape	New landscaping and irrigation system	25,000.00
26 Clean Up	Final cleaning	4,375.00
Thank you for considering CAB Construction		
Total		\$704,375.00



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1 FLASHING STEPS - TYPICAL EXTERIOR DOOR (WOOD OR FG JAMB)
SCALE: 3/8" = 1'-0"

GENERAL NOTES - DOORS

1. SEE PLANS & SPECIFICATIONS FOR DOOR SIZES.
2. CONTRACTOR TO VERIFY DOOR OPERATIONAL SIZES AND LOCATIONS BEFORE ORDERING.
3. EXTERIOR DOORS TO BE SET IN WEATHER-RESISTANT FRAME WITH WEATHER-RESISTANT FLASHING (SEE DETAIL 101) AND INSULATION (SEE DETAIL 102).
4. PROVIDE FLASHING (SEE DETAIL 101) AT ALL EXTERIOR DOOR JAMBS.
5. PROVIDE INSULATION (SEE DETAIL 102) AT ALL EXTERIOR DOOR JAMBS.
6. SEE DETAIL 101 FOR WEATHER FLASHING, TYP.
7. DOOR HEADERS SHALL BE 2X10 OR 2X12 (MINIMUM 2X10) AND 4" MINIMUM DEPTH.
8. SEE DETAIL 101 FOR WEATHER FLASHING, TYP.
9. SEE DETAIL 101 FOR WEATHER FLASHING, TYP.
10. SEE DETAIL 101 FOR WEATHER FLASHING, TYP.

DOOR SCHEDULE													
DOOR NO.	LOCATION	DOOR TYPE	DOOR			FRAME			HEADERS			JAMBS	
			WIDTH	HEIGHT	MATERIAL	FINISH	GROUP	TYPE	MATERIAL	FINISH	GROUP	TYPE	COMMENTS
01	REAR ENTRY	EXT. ENTRY DOOR (DOOR TYPE 1)	3'-0"	8'-0"	WD	LP	1	1	2x10	WD	LP	1	
02	ENTRY	INT. ENTRY DOOR (DOOR TYPE 1)	3'-0"	8'-0"	WD	LP	1	1	2x10	WD	LP	1	
03	ENTRY	INT. ENTRY DOOR (DOOR TYPE 1)	3'-0"	8'-0"	WD	LP	1	1	2x10	WD	LP	1	
04	ENTRY	INT. ENTRY DOOR (DOOR TYPE 1)	3'-0"	8'-0"	WD	LP	1	1	2x10	WD	LP	1	
05	ENTRY	INT. ENTRY DOOR (DOOR TYPE 1)	3'-0"	8'-0"	WD	LP	1	1	2x10	WD	LP	1	
06	ENTRY	INT. ENTRY DOOR (DOOR TYPE 1)	3'-0"	8'-0"	WD	LP	1	1	2x10	WD	LP	1	
07	ENTRY	INT. ENTRY DOOR (DOOR TYPE 1)	3'-0"	8'-0"	WD	LP	1	1	2x10	WD	LP	1	
08	ENTRY	INT. ENTRY DOOR (DOOR TYPE 1)	3'-0"	8'-0"	WD	LP	1	1	2x10	WD	LP	1	
09	ENTRY	INT. ENTRY DOOR (DOOR TYPE 1)	3'-0"	8'-0"	WD	LP	1	1	2x10	WD	LP	1	
10	ENTRY	INT. ENTRY DOOR (DOOR TYPE 1)	3'-0"	8'-0"	WD	LP	1	1	2x10	WD	LP	1	
11	ENTRY	INT. ENTRY DOOR (DOOR TYPE 1)	3'-0"	8'-0"	WD	LP	1	1	2x10	WD	LP	1	
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17	ENTRY	INT. ENTRY DOOR (DOOR TYPE 1)	3'-0"	8'-0"	WD	LP	1	1	2x10	WD	LP	1	
18	ENTRY	INT. ENTRY DOOR (DOOR TYPE 1)	3'-0"	8'-0"	WD	LP	1	1	2x10	WD	LP	1	

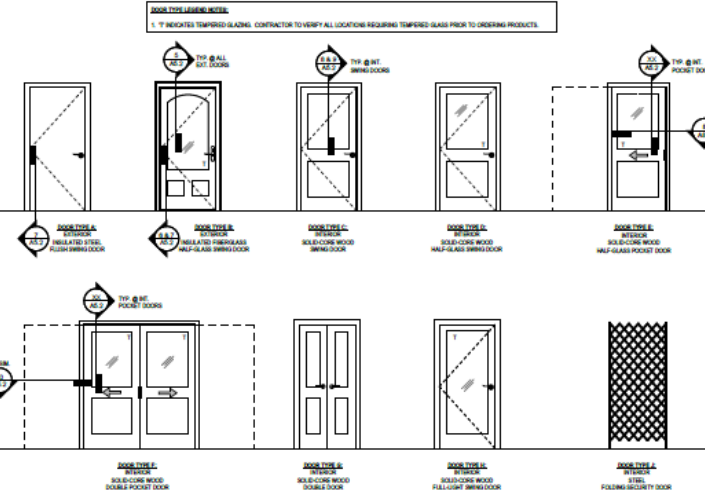
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DOOR TYPE LEGEND



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PERCIPIENT ARCHITECTURE, LLC
ARCHITECTS
397 N 1ST ST
WOODBURN, OR 97071
(503) 670-0000
WWW.PERCIPIENTARCHITECTURE.COM

REGISTERED ARCHITECT
BRENT D. JENSEN
STATE OF OREGON
NO. 12345
EXPIRATION DATE 12/31/2025

PROJECT # 2470-00
SHEET # 000000
DATE 08/20/24
BY PERCIPIENT ARCHITECTURE, LLC
CHECKED BY PERCIPIENT ARCHITECTURE, LLC
APPROVED BY PERCIPIENT ARCHITECTURE, LLC

PERMIT SET

TENANT IMPROVEMENT FOR
COSMETOLOGY SCHOOL
397 N 1ST ST
WOODBURN, OR 97071

DOOR SCHEDULE, LEGEND, & FLASHING
A5.0

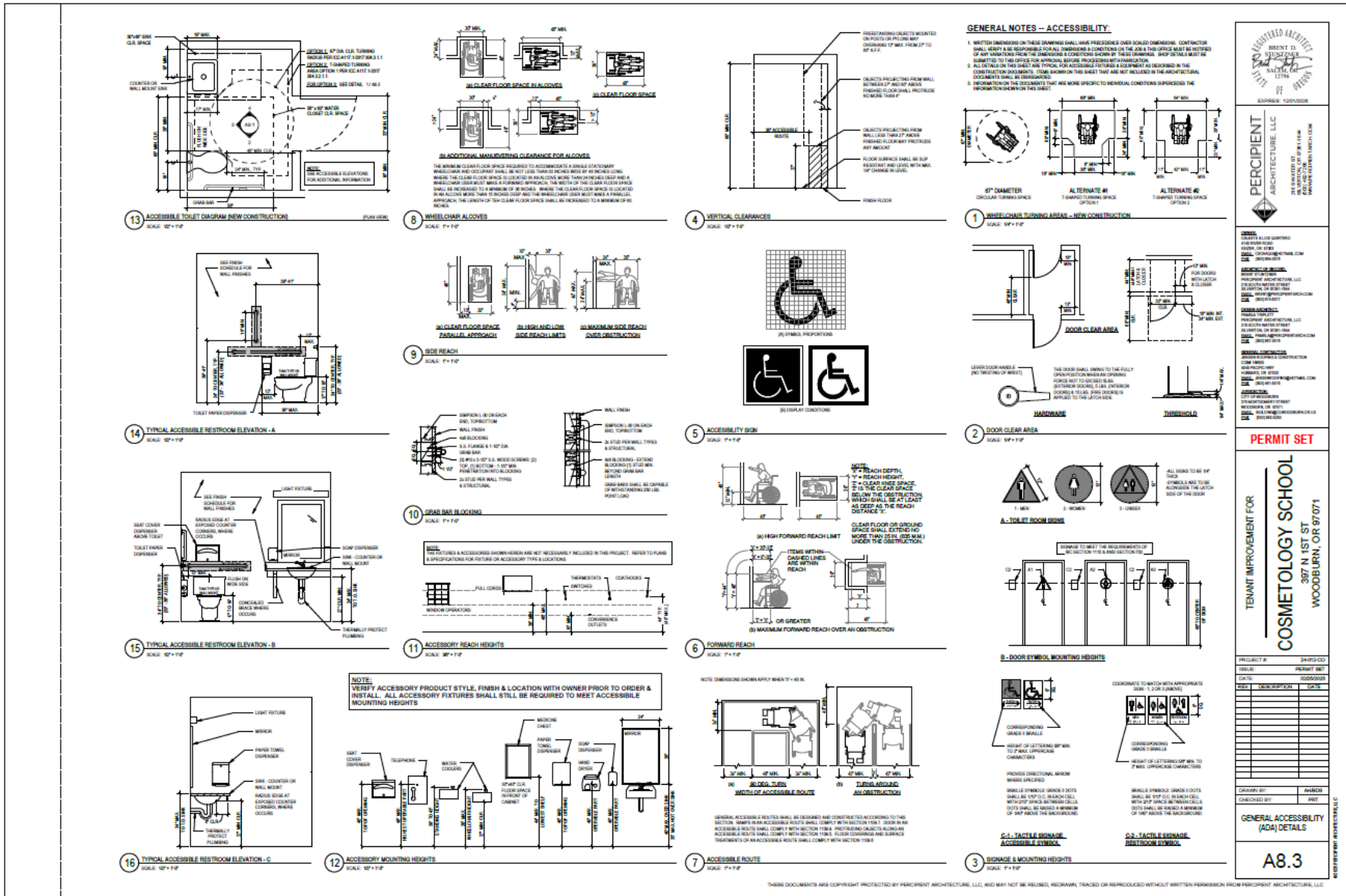


L	2'-0"	4'-0"	BASAMENT	WLG403	PER SPCCS	Y	WHITE	BLACK	51	51	BASAMENT GLASS WINDOW
M	0'-0"	4'-10"	2ND	SITE BUILT	-	-	-	-	48	2	INTERIOR SLITE WINDOW

2. APPROXIMATE SIZES OF REPLACEMENT WINDOWS PROVIDED ABOVE. CONTRACTOR TO FIELD MEASURE PRIOR TO ORDERING WINDOWS, TYP.



A5.1



June 23, 2025

TO: Urban Renewal Agency Chair and Members

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

SUBJECT: **Building Improvements Program Guideline Revisions**

RECOMMENDATION:

Approve the revised City of Woodburn Building Improvements Program Guidelines, as recommended by the Downtown Advisory Review Subcommittee (DARS).

BACKGROUND:

The City established the Urban Renewal funded Building Improvements Program (BIP) in 2011. The purpose of the Program (BIP) is to provide assistance to businesses and property owners through grants and design services in an effort to promote improvements to buildings within the targeted redevelopment area. By supporting improvements to the interior and exterior of buildings, the program serves to improve Woodburn's overall economic viability.

DISCUSSION:

Since inception, there have been revisions made to the program criteria and guidelines, (last revisions July 2019). As BIP applications are received, DARS and staff identify areas where additional revisions to the Program may be required in order to maximize funds and promote additional investment and improvements.

At their June 12, 2025, regular meeting, DARS approved revisions to the Building Improvements Program (draft Meeting Minutes attached). DARS is recommending the following addition be made to the "Funding Available" section of the Guidelines: *"Should the applicant choose to select a bid other than the lowest submitted and requests consideration for urban renewal to match the corresponding grant percentage, a clear and concise justification will be required. Otherwise, the Urban Renewal Program will pay no more than the grant program percentage (%) of the lowest bid submitted."*

FINANCIAL IMPACT:

No financial impacts are anticipated with this item.



DOWNTOWN ADVISORY REVIEW SUBCOMMITTEE

MINUTES FROM THE JUNE 12, 2025 MEETING

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

Staff: Kaylah Maxwell, Jamie Johnk, Jamie Zamrin

Guests: Velvet Morning Creative (Nick and Chelsea)

Minutes from May 8, 2025: Mary Beth moved to approve; Lisa seconded. Motion passed.

Discussion Items:

- **Video of DARS Projects:** Nick and Chelsea (Velvet Morning Creative) shared the progress footage of the DARS video.
- **Recommendations from URA to Program Guidelines:** DARS discussed recommendation to edit the Building Improvement Program guidelines to include a clause that the urban renewal program would cover a percentage of the lowest bid. Discussion followed.

Lisa moved to add the following to the Building Improvements Program Guidelines *"Should the applicant choose to select a bid other than the lowest submitted and requests consideration for urban renewal to match the corresponding grant percentage, a clear and concise justification will be required. Otherwise, the Urban Renewal Program will pay no more than the grant program percentage (%) of the lowest bid submitted."*; Mary Beth seconded. Motion passed.

Staff will make edits to the Program Guidelines and Application and send to DARS for review. After which the edits will be referred to the Urban Renewal Agency at their next meeting.

Note – Edits were presented to DARS via email on June 13, 2025 and staff received approval 3-0.

- **Building Improvements Application:**

- URG #2025.03 – 563 & 573 N. Front Street (Mendoza): Mary Beth moved to approve the award in the amount of \$4,812; Lisa seconded. Motion passed.
- URG #2025.04 – 397 N. First Street (Cosmetology School): Lisa moved to approve the grant award of \$50,000 in the 2025-26 FY budget period; Mary Beth seconded. Motion passed.

- **Façade Projects:**

- 363 N. Front Street – Transformation Center: Staff shared façade paint concepts. DARS members had consensus of approval of the selected façade concept.

Next Meeting: July 10,, 2025

Adjourned: Lisa moved to adjourn the meeting; Mary Beth seconded. Meeting adjourned.

City of Woodburn

Building Improvements Program

Funded By: City of Woodburn Urban Renewal Program



270 Montgomery Street | Woodburn, OR 97071

Phone: 503-980-6319

Email: jamie.johnk@ci.woodburn.or.us

City of Woodburn

Building Improvements Program

Purpose of the Program

The City of Woodburn Urban Renewal Agency is providing an incentive program designed to promote improvement to the buildings within targeted redevelopment areas. By enhancing the appearance of buildings, the program serves to improve the area's overall economic viability. Better aesthetics increase property values, improve the marketability of space within the buildings and draws business and residents to the area.

Target Areas

The current building improvement program target areas is the within the existing Urban Renewal boundaries (see map attached) with a primary focus to downtown Woodburn.

Application Process

Applications for the Building Improvements Program will be available from the City's Economic Development Office or online at the City of Woodburn's website (<http://www.ci.woodburn.or.us>). Applicants will be required to complete the program application and provide a project timeline, conceptual or architectural drawings, specifications, and breakdown of costs for the proposed building improvement work. Proposals must pass a threshold review for eligibility and will then be reviewed for quality and impact of the proposed improvements by the Downtown Advisory Review Subcommittee (DARS). After review and consideration, DARS makes funding recommendations to the City of Woodburn Urban Renewal Agency (URA) for final approval. Approval of applications will be considered based on strength of proposals and economic development impact to the community.

Eligibility

All property and business owners willing to improve the exterior or interior of properties located within the designated urban renewal program area may be eligible to participate. An applicant may leverage Building Improvements Program funds to secure other financial resources. Property owners may receive assistance for more than one building based on funding availability. Business owners must submit a signed acknowledgement from the property owners authorizing participation in the Building Improvements Program.

Eligible buildings include any commercial or mixed-use building located within the designated program area (*see map attached*). New commercial construction may be considered for this program however, additional design review criteria may be required. Individual residences are not eligible for funding. If a percentage of the commercial building is used for residential purposes, consideration may be given for program support for that portion used for commercial purposes. Buildings will not be required to be occupied to be eligible for this program.

During the application process, applicants will be required to demonstrate financial capacity to meet the program match-funding requirements and must be current on all property taxes, mortgages, insurance and City utilities.

Eligible Activities

Building improvement activities must involve the general upgrading of a building's exterior and/or interior with improvements that enhance the overall appeal and preservation of a property. All improvements must comply with the City of Woodburn's design standards and must be approved by the Downtown Advisory Review Subcommittee (DARS) and the Urban Renewal Agency (URA) Board.

Examples of Eligible Activities

<ul style="list-style-type: none">• Masonry repairs, tuck-pointing, cornice repair and other repairs to preserve the character and historical significance of architectural details	<ul style="list-style-type: none">• Side and rear building façades improvements
<ul style="list-style-type: none">• Storefront reconstruction including painting and stucco repair/replacement	<ul style="list-style-type: none">• Interior/exterior lighting and energy efficiency upgrades
<ul style="list-style-type: none">• Window and door repair or replacement	<ul style="list-style-type: none">• Interior renovation and repairs
<ul style="list-style-type: none">• Awnings and canopies	<ul style="list-style-type: none">• Seismic upgrades
<ul style="list-style-type: none">• Roof repairs/replacement	<ul style="list-style-type: none">• ADA accessibility and code related improvements
<ul style="list-style-type: none">• Repair/replacement of gutters and down spouts	<ul style="list-style-type: none">• Restore/repair flooring
<ul style="list-style-type: none">• Construction of decking and stairs	<ul style="list-style-type: none">• Environmental remediation
<ul style="list-style-type: none">• Permanent exterior signage integrated into the storefront design	<ul style="list-style-type: none">• HVAC, electrical, plumbing improvements and repairs

Examples of Non-Eligible Activities

<ul style="list-style-type: none">• Unapproved signage	<ul style="list-style-type: none">• Conversion of use
<ul style="list-style-type: none">• Billboards	<ul style="list-style-type: none">• Refinance of existing debt
<ul style="list-style-type: none">• Property acquisition	<ul style="list-style-type: none">• Working capital
<ul style="list-style-type: none">• Parking lots	<ul style="list-style-type: none">• Payment of delinquent taxes
<ul style="list-style-type: none">• Temporary, portable or non-permanent improvements	<ul style="list-style-type: none">• Incomplete, previously funded projects

Funding Available

Funding is available on a first-come, first-served basis. The maximum grant amount award to be considered is \$50,000, per property/per application. There are three (3) building improvements program resources for an applicant to consider, as follows:

- Grant Program:
 - Exterior Grant 50%
(Excluding sewer and HVAC improvements)
 - Applicant Match 50%
 - Exterior Grant: Sewer and HVAC Improvements 25 %
 - Applicant Match 75%
 - Interior Grant Maximum 25 %
 - Applicant Match 75%
 - Design Services Grant: Application Required

Should the applicant choose to select a bid other than the lowest submitted and requests consideration for urban renewal to match the corresponding grant percentage, a clear and concise justification will be required. Otherwise, the Urban Renewal Program will pay no more than the grant program percentage (%) of the lowest bid submitted.

The applicant will be reimbursed by program funds upon completion of the project followed by a site inspection and submission of a “Completed Work Statement” along with the required supporting materials. The project must be completed within twelve (12) months of the grant award. Consideration of a six (6) month extension may be approved by DARS or the URA Board with submission of an Extension Request Form from the applicant along with a project timeline reflecting a completion date. If the grant-funded project is not completed in the timeline specified, the grant will be withdrawn, without prejudice, allowing the applicant to re-apply at a later date.

Financing Policies

- Reimbursements: All grants are funded on a reimbursement basis following completion of the project. The total reimbursement for all forms of building improvement assistance shall not exceed \$50,000 per project.
- Site Inspection: Prior to disbursement of grant funds, the City will conduct a site inspection of the property in order to verify that all of the work as prescribed in the funding application has been completed. In addition, the applicant will be required to submit a “Completed Work Statement” along with the required supporting documents in order to process reimbursement. Reimbursement will not be made until the site inspection is made and Statement has been submitted to and approved by the City’s Economic Development Director.
- Taxes, Licenses and Insurance Requirements: At the time of application, property and/or business owners must be current on property taxes, city fees and utilities and must have adequate property insurance. Recipients of Building Improvement Program funds must adhere to the following during the grant funding period:
 - If the applicant is the property owner, retention of the property for the duration of the project; grant funds are not transferable.
 - Maintain property insurance during improvement period.
 - Operate in compliance with all applicable local, state, and federal codes, laws, and regulations.
 - Maintain the property improvements after improvements are completed.
 - Remain current on city and county property taxes for the duration of the project.

Non-compliance with any of the above-mentioned items shall be considered in default and may constitute repayment of all or a portion thereof of the grant funds awarded through the Building Improvements Program.

Design Guidelines

Eligible proposals will be required to conform the Urban Renewal Goals. These goals are provided to assure appropriateness of the proposed work and to provide for compatibility with the Urban Renewal funding criteria. Where appropriate, the City of Woodburn may also require adherence to design standards that complement the historic downtown area and how the proposed improvements impact other the historic significance of the subject property and properties within their vicinity.

Urban Renewal Goals to address in the application process include:

- ☐ **Eliminate Conditions of Blight**—Address blighted conditions including underutilized land and/or deteriorated buildings and structures
- ☐ **Promote Economic Development**— Enhance the downtown’s attractiveness as a place to live, work, or seek entertainment
- ☐ **Create Jobs**— Bring new employers and employment opportunities to Woodburn
- ☐ **Community Benefit** — Create amenities for the Woodburn community
- ☐ **Physical Impact** – Improve the attractiveness of the property and downtown

Review Committee

Applications will be reviewed by DARS to ensure an equitable process and that the application meets all applicable program criteria. After review, DARS will make recommendation to the URA Board to either approve or deny the application. If the application is denied, the applicant has the opportunity to appeal the decision directly to the URA.

Architectural Drawings and Specifications

Applicants will be required to include a detailed description of the proposed improvements along with architectural drawings and specifications (where applicable) as part of their application.

If architectural assistance for design of improvements is needed, the Program provides a *Design Services Grant* for architectural assistance.

Application Requirements

Application packages must include enough documentation to illustrate the impact of the project, costs, and compliance with the Urban Renewal Guidelines. Failure to provide required information will delay the review and approval process.

Supplemental documents required at the time of application include:

- ☐ A completed application form
- ☐ Written consent from property owner giving permission to conduct building improvements (*if applicable*)
- ☐ Color photographs of existing conditions
- ☐ Samples of materials and colors to be used and other documentation necessary to illustrate the visual impact of the proposed project
- ☐ Proposed project completion schedule
- ☐ Applicant must attempt to provide three (3) competitive proposals from licensed and bonded contractors for portions of the project that exceed \$2,500. If applicant is unable to acquire qualifying proposals, applicant may request in writing consideration of waiver of the three-bid process. Proposals should give detailed information about the work to be completed, the costs, and the project completion schedule. All proposals must include an authorized signature (*electronic signatures will not be accepted*) as well a CCB# and full address. Once a project is awarded, contractors cannot be changed unless new proposals have been submitted for review and authorization by the DARS.

- ☐ In the event that a property owner is a licensed contractor and is proposing to perform work on their own properties, said property owner must furnish at least two (2) qualifying proposals other than their own for consideration (for projects over \$2,500).
- ☐ Owners and merchants may also perform work on their own buildings; however, they will not be reimbursed for their time while acting as contractor and/or installing material. Material costs and labor of employees are reimbursable if documentation on the number of hours worked on the project by the employees, the rate of pay, etc. is provided.

Application Amendment

Acknowledging that once improvements are underway circumstances may require changes to the original scope of the project. Therefore, an amendment to an application due to project scope may be considered after award of the grant. An amendment request will be required in writing, prior to work beginning, clearly stating the changes to the project scope and circumstances prompting said change. Review and approval of the amendment by DARS and/or URA Board is required unless circumstances prevent prior notice, at which time applicant must contact City staff prior to work beginning.

Request for Reimbursement Requirements

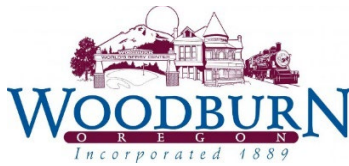
Reimbursement can be expected in approximately three (3) to six (6) weeks after all of the required documentation has been submitted and reviewed:

- ☐ Completed Work Statement
- ☐ Form W-9
- ☐ Copies of all paid invoices, canceled checks, and/or bank statements for all of the building improvement work covered by grant. These must equal to or greater than the required grant match (*where applicable*). All project expenditures must be paid in full. The invoices must be marked paid, signed, and dated by the contractors.
- ☐ Lien waivers cannot be substituted for canceled checks or bank statements.
- ☐ Photographs of completed project.

Contact Information

For additional information on the **City of Woodburn Building Improvement Program**, please contact:

City of Woodburn Economic Development Department
270 Montgomery Street | Woodburn, OR 97071
Phone: 503-980-6319
Email: jamie.johnk@ci.woodburn.or.us



City of Woodburn

Building Improvements Program

APPLICATION ☐ Exterior Grant ☐ Interior Grant ☐ Design Services

APPLICANT INFORMATION

Name:
Phone:
Tax ID number:

FOR OFFICE USE ONLY

Application Date:
Approval Date:
Amount Awarded:

PROPERTY OWNER INFORMATION

Property Address:			
Name:		Phone/Email:	
Address:	City:	St:	Zip:
Owner's Signature:		Date:	

BUSINESS AND / OR PROJECT INFORMATION

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

PROPOSED IMPROVEMENTS

Improvements Type: <input type="checkbox"/> Interior Improvements <input type="checkbox"/> Exterior Improvements <input type="checkbox"/> Other
Description:

Contractor/Bid Selected: _____

If not the lowest bidder, explain why this contractor/bid was selected: _____

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

City of Woodburn

Building Improvements Program Boundary Map

