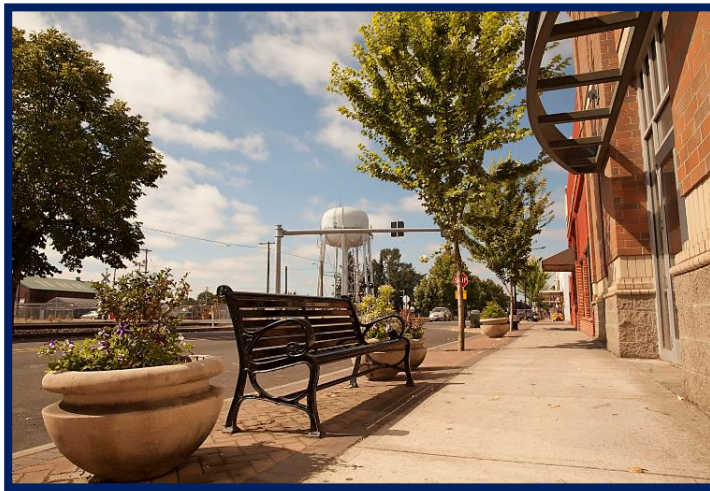


# City of Woodburn

## Building Improvements Program

*Funded By: City of Woodburn Urban Renewal Program*



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

### Examples of Non-Eligible Activities

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

### Funding Available

Funding is available on a first-come, first-served basis. The maximum grant amount award 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 roof, sewer, and HVAC improvements)*
    - Applicant Match 50%
  - Exterior Grant: Sewer, and HVAC Improvements 25 %
    - Applicant Match 75%
  - Exterior Grant: Roof 50%
    - Applicant Match 50%
  - Interior Grant Maximum 25 %
    - Applicant Match 75%

- Design Services Grant: Application Required

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 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 transferrable.
  - 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 will be required on 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:

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**Email: maricela.guerrero@ci.woodburn.or.us**