

URBAN RENEWAL AGENCY BOARD MEETING MINUTES
June 10, 2024

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JUNE 10, 2024

CONVENED The meeting convened at 6:31 p.m. with Chair Lonergan presiding.

ROLL CALL

Chair Lonergan	Present
Member Schaub	Present
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 Services Director Cuomo, Community Development Director Kerr, Finance Director Turley, Public Works Director Stultz, Special Projects Director Wakeley, City Recorder Pierson, Planner Handel,

CONSENT AGENDA

A. Urban Renewal Agency minutes of April 8, 2024

Schaub/Cabrales... adopt the Consent Agenda. The motion passed unanimously.

PUBLIC HEARING

Fiscal Year (FY) 2024-25 Woodburn Urban Renewal Agency Budget Adoption

Chair Lonergan declared the hearing open at 6:32 p.m. for the purpose of hearing public input on the Agency's Budget for Fiscal Year (FY) 2024-2025. 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 6:36 p.m.

A RESOLUTION ADOPTING THE CITY OF WOODBURN URBAN RENEWAL BUDGET FOR THE FISCAL YEAR (FY) 2024-25; MAKING BUDGET APPROPRIATIONS; AND IMPOSING THE TAXES

City Administrator Derickson provided a staff report. **Schaub/Cornwell...** approve the resolution adopting the budget and capital improvement plan, making appropriations, and imposing taxes for FY 2024-25. The motion passed unanimously.

A RESOLUTION AMENDING THE WOODBURN URBAN RENEWAL PLAN

Economic Development Director Johnk provided a staff report and Elaine Howard, Elaine Howard Consulting, provided information on the proposed amendments. **Schaub/Cornwell...** adopt Resolution Number 2024-02 amending Section 600 Description of Projects to be Undertaken of the Woodburn Urban Renewal Plan and adding right of way and parcels to the Woodburn Urban Renewal Plan boundary. The motion passed unanimously.

ADJOURNMENT

Morris/Schaub... move to adjourn. The motion passed unanimously. Chair Lonergan adjourned the

URBAN RENEWAL AGENCY BOARD MEETING MINUTES
June 10, 2024

meeting at 6:59 p.m.

APPROVED _____
FRANK LONERGAN, CHAIR

ATTEST _____
Heather Pierson, City Recorder
City of Woodburn, Oregon



Urban Renewal Agenda Item

September 9, 2024

TO: Urban Renewal Agency (URA)
FROM: Downtown Advisory Review Subcommittee (DARS)
Jamie Johnk, Economic Development Director
SUBJECT: **URG #2024.05 – 950 N. Boones Ferry Road - First Presbyterian Church**

RECOMMENDATION:

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.

BACKGROUND:

The First Presbyterian Church allowed the City to install a directional sign on their property in 2020. At that time, the Church had expressed their interest in upgrading their signage on the corner of Boones Ferry and Hwy 214. The city began working with the Church on design concepts, however the urban renewal program was put on hold for two years during COVID. In 2023, the Church reached out once again and indicated that they were ready to once again move forward. Working again on design assistance, the final design and initial plans were completed in order to obtain a cost estimate.

First Presbyterian Church obtained a single estimate from the same contractor that constructed and installed the city's directional signs. With their matching funds in place, the Church is now ready to move this project forward and improve their signage.

PROPOSAL:

The Applicant has provided one estimate for sign construction and installation as they have preference of using the same contractor that installed the city's signs.

- Natalys Construction \$18,620

DARS recommends that URA consider approval of this application as submitted.

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
Natalys Construction	\$18,620	\$9,310	\$9,310

PROGRAM CRITERIA:

- The property is located at 950 N. Boones Ferry Road and the area where the sign installation is being proposed is 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. N/A
- 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. N/A
- That building interiors are improved with a focus on addressing code- related improvements. N/A
- The project is in the public interest. The Urban Renewal Program specifically signage improvements 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 visual presence of the property.

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

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:	Rev. Cynthia O'Brien
Phone:	503-962-9186
Tax ID Number:	EIN 93-0653478

Application Date:	7-17-2024
Approval Date:	
Amount Awarded:	

Property Owner information

Property Address:	950 N. Boones Ferry Rd		
Name:	First Presbyterian Church	Phone/Email:	503-951-2022 (msg)
Address:	950 N Boones Ferry Rd.	City:	Woodburn OR 97071
		Date:	7-17-2024

Business and/or Project Information

URA

Name of Business:	First Presbyterian Church	Business Owner's Name:	Julie Moore, president
Address:	950 N. Boones Ferry Rd	Phone:	503-951-2022
City:	Woodburn	State:	OR
		Zip:	97071
Type of Business:	church, nonprofit, community center		
		Upper Floor Use:	

Proposed Improvements


Description:	Multi-tenant sign on the corner of Boones Ferry and 214 with lighting, landscaping and water. Provides identification for the church as well as tenants: Meals on Wheels, Head Start, Family Building Blocks and two Spanish-speaking churches, and the Community Garden.		
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Estimated Cost of Improvements: \$	Amount Requested:
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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

2-21-2024
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

2-21-2024
Date

ESTIMATE



Prepared For

Jamie Johnk

Natalys Construction Llc

Woodburn, Oregon 97352

Phone: (971) 216-1289

Email: geramhdz@yahoo.com

Estimate # 14

Date 07/12/2024

Description

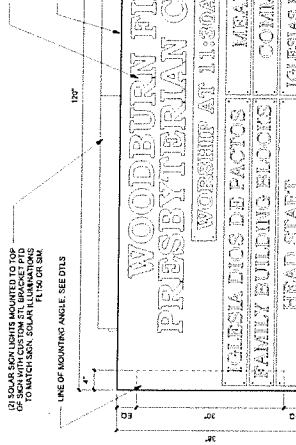
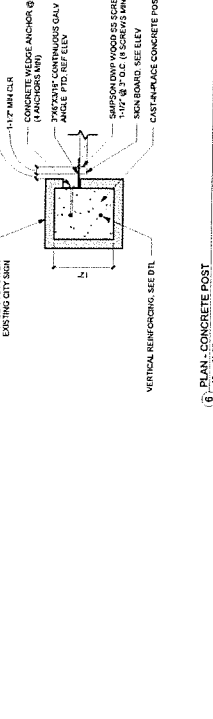
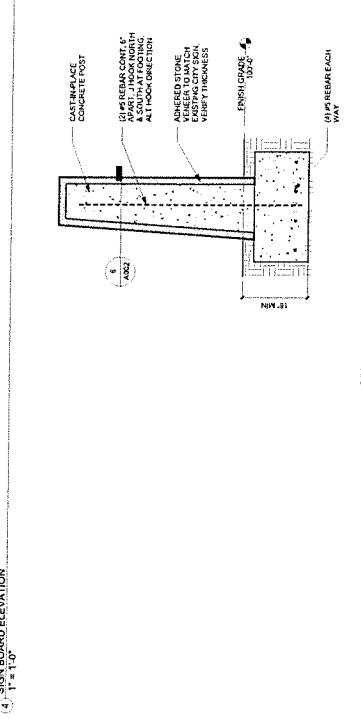
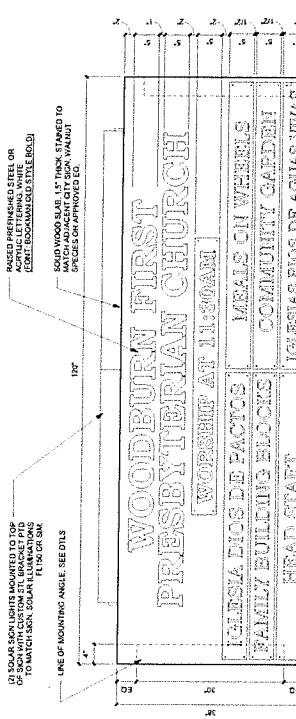
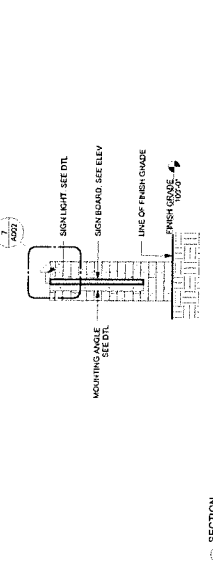
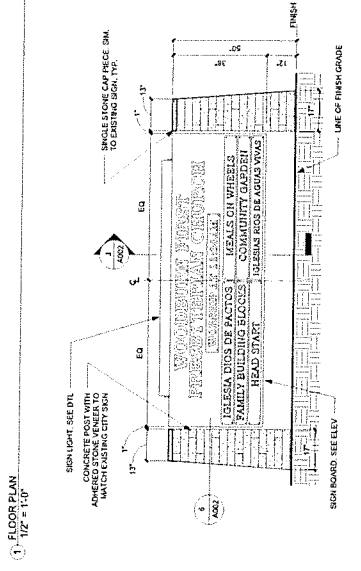
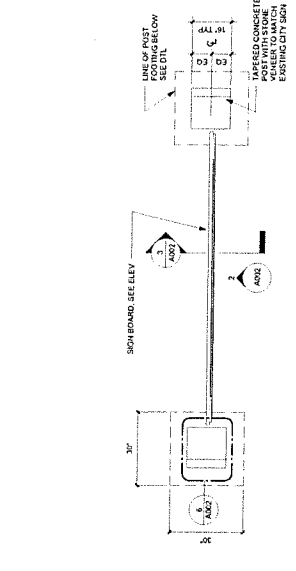
First Presbyterian Church of Woodburn

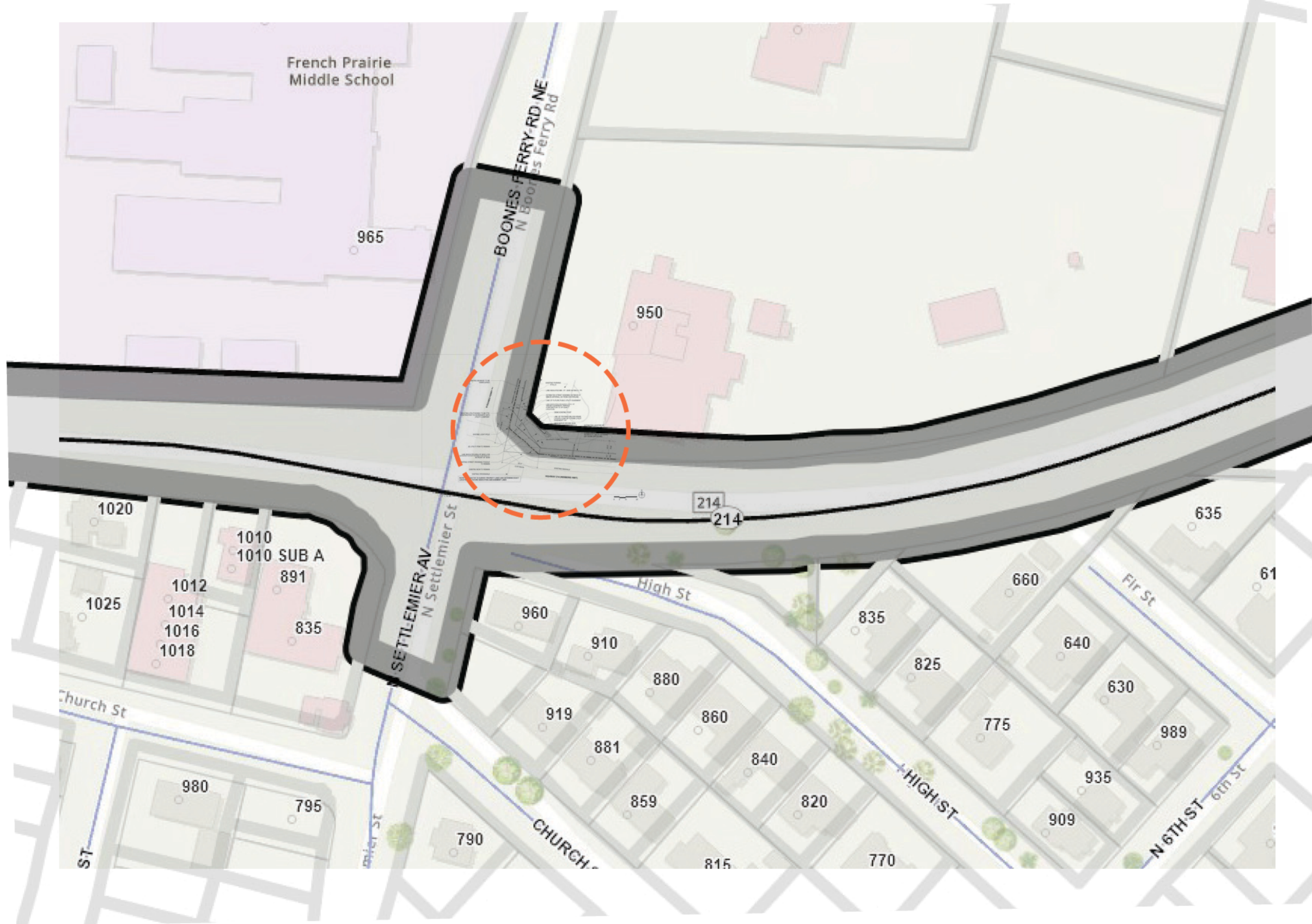
Creating a sign for the church as it's presented in the plans

Subtotal \$18,620.00

Total \$18,620.00

PRELIMINARY NOT FOR CONSTRUCTION







Urban Renewal Agenda Item

September 9, 2024

TO: Urban Renewal Agency (URA)

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

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

RECOMMENDATION:

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, façade stucco removal and replacement, and exterior painting (total project cost is **\$21,250**).

BACKGROUND:

The building owner is requesting assistance in completing the façade repairs and updates to his downtown building to include new windows for energy efficiency, stucco repairs due to deterioration, and exterior paint.

PROPOSAL:

The Applicant has provided three estimates and would like to accept the lowest Nataly's Construction.

- Nataly's Construction \$21,250.00
- Pro 3.5 Construction \$23,300.00
- Oregon Timber Construction \$32,355.00

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
Façade updates	\$21,250	\$10,625 (50%)	\$10,625 (50%)

FINANCIAL IMPACT:

Agenda Item Review: City Administrator ___x___ City Attorney ___x___ Finance ___x___

The FY 2024-25 Urban Renewal Building Improvements Program budget has sufficient funds to approve this \$10,625 grant request.

PROGRAM CRITERIA:

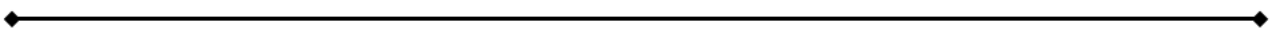
- The property is located at 573 N Front Street and within the Urban Renewal District.
- The proposal complies with the downtown architectural design standards and signage standards. Any necessary permits will be obtained from the city.
- The project encourages greater marketability of the Urban Renewal 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



Building Improvement Program

Façade (Downtown)



City of Woodburn

Energy Efficiency

Building Improvement Programs Application

Applying For: Exterior Grant Interior Grant Design Services Façade Energy Efficiency

Applicant Information

Name:	Jesus Cuevas
Phone:	408-718-4299
Tax ID Number:	

Application Date:	8/27/24
Approval Date:	
Amount Awarded:	

Property Owner information

WRG #2024.06

Property Address:	573 N Front St. Woodburn, Or. 97071		
Name:	Jesus Cuevas	408-718-4299	Phone/Email: citycertifiedbackflow@gmail.com
Address:	543 Bonanza Dr,	Newman, CA 95360	City: ST: Zip:
Owners Signature:	[Redacted]		Date: 08/27/2024

Business and/or Project Information

URA

Name of Business:	Santa Anas Mexican Restaurant	Business Owner's Name:	Jesus Cuevas
Address:	573 N Front St. Woodburn, Or. 97071		Phone:
City:	State:	Zip:	
Type of Business:	Mexican Restaurant	Upper Floor Use:	NO

Proposed Improvements

Description:	
New stucco to be replaced and new windows to be installed as well. A little face lift to the top floor of building .	
Estimated Cost of Improvements: \$	Amount Requested:
\$20,000-\$25,000	

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 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

08/27/2024

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 recorded against the above property in connection with the proposed improvements

Property Owners Signature

Date

Staff Use Only

Documents needed:

- Project Budget
- Contractor Bids (if they have)

ESTIMATE

Prepared For

Jesus



Natalys Construction Llc

Woodburn, Oregon 97352
Phone: (971) 216-1289
Email: geramhdz@yahoo.com

Estimate # 24

Date 08/23/2024

Description

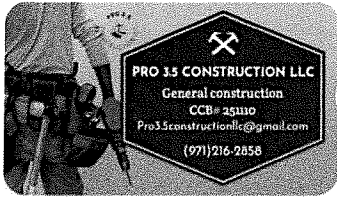
Santana Restaurant

573 N Front St, Woodburn
Remodel face of building
Change 4 windows -\$7,380
Remove canopy to once face of building is remolded then reinstall-\$1,800
Remove old stucco and put new stucco -\$10,370
Paint building -\$1,700
This includes labor and materials

Subtotal \$21,250.00

Total \$21,250.00

5070 \$10,625



Prepared For

Jesús. (santanas Restaurant)
573 N Front St
Woodburn , Oregon 97071

Pro 3.5 Construction LLC

15113 Pine St
Jefferson, Oregon 97352
Phone: (971) 216-2858
Email: pro3.5constructionllc@gmail.com

Estimate # 77
Date 08/26/2024
PO # 240015

Description

santanas restaurant remodel

- *remodeling front of building
 - removing four windows and disposing of them
 - installing four new windows
 - removing overhang canopy in order to do front store remodel and reinstalling at the end
 - deconstruct old stucco on face of building and dispose of all debris
 - install new stucco on building
 - paint building to client chosen colors
-

Subtotal	\$23,300.00
Total	\$23,300.00
Deposit Due	\$11,650.00

Oregon Timber Construction LLC Contractor Agreement

This contract is made on the August 25TH, 2024
For the project located at 573 N Front Street Woodburn OR 97071

Between: Will Rodriguez (Contractor)	And: Jesus J Cuevas
Oregon Timber Construction, LLC	Property Owner
755 SW Dennis Ave Hillsboro OR 97123	573 N Front Street
503-830-1836	Woodburn OR 97071
CCB# 191460	CCB#
E-mail: oregontimber@gmail.com	E-Mail: citycertifiedbackflow@gmail.com

This agreement is as follows:

ARTICLE 1 FRAMING:

Scope of Work: Building Remodel: 573 N Front Street Woodburn OR 97071

Oregon Timber Construction LLC has entered into agreement with Jesus J Cuevas to furnish all labor and materials to perform all work described below in accordance with the construction documents:

- Oregon Timber Construction LLC will demo all per-existing STUCCO/PLASTER on the Southside of the building facing North Street/Front entrance.
- OTC LLC will DEMO/REMOVE four windows on the Southside of the building facing North street/ Front entrance.
- OTC LLC will remove front Canopy for the STUCCO/PLASTER remodel.
- OTC LLC will install four new window on Southside of the building facing North street/front entrance. Window trim materials and color TBD.
- OTC LLC will install new STUCCO/PLASTER according with state codes and manufacturer guidelines. This agreement does not cover interior structural damages, additional structural work will be a change order. All STUCCO/PLASTER finishes will comply with pre-existing architectural or approved finish by CITY/JESUES J CUEVAS.
- OTC LLC will primer and paint South side of the building facing North Street/Front entrance. One coat of LOXON water base exterior primer and two coats of DURATION water base exterior paint. All primer and paint will be sprayed and back rolled for proper installation. Color TBD, Primer and paint from Sherwin Williams.
- OTC LLC will reinstall canopy, all fasteners will be weatherproof. OTC LLC will not be responsible for old canopy in the case of where/tear from the remodel.

- OTC LLC will be responsible for building access and follow all safety guidelines with state and OSHA regulations. Cones and safety tape will be used for foot traffic safety. Work area will be close as needed for safety. Garbage will be swept and cleaned per minute due to the main entrance and safety of the building access for foot traffic.
- OTC LLC will pressure wash sidewalk on the South Side facing the North Street/Main entrance.
- OTC LLC will provide all equipment needed for the remodel, Ladders, scaffolding, forklift, EXT.....
- OTC LLC will haul away all garbage debris.
- Oregon Timber Construction LLC does not warranty any lumber, defective or not, including but not limited to bowing, cracking, splitting, warping, twisting, swelling, shrinking or design.

ARTICLE 2. Payment Terms

2.1 Total cost \$32,355.00

ARTICLE 3. Change Orders

Jesus J Cuevas understands and agrees that no change orders or contract additions will be made unless agreed to in writing by Contractor. No alterations, additions, or small changes can be made in the work or method of the performance, without the written change order signed by OTC LLC.

- Time will be charged at \$155.00 per hour per man.

ARTICLE 4. Clean Up

Oregon Timber Construction LLC will be responsible for piling construction debris at a designated area, To be determined prior to start of construction. OTC LLC will also be responsible for cleaning up the job on a daily basis, including all drink cans, food wrappers, and/ or other trash. OTC LLC will be cleaning the floors/sidewalk at completion of construction. OTC LLC will be responsible for removal of all construction debris from the job site.

A facsimile copy of the signature page of this agreement will constitute an original signature.

Sub-Contractor:
Oregon Timber Construction, LLC

Contractor:
Building Owner

By: Will Rodriguez

Date: _____

By: Jesus J Cuevas

Date: _____