

# CITY OF WOODBURN

## URBAN RENEWAL AGENCY

### AGENDA

KATHRYN FIGLEY, CHAIR  
TERESA ALONSO LEON, BOARD MEMBER WARD I  
LISA ELLSWORTH, BOARD MEMBER WARD II  
ROBERT CARNEY, BOARD MEMBER WARD III  
SHARON SCHAUB, BOARD MEMBER WARD IV  
FRANK LONERGAN, BOARD MEMBER WARD V  
ERIC MORRIS, BOARD MEMBER WARD VI

NOVEMBER 14, 2016 – 6:15 P.M.

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CITY HALL COUNCIL CHAMBERS – 270 MONTGOMERY STREET

1. CALL TO ORDER
2. ROLL CALL
3. CONSENT AGENDA
  - A. **Urban Renewal minutes of September 12, 2016** **1**  
Recommended Action: Approve the minutes.
4. PRESENTATIONS
  - A. **Audit Report**
5. PUBLIC HEARINGS

**None.**
6. GENERAL BUSINESS
  - A. **URG 2016-01 253 N. Front Street (Cortes)** **3**  
Recommended Action: In agreement with the Downtown Advisory Renewal Subcommittee (DARS), it is recommended that the Woodburn Urban Renewal Agency Board (Agency) approve the Urban Renewal Grant applications from Jesus Cortes (Applicant), for up to \$3,805 (25% of total project).
  - B. **Woodburn Alleyway Beautification Project Update** **11**  
Recommended Action: Proceed with Alleyway Beautification Project Option #2.
7. PUBLIC COMMENT
8. ADJOURNMENT

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES  
SEPTEMBER 12, 2016**

0:00 **DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, SEPTEMBER 12, 2016**

**CONVENED** The meeting convened at 6:17 p.m. with Chair Figley presiding.

**ROLL CALL**

Chair Figley	Present
Member Schaub	Absent
Member Lonergan	Present
Member Carney	Present
Member Morris	Present
Member Ellsworth	Present
Member Alonso Leon	Present – 6:53 p.m.

**Staff Present:** City Administrator Derickson, Assistant City Administrator Row, City Attorney Shields, Economic and Development Services Director Hendryx, Police Chief Ferraris, Economic Development Director Johnk, Public Works Director Scott, Community Relations Manager Gutierrez-Gomez, Communications Coordinator Horton, City Recorder Pierson

0:00 **CONSENT AGENDA**

**A.** Urban Renewal Agency minutes of June 13, 2016.

**Lonergan/Ellsworth...** adopt the Consent Agenda. The motion passed unanimously.

0:00 **PRESENTATIONS**

Woodburn Alleyway Beautification Project – Economic Development Director Johnk provided a presentation on the Woodburn Alleyway Beautification Project and provided various design concepts that could achieve the goal of obtaining safe, clean pedestrian friendly downtown alleyways. Mayor Figley stated that she is in favor of enclosing the dumpsters, painting and adding lighting. She added that she would like to see a commitment from business owners if planters were added. Councilor Lonergan concurred with Mayor Figley and added that he is in favor of this project but has concerns about funding. Councilor Morris stated that this project is a lot of money and would like to see business owners have some leather in the game. Councilor Ellsworth stated that she would like to see improvements to the infrastructure such as lighting and fixing the street in the alley. She added that she agrees that the property owners and business owners need to be committed. Councilor Alonso Leon stated that she is in support of this and has heard from business owners downtown who are in support of this as well. Councilor Carney stated that he is in support of this project.

0:45 **ADJOURNMENT**

**Morris/Ellsworth...** meeting be adjourned. The motion passed unanimously. The meeting adjourned at 7:03 p.m.

APPROVED \_\_\_\_\_  
KATHRYN FIGLEY, CHAIR

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES  
SEPTEMBER 12, 2016**

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



# Agenda Item

November 14, 2016

To: Urban Renewal Agency Board  
From: Jamie Johnk, Economic Development Director  
Subject: **URG 2016-01 253 N. Front Street (Cortes)**

## **RECOMMENDATION:**

In agreement with the Downtown Advisory Renewal Subcommittee (DARS), it is recommended that the Woodburn Urban Renewal Agency Board (Agency) approve the Urban Renewal Grant applications from Jesus Cortes (Applicant), for up to \$3,805 (25% of total project).

## **BACKGROUND:**

The Applicant is an out-of-town property owner located in southern California. His tenant (Zapateria) recently reported a significant leak in the roof which was causing damage to the building as well as jeopardizing the businesses inventory. With the rain, the leak was becoming a tremendous concern to the business and property owner.

The Applicant is applying for a Building Improvements Program grant to complete the roof repairs and install insulation required by the City's building codes.

The Applicant does not have contractor contacts in Oregon and was able to identify a contractor to make rood repairs and to install insulation. In light of the impending weather a waiver of the three bid process was requested and approved by DARS.

## **Proposal**

The Applicant has proposed to reroof the building and install the appropriate insulation per City code. The work will be completed upon approval of the funding request.

The overall cost of repairs for the property located at 253 N. Front Street:

Building Improvements Program Grant	<u>\$ 3,805</u>
Estimated cost of all improvements	\$15,220
Percentage of grant	25%

### **Program Criteria:**

- The property is located at 253 N. Front Street and within the Urban Renewal District.
- The proposal complies with the downtown architectural design standards and signage standards. *Reroofing the building preserves the overall structural integrity of the property.*
- The project encourages greater marketability of the Urban Renewal Grant and Loan District. *Repairs to the property will provide marketability of the property for current and future tenancy.*
- The proposal will complement the existing surrounding community. *Said repairs will prevent damage to this property as well as surrounding properties.*
- The project design works toward restoring the building as closely to its original design as possible. *The project complements the rest of the building and furthers the overall structural integrity and preservation of the property.*
- That building interiors are improved with a focus on addressing code- related improvements. *Not applicable*
- The project is in the public interest. *The Urban Renewal Program specifically identifies the need to improve buildings within Woodburn's Urban Renewal Grant and Loan District.*

### **Summary and Conclusion:**

The Building Improvements Program is intended to encourage and assist business and property owners to invest in the Urban Renewal District. This particular grant application is intended to assist the Applicant to make emergency improvements to their property by re-roofing and installing insulation per City code.

### **Conditions of Approval:**

1. There is a 75% match requirement required to the Programs 25%. 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 and loan 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. All work will be done by licensed contractors.

### **Attachments:**

URG 20116-001 Grant Application

# City of Woodburn

## Building Improvements Program

APPLICATION  Small Grant  Large Grant  Loan (Fee \$150)  Design Services (Fee \$50)

### APPLICANT INFORMATION

### FOR OFFICE USE ONLY

Name:	Jesus Cortes soto
Phone:	503-951-1735
Tax ID number:	[REDACTED]

Application Date:	
Approval Date:	
Amount Awarded:	

### PROPERTY OWNER INFORMATION

Property Address:	253 N FRONT ST <del>OR</del> WOODBURN OR 97071		
Name:	JESUS CORTES SOTO	Phone/Email:	Jesus.Cortes22@yahoo.com
Address:	25754 Temple Dr	City:	Madera ST: CA Zip: 93638
Owner's Signature:	Jesus Cortes S.	Date:	10-18-16

### 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 checked="" type="checkbox"/> Exterior Improvements	<input type="checkbox"/> Other
Description:	RE-ROOFING AND NEW INSULATION USING R-38 INTERIAR.		
Estimated Cost of Improvements: \$	15,220.		



REC'D ☆

OCT 18 2016

Application Fee	
Received by:	_____
Receipt #:	_____
Date:	_____

# LATINOS PRO G CONTRACTOR LLC

Licensed Bonded Insured CCB # 191600

8-12-16.

Address <i>jmoralesq01@gmail.com</i>	Quotation to:
12320 sw Macorey ct Beaverton oregon 97008 (503) 841-9237 (503) 528-6274	JESUS CORTES 253 N FRONT ST WOODBURN OR

Roof type	squares	Years old	pitch	stories
TORCH DOWN	19 sq		FLAT	1

Job description	Qty	Rate	Amount
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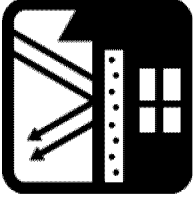
**SCOPE OF WORK:**

New Roof Package: RE-ROOFING	
Shingles Material: TPO MEMBRANE	Brand/Color: PENDING WHITE OR GREY
Plywood: 4'X8' 3/4 CDX REPLACE 10-15 SHEETS AS NEED IT	Nails: N/A
Felt 30 POUNDS FIBER HYBRID	Ridge: N/A
Roof Edging: COUNTER RE- FLASHIG	thin Shingle Flashing: N/A
Chimney Flashing: N/A	Chimney Counter Flashing: N/A
Valley Flashing: Metal Valleys N/A	Roof Fans/Vents: UP GRADE TO TPO MEMBRANE
Skylights Flashing: 3 SKYLIGHTS REFLASHING	Rubberized Roofing: UP GRADE TO TPO MEMBRANE

<i>All material Cost include delivery</i>			\$1,450.00
<i>Labor cost include Tear-off as much layer has installey, Replace 10-15 sheets of plywood as need it and install a new TPO Membrane</i>	19 SQ		\$5,750.00
<i>Trash Disposal</i>			\$800.00
		<b>Total</b>	<b>\$14,000.00</b>

**Warranty for this service:** Five (5) years labor, any leak in the whole roof include walls, skylights, chimney, vents and pipes flashing

**Additional comments:** we are now accepting most credit cards and cash



Bishop & Son Construction Inc.  
Po Box 183  
Amity, Oregon 97101  
503.835.0794  
[bnson@comcast.net](mailto:bnson@comcast.net) OR CCB# - 154121

Jesus Cortes Soto  
253 N. Front Street, Woodburn Oregon, 97071

1. R-38 Attic Blown-in Fiberglass = \$ 1220.00



**CERTIFICATION BY APPLICANT**

The Applicant certifies that all information provided in this application is true and complete to the best of the Applicant's knowledge and belief. The Applicant represents to the City that this Agreement has been duly authorized by all necessary action on the part of the Applicant and no other corporate or other action on the part of the Applicant is legally required. If the Applicant is not the owner of the property to be rehabilitated, the Applicant certifies that 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.

Jesus Cortes-S.  
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.

Jesus Cortes-S.  
Property Owner's Signature

\_\_\_\_\_  
Date

**DOWNTOWN ADVISORY REVIEW SUBCOMMITTEE  
MEETING MINUTES  
November 2, 2016**

CONVENED: The Downtown Advisory Review Subcommittee (DARS) met at 5:40 p.m. in the City Hall Conference Room to discuss the Urban Renewal Grant and Loan Program. The following items were discussed:

- Building Improvements Application - 253 N. Front Street
- MetroPaint Request:
  - Javi’s Furniture (514 N. Pacific Highway)
  - James Frackowiak (173 Grant Street)
- Request for Design Assistance:
  - James Frackowiak (173 Grant Street)
- Design Services – Project Updates

**Members Present:**

<b>Subcommittee Member</b>	<b>Ellsworth</b>	<b>Present</b>
<b>Subcommittee Member</b>	<b>Flomer</b>	<b>Present</b>
<b>Subcommittee Member</b>	<b>Carney</b>	<b>Present</b>

**Staff Present:** Jim Hendryx-Community Development & Planning Director, Jamie Johnk-Economic Development Director

Tom Flomer opened the meeting at 5:40 p.m.

Ellsworth moved to approve the Minutes of the October 13, 2016 DARS meeting as presented; Carney seconded. Motion passed (3-0)

Staff presented the Building Improvements Program Application completed by Jesus Cortes for property located 253 N. Front Street for roof repairs and insulation installation. Carney moved to approve the Application for a grant of 25% (\$3,805) for the project improvements as presented; Ellsworth seconded. Motion passed (3-0)

Staff provided an update on the pending application from Alejandro Perez for the property located at 263 N. Front Street. Once the completed application is received, staff will schedule a DARS meeting for discussion. Staff also shared recent communications with property owners interested in the Building Improvements Program.

MetroPaint donated thirty-six 5-gallon buckets of paint to the City for use in conjunction with the Building Improvements Program. Staff has received requests for paint from Javi’s Furniture (514 N. Pacific Highway) and James Frackowiak (173 Grant Street). DARS agreed that use by these property owners would support the mission of the City’s revitalization goal and MetroPaint’s purpose for the donation.

DARS discussed the request from James Frackowiak for design assistance for his property located at 173 Grant Street. Detailed design renderings were completed by DECA Architects in this property in October 2012. According to the terms of the program, design services were available to those property owners that have not previously received design services. Therefore, the consensus of DARS was that this property is not eligible to receive additional design services.

Staff provided update to DARS on projects currently underway and would share completed renderings upon completion.

Ellsworth moved to adjourn the meeting; Carney seconded. Motion passed (3-0).

APPROVED \_\_\_\_\_  
Chair Date

ATTEST \_\_\_\_\_  
Jamie Johnk Date  
Economic Development Director, City of Woodburn

November 14, 2016

TO: Urban Renewal Agency Chair and Members  
FROM: Jamie Johnk, Economic Development Director  
SUBJECT: **Woodburn Alleyway Beautification Project Update**

**RECOMMENDATION:**

Proceed with Alleyway Beautification Project Option #2.

**BACKGROUND:**

In September 2016 staff presented design concepts for Woodburn's Alleyway Beautification Project to the Urban Renewal Agency (URA). The URA provided feedback on the design and directed staff to scale the project by options and bring back to the URA.

The goal of the Woodburn Alleyway Beautification Project is to create a pedestrian-friendly, safe, clean Downtown for visitors, residents and patrons.

**DISCUSSION:**

Working with project partners, staff scaled the improvements reducing elements of the design in order to reduce estimated costs (see worksheet attached) resulting in revised project costs as followed:

DECA Cost Estimate	\$ 157,805
Option #1	\$ 105,255
Option #2	\$ 71,742
Option #3	\$ 64,972

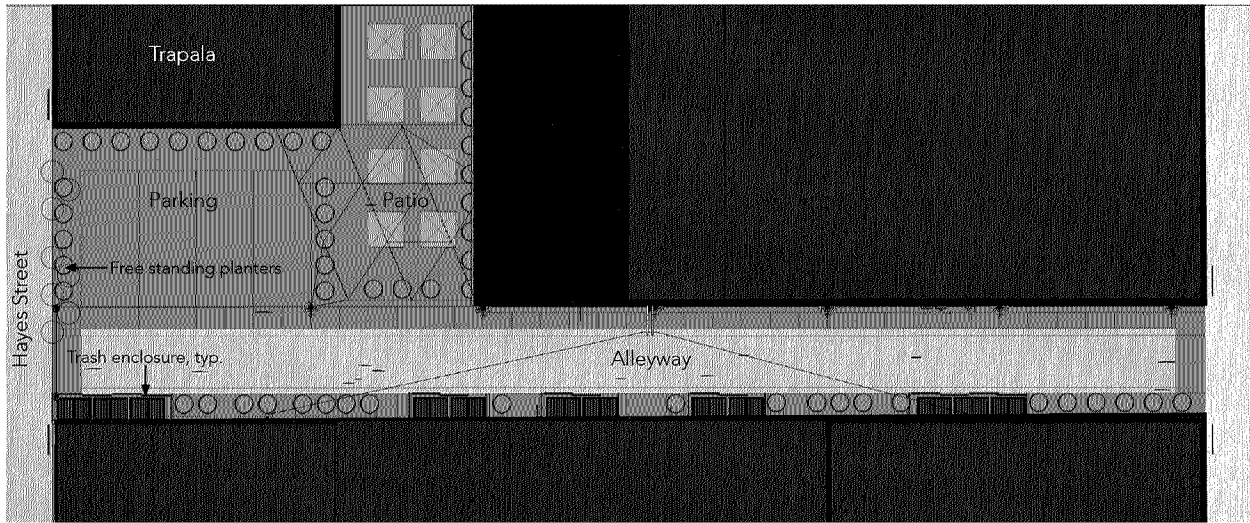
Scaling included removing design elements from the DECA Architect design concepts such, the reduction of the number of planters, bike racks, light poles, etc. (detailed in worksheet attached). Staff has reached out for donations/ sponsorships to offset costs associated with these improvements.

**FINANCIAL IMPACT:**

Impact to the Urban Renewal budget estimated up to \$71,742. Project cost with anticipated donations/sponsorships \$50,692.

Original Scheme (for reference)

\$157,805



Floor Plan



- Removable tables and umbrellas
- Street lights with hanging flower pots
- Business signage
- Painted metal enclosure
- Stained concrete pathways and patio

Entry Perspective A



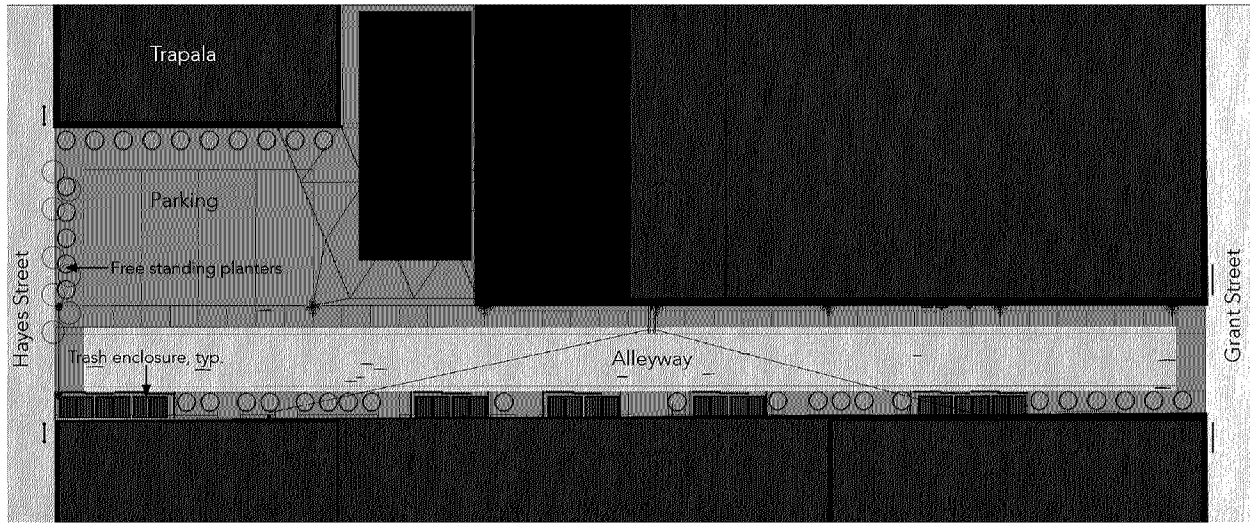
- Moveable planters
- Paint applied to existing facades
- Paint applied to existing alleyway doors

Western Aerial



Option #1

\$105,255



Floor Plan



- Street lights with hanging flower pots
- Business signage
- Painted metal enclosure
- Stained concrete pathways and patio

Entry Perspective A



- Moveable planters
- Paint applied to existing facades
- Paint applied to existing alleyway doors

Notes:

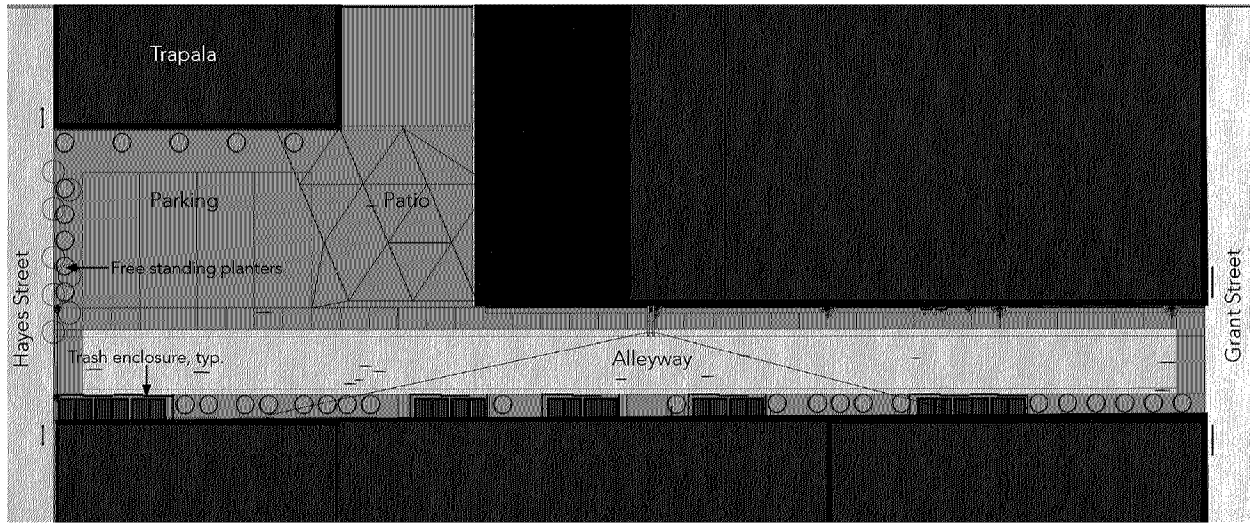
- (20) Planters removed
- (1) Blade sign removed
- (3) Bike racks removed
- Patio furniture removed

Western Aerial



Option #2

\$71,742



Floor Plan



- Business signage
- Painted metal enclosure
- Stained concrete pathways and patio

Entry Perspective A



- Moveable planters
- Paint applied to existing facades
- Paint applied to existing alleyway doors

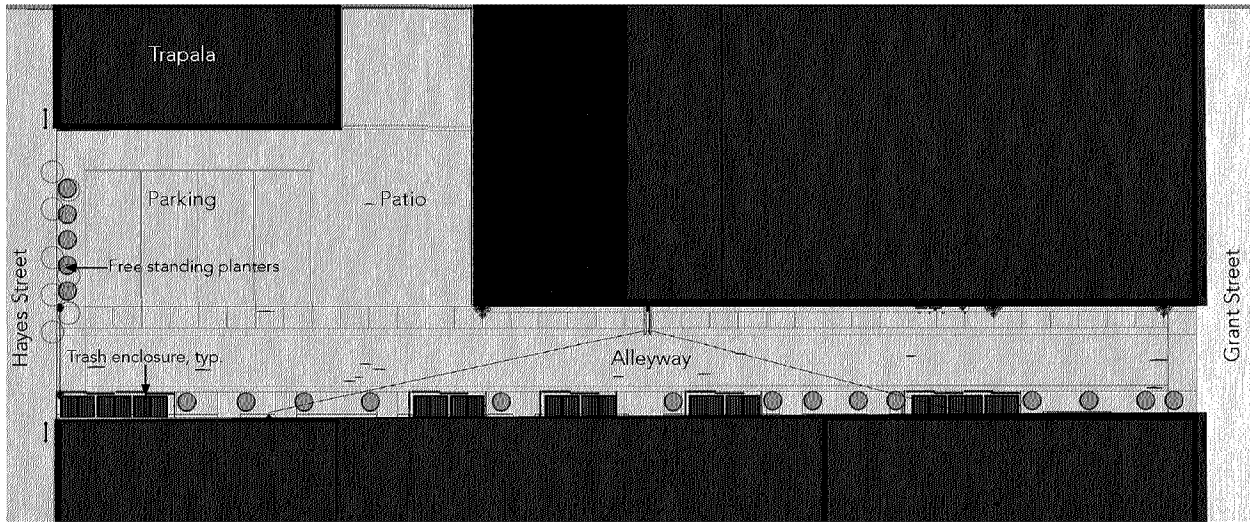
Notes:

- (30) Planters removed
- (3) Blade signs removed
- (3) Bike racks removed
- (2) Light poles removed
- Patio furniture removed

Western Aerial

Option #3

\$64,972



Floor Plan



- Business signage
- Painted metal enclosure

Entry Perspective A



- Moveable planters
- Paint applied to existing facades
- Paint applied to existing alleyway doors

Notes:

- (36) Planters removed
- (3) Blade signs removed
- (3) Bike racks removed
- (2) Light poles removed
- Patio furniture removed

Western Aerial



**WOODBURN ALLEY IMPROVEMENTS  
COST ESTIMATE**

ITEM DESCRIPTION	COST (provided by								
	QTY	DECA 8/2016	QTY	OPTION #1	QTY	OPTION #2	QTY	OPTION #3	
Above Grade Planters (\$300 ea.)	46	\$ 13,800	26	\$ 7,800	16	\$ 4,800	10	\$ 3,000	Reduce number of planters-removing from private property
Alley Entry Sign (\$900)	2	\$ 1,800	2	\$ 1,800	2	\$ 1,800	2	\$ 1,800	
Bike Racks (\$400)	4	\$ 1,600	1	\$ 400	1	\$ 400	1	\$ 400	Reduced number of bike racks to one on Hayes Street
Blade Signs (\$600)	5	\$ 3,000	4	\$ 2,400	3	\$ 1,800	2	\$ 1,200	Reduced number of blade signs to be hung in alley
Demolition	4	\$ 5,800	4	\$ 5,800	2	\$ 2,900	2	\$ 2,900	Demolition associated with installing light poles and plumbing
Drip Irrigation System (planters and baskets)	4	\$ 2,800	4	\$ 2,800	2	\$ 1,400	2	\$ 1,400	Reduced number of irrigation based on number of hanging baskets
Electrical (basic materials and distribution)	4	\$ 4,500	4	\$ 4,500	2	\$ 2,250	2	\$ 2,250	Based on number of light poles installing
Exterior Painting and Prep (existing bldg, faces & doors)		\$ 4,700		\$ 7,400		\$ 7,400		\$ 7,400	Paint donated by MetroPaint
Gravel Fill for Electrical Trenches	4	\$ 800	4	\$ 800	2	\$ 400	2	\$ 400	Based on number of light poles installing
Hanging Planter Baskets	4	\$ 1,000	4	\$ 1,000	2	\$ 500	2	\$ 500	We will seek donation (AI's or Bauman's)
Light Pole Footings (\$400 ea.)	4	\$ 1,600	4	\$ 1,600	2	\$ 800	2	\$ 800	Based on number of light poles installing
Light Poles and Fixtures (\$1,600 ea.)	4	\$ 6,400	4	\$ 6,400	2	\$ 3,200	2	\$ 3,200	Based on number of light poles installing
Misc. Steel		\$ 1,000		\$ -		\$ -		\$ -	
New Paving (electrical trenches (240 sf x \$7/sf)	4	\$ 1,680	4	\$ 1,680	2	\$ 840	2	\$ 840	Based on number of light poles installing
Plumbing	4	\$ 2,800	4	\$ 2,800	2	\$ 1,400	2	\$ 1,400	Based on number of light poles installing
Power Receptacles (locking)	4	\$ 2,500	4	\$ 2,500	2	\$ 1,250	2	\$ 1,250	Based on number of light poles installing
Receptacle Enclosures (\$36,000 three alleys)		\$ 12,000		\$ 12,000		\$ 12,000		\$ 12,000	Donated by Republic Services
Seal existing asphalt		\$ 1,000		\$ 1,000		\$ 1,000		\$ 1,000	
Security Lights (\$400 ea.)	6	\$ 2,400	6	\$ 2,400	6	\$ 2,400	4	\$ 1,600	Donation request form PGE? Also working with Cox Electric
Stain Paving (\$1.50/sf)	6270 sf	\$ 9,405	1660 sf	\$ 2,490	1660 sf	\$ 2,490	1660 sf	\$ 2,490	Reduced s.f. of area to be stained
Strand Lighting (180 ft. x \$4)		\$ 720		\$ -		\$ -		\$ -	
<b>Sub-Total</b>		<b>\$ 81,305</b>		<b>\$ 67,570</b>		<b>\$ 49,530</b>		<b>\$ 46,330</b>	
General Conditions (insurance, bond (12%))		\$ 9,757		\$ 8,108		\$ 5,944		\$ 5,560	
General Contractor (OH&P)	7%	\$ 5,691	5%	\$ 3,379	5%	\$ 2,477	5%	\$ 2,317	
Estimating Contingency	10%	\$ 8,131	8%	\$ 5,406	8%	\$ 3,962	5%	\$ 2,317	
Index to Construction Start	5%	\$ 4,065	0	\$ -	0	\$ -	0	\$ -	
Soft Costs	35%	\$ 28,457	25%	\$ 16,893	15%	\$ 7,430	15%	\$ 6,950	
<b>Construction Cost Sub-Total</b>		<b>\$ 56,100</b>		<b>\$ 33,785</b>		<b>\$ 19,812</b>		<b>\$ 17,142</b>	
<b>Options:</b>									
OPTIONAL Patio furniture (\$2,700 ea.)	5	\$ 13,500		\$ -		\$ -		\$ -	Removed patio furniture
OPTIONAL Soil and planting materials (\$150 ea.)	46	\$ 6,900	26	\$ 3,900	16	\$ 2,400	10	\$ 1,500	We will seek donation
<b>Total Options</b>		<b>\$ 20,400</b>		<b>\$ 3,900</b>		<b>\$ 2,400</b>		<b>\$ 1,500</b>	
<b>Total Project Cost</b>		<b>\$ 157,805</b>		<b>\$ 105,255</b>		<b>\$ 71,742</b>		<b>\$ 64,972</b>	
<b>DONATIONS REQUESTED OR COMMITTED:</b>									
Paint donated by MetroPaint		\$ -		\$ 2,700		\$ 2,700		\$ 2,700	
Flower baskets to be donated (AI's or Bauman's)		\$ 1,000		\$ 1,000		\$ 500		\$ 500	
Savings on light poles and electrical (PGE and Cox) (20%)		\$ 2,100		\$ 2,100		\$ 1,050		\$ 1,050	
Security lighting donation (PGE and Cox)		\$ 2,400		\$ 2,400		\$ 2,400		\$ 1,600	
Receptacle enclosures donated by Republic Services		\$ 12,000		\$ 12,000		\$ 12,000		\$ 12,000	
Optional: Soil and plantings (Republic and local nursery)		\$ 6,900		\$ 3,900		\$ 2,400		\$ 1,500	
<b>Total Commitments on Construction Costs</b>		<b>\$ 24,400</b>		<b>\$ 24,100</b>		<b>\$ 21,050</b>		<b>\$ 19,950</b>	
<b>TOTAL NET PROJECT COST</b>		<b>\$ 133,405</b>		<b>\$ 81,155</b>		<b>\$ 50,692</b>		<b>\$ 45,622</b>	