



**McMinnville Urban Renewal Agency Meeting Agenda
Tuesday, July 14, 2026
7:00 p.m.
(IMMEDIATELY FOLLOWING REGULAR CITY COUNCIL MEETING)**

Welcome! This meeting will be a hybrid (in-person & Zoom) Meeting. However, if you are not feeling well, please stay home and take care of yourself.

The public is strongly encouraged to relay concerns and comments to the Council in one of five ways:

- **Pre-register** using the online form here:

<https://www.mcminnvilleoregon.gov/citycouncil/webform/public-comment-card> (Registration **OPENS** at 5:00 p.m. on the day the agenda is posted, one week before the meeting and **CLOSES** at 12:00 p.m. the day **BEFORE** the meeting // (Any form submitted outside this window will not be addressed);

- **Written comments** may be submitted to the City Recorder Team any time up to **12:00 p.m. the day BEFORE** the meeting and mailed to (McMinnville City Hall, c/o City Recorder Team, 230 NE Second Street, McMinnville, OR, 97128);
- **Digital comments (email)** may be submitted to the City Recorder Team any time up to **12:00 p.m. the day BEFORE** the meeting to CityRecorderTeam@mcminnvilleoregon.gov;
- Fill out a **physical public comment card** found at McMinnville City Hall; any time up to **12:00 p.m. the day BEFORE** the meeting, but **not before 5:00 p.m.** on the day the agenda is posted for the following week;
- **Attend in person** and fill out a public comment card.

You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331, Frontier 29 or webstream here:

mcm11.org/live

URA MEETING:

You may join online via Zoom Webinar Meeting:

<https://mcminnvilleoregon.zoom.us/j/84200790841?pwd=RNTplBnjYQlnabKzPTBxZDTL4lnabb.1>

Or you can call in and listen via Zoom: 1-253- 215- 8782

Webinar ID: 842 0079 0841

1. CALL TO ORDER

2. RESOLUTION

- Consider **Resolution No. 2026-06:** A Resolution appointing a McMinnville Urban Renewal Advisory Committee member.
- Consider **Resolution No. 2026-07:** A Resolution of the McMinnville Urban Renewal Board authorizing the McMinnville City Manager or designee to enter into a Façade Improvement Grant contract with the property owners of 205 NE Ford Street for a grant of \$10,000.

3. ADJOURNMENT

URBAN RENEWAL AGENCY

STAFF REPORT

DATE: July 14, 2026
TO: Adam Garvin, City Manager
SUBMITTED BY: Heather Richards, Community Development Director
SUBJECT: Resolution No. 2026-06, "MURAC Appointment"
1. A Resolution appointing a McMinnville Urban Renewal Advisory Committee member.

Report in Brief:

This is the consideration of Urban Renewal Agency Resolution No. 2026-06, appointing one (1) volunteer to the McMinnville Urban Renewal Advisory Committee (MURAC).

Background:

Urban Renewal Resolution No. 2013-01, approved by the McMinnville Urban Renewal Board on December 10, 2013, created the McMinnville Urban Renewal Advisory Committee (MURAC) and adopted bylaws to guide MURAC's roles, responsibilities, and operations.

Article II of Resolution No. 2013-01 addressed membership.

Section 1. Membership: *The MURAC shall consist of seven members who are appointed by a majority vote of the Board at a public meeting. Committee members shall serve without compensation. Three (3) MURAC members shall have businesses or property within the Urban Renewal District boundaries; the remaining four (4) members must be residents of McMinnville. In addition, the committee may include a member of the City Council, the McMinnville Downtown Association Executive Director or designee, and McMinnville Water and Light representative, each of whom shall serve in a non-voting, ex-officio capacity. Following their recommended appointment by their respective organization, ex-officio members shall be confirmed by a majority vote of the Board at a public meeting.*

To the extent possible, members should represent a diverse cross-section of community interests and have familiarity with urban planning, finance, economic development, real estate, or similar urban renewal-related activities.

On January 3, 2018, MURAC voted to amend the language of Article II, Section 1 membership to read:

Section 1. Membership: *The MURAC shall consist of not less than seven and not more than nine voting members who are appointed by a majority vote of the Board at a public meeting. Committee members shall serve without compensation. Four (4) MURAC members shall have businesses or property within the Urban Renewal District boundaries the remaining five (5) members must be residents of McMinnville. In addition, the committee may include a member of the City Council, the McMinnville Downtown Association Executive Director or designee, and McMinnville Water and Light representative, each of whom shall serve in a non-voting, ex-officio capacity. Following their recommended appointment by their respective organization, ex-officio members shall be confirmed by a majority vote of the Board at a public meeting.*

To the extent possible, members should represent a diverse cross-section of community interests and have familiarity with urban planning, finance, economic development, real estate, or similar urban renewal-related activities.

Discussion:

There is one position for a McMinnville resident whose term will expire on December 31, 2027. The vacancy was advertised in the News-Register and on social media. Five people applied, and three were interviewed.

Interviews were conducted by the Urban Renewal Board Chair, the City Council Liaison, the MURAC Chairperson, and the Community Development Director, who are making the following recommendations:

Lynn Allen (Resident)

Term Expires December 31, 2027

Attachment:

- MURAC Application – Lynn Allen
- Resolution No. 2026-06

Fiscal Impact:

There is no anticipated fiscal impact with this action.

Alternatives:

Alternative 1 [Staff Recommendation]: Adopt the attached resolution appointing Lynn Allen to the McMinnville Urban Renewal Advisory Committee.

Alternative 2: Reject the attached resolution and direct Staff to continue recruiting and interviewing candidates.

Alternative 3: The Council may consider any other alternative not presented by staff.

City of McMinnville Oregon

APPLICATION FOR SERVICE ON BOARD OR COMMISSION

Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving on a particular board or commission.

Name: Lynn Allen Home Phone: [REDACTED]
Address: [REDACTED] Cell Phone: [REDACTED]
McMinnville Work Phone: _____
Email: [REDACTED]

Board, Commission or Committee for which you are an applicant:

- | | |
|---|--|
| ☐ Affordable Housing Committee | ☐ Economic Vitality Leadership Council |
| ☐ Airport Commission | ☐ Historic Landmark Committee |
| ☐ Budget Committee | ☐ Landscape Review Committee |
| ☐ Diversity, Equity and Inclusion Advisory Committee | ☐ Planning Commission |
| | ☒ Urban Renewal Advisory Committee |

Ward in which you reside (if applicable): 2

How many years have you lived in McMinnville? 2

Educational and occupational background: BS from Brigham Young University in Math

25 years as a Computer Technologist for Autodesk (CADD related, Computer-Aided Design and Drafting).

I worked with many City planners and Landscape architects throughout my tenure.

3 years with Dassault Systemes as Chief of Staff to the CEO. 2 years as Chief Communications Officer.

Why are you interested in serving? _____

I spent my childhood summers locally (Dayton) and went to Dayton HS. I have over 50 years of love and

respect for McMinnville. Now that I have moved back, I enthusiastically wish to serve

and use my background and expertise to help this great town continue to thrive.

I care about the community and feel that this committee is very important to McMinnville's success.

Signature _____

Date 5/29/26

*Please return to staff liaison assigned to the specific Board, Commission, Committee applying for or
City Hall, 230 NE Second Street, McMinnville, OR 97128*

RESOLUTION NO. 2026-06

A Resolution appointing a McMinnville Urban Renewal Advisory Committee member.

RECITALS:

WHEREAS, at a public meeting held March 26, 2013, the McMinnville City Council appointed itself as the McMinnville Urban Renewal Board, pursuant to the provisions of Chapter 457 of the Oregon Revised Statutes; and

WHEREAS, the Urban Renewal Board wishes to solicit advice from its citizens and business owners concerning various elements of the Urban Renewal Plan, adopted July 23, 2013, and believes this is best accomplished through an advisory committee; and

WHEREAS, the McMinnville Urban Renewal Board Resolution No. 2013-01 established the McMinnville Urban Renewal Advisory Committee (MURAC) in 2013; and

WHEREAS, Resolution No. 2013-01 created MURAC with seven members that who are appointed by a majority vote of the Board at a public meeting, with three (3) MURAC members representing business or property owners within the Urban Renewal District and four (4) members representing residents of McMinnville. Members would serve three-year terms; and

WHEREAS, Resolution No. 2013-01 also provided that the by-laws of MURAC could be amended by a majority vote of the members of MURAC; and

WHEREAS, on January 3, 2018, MURAC voted to amend its membership from "shall consist of seven members" to shall consist of not less than seven and not more than nine voting members" with four (4) MURAC members representing business or property owners within the Urban Renewal District and five (5) members representing residents of McMinnville, to allow for more public participation on the committee.

NOW, THEREFORE, BE IT RESOLVED BY THE McMINNVILLE URBAN RENEWAL BOARD, as follows:

1. The following volunteer IS appointed to the McMinnville Urban Renewal Advisory Committee (MURAC) as detailed below:

Lynn Allen(Resident) Term Expires December 31, 2027

2. This resolution and this appointment shall take effect on July 14, 2026.

Adopted by the Board of the McMinnville Urban Renewal Agency at a regular meeting held the 14th day of July, 2026 by the following votes:

Ayes: _____

Nays: _____

Approved this 14th day of July, 2026.

CHAIR OF THE URBAN RENEWAL BOARD

Approved as to form:

Attest:

City Attorney

City Recorder

URBAN RENEWAL AGENCY STAFF REPORT

DATE: July 14, 2026
TO: Adam Garvin, City Manager
SUBMITTED BY: Heather Richards, Community Development Director
SUBJECT: Resolution No. 2026-07, Façade Improvement Grant,
205 NE Ford Street

1. A Resolution of the McMinnville Urban Renewal Board authorizing the McMinnville City Manager or designee to enter into a Façade Improvement Grant contract with the property owners of 205 NE Ford Street for a grant of \$10,000.

Report in Brief:

This is the consideration of Urban Renewal Agency Resolution No. 2026-07, approving a \$10,000 façade improvement grant for the property at 205 NE Ford Street.

Background:

One of the funded projects in the McMinnville Urban Renewal Plan is a Property Assistance Project that is comprised of several different property assistance programs: 1) Development Loan and Grant Program; 2) Façade Improvement Grant; and 3) Free Design Assistance. The most popular program is the Façade Improvement Grant. The purposes of the Façade Improvement Grant Program are to improve the aesthetic appearance of the exterior facades of existing buildings and businesses in the District; to restore the unique historic character of buildings in the District as much as practicable; and to encourage private investment in District properties and businesses.

Discussion:

205 NE Ford Street has a public facing façade of 100 lineal feet. Per the program standards, the applicant can apply for \$10,000 (\$5,000 for each 50 lineal feet).

The structure had a fire many years ago and the applicant would like to replace all of the upper-story windows in the structure. The bid for the project is \$28,763.02. The

applicant has submitted for a grant of \$10,000. The program can pay for up to 50% of a project's costs not to exceed \$10,000.

There are several different tests for determining a qualifying project for the program as described below. These tests have been reviewed relative to the application for 205 NE Ford Street and the findings are provided below.

Eligible Property:

1. Property owners of commercial or industrial zoned buildings within the District.
2. Business owners or tenants of commercial or industrial zoned buildings within the District with property owner consent.

Ineligible Property: The following types of property are not eligible for funding:

1. Tax delinquent property within the Urban Renewal District.
2. Property in litigation.
3. Property in condemnation or receivership.
4. Property owned by religious groups.
5. Property owned by 501(c)3 nonprofit organizations on which taxes are not being paid.
6. Properties on which taxes are being paid, but have nonprofit use, such as schools, charities, clubs, etc.
7. Exclusively residential buildings.
8. Daycare centers.

Finding: Satisfied. This is a commercial property that meets the eligibility requirements.

Eligible Projects: The types of eligible projects include:

1. Repair, restoration, or installation of exterior masonry and siding materials.
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone or brick, or other architectural details.
3. Repair or replacement of exterior lighting attached to a building or illuminating a sign.
4. Repair or construction of entryways.
5. Cleaning, preparation, and painting of exterior walls and trim in conformance with the approved color palette.
6. Removal of barriers to access for people with disabilities.
7. Removal, replacement, or repair of exterior wall, freestanding, or projecting signs.
8. **Other improvements as approved.**

Finding – Satisfied. This project is eligible under #2, “repair, replacement of windows.”

Grant Request and Match Requirement: Maximum grant request of \$10,000 with a 50% match requirement.

Finding - Satisfied: The total project cost is \$28,763.02. The grant request is for \$10,000, less than 50% of the total project costs.

Review Criteria: All projects will be reviewed based on the following criteria:

1. Positive impact of the project on the aesthetic appearance of the building.
2. Positive impact of the project on the overall streetscape.
3. Preservation and enhancement of the architectural integrity of the building.
4. Positive contribution of the project on the urban renewal effort.
5. Amount of additional investment leveraged by the grant.
6. Compliance with applicable design guidelines and standards.
7. Evidence of financial ability to meet matching requirements (e.g., bank statement, loan commitment letter, etc.)

Finding: Please see scoring below.

Review Criteria	
Positive impact of the project on the aesthetic appearance of the building.	2
Positive impact of the project on the overall streetscape.	2
Preservation and enhancement of the architectural integrity of the building.	n/a
Positive contribution of the project on the urban renewal effort.	2
Amount of additional investment leveraged by the grant.	2
Compliance with applicable design guidelines and standards.	2
Evidence of financial ability to meet matching requirements (e.g. bank statement, loan commitment letter, etc.)	n/a
TOTAL:	10

Scoring Legend:

High = 3 points

Medium = 2 Points

Low = 1 Point

MURAC reviewed the application and discussed the façade improvement grant's program goals and review criteria, and then voted to recommend approval of the \$10,000 grant to the Urban Renewal Board.

Attachment:

- Façade Improvement Grant Application – 205 NE Ford Street
- Resolution No. 2026-07

Fiscal Impact:

There is currently \$150,000 budgeted in the Property Assistance Project in Fiscal Year 2026-27 for non-residential projects. The Urban Renewal Agency has obligated \$0 of those funds at this time. \$150,000 remains unallocated.

Alternatives:

Alternative 1 [Staff Recommendation]: Adopt the attached resolution approving a \$10,000 façade improvement grant for 205 NE Ford Street.

Alternative 2: Request more information.

Alternative 3: Reject the resolution.

Alternative 4: The Council may consider any other alternative not presented by staff.

MCMINNVILLE URBAN RENEWAL AGENCY FAÇADE IMPROVEMENT GRANT

PROGRAM SUMMARY AND APPLICATION

The Façade Improvement Grant Program is a matching grant program of the City of McMinnville Urban Renewal Agency. The maximum individual grant is limited to \$5,000.

The purposes of the Façade Improvement Grant Program are:

1. To improve the aesthetic appearance of the exterior facades of existing buildings and businesses in the District;
2. To restore the unique historic character of buildings in the District as much as practicable; and
3. To encourage private investment in District properties and businesses.

Eligibility:

The following persons are eligible to apply and receive grant funds:

1. Property owners of commercial or industrial zoned buildings within the District.
2. Business owners or tenants of commercial or industrial zoned buildings within the District with property owner consent.

Ineligible Property:

The following types of property are not eligible for funding:

1. Tax delinquent property within the Urban Renewal District.
2. Property in litigation.
3. Property in condemnation or receivership.
4. Property owned by religious groups.
5. Property owned by 501(c)3 nonprofit organizations on which taxes are not being paid.
6. Properties on which taxes are being paid, but have nonprofit use, such as schools, charities, clubs, etc.
7. Exclusively residential buildings.
8. Daycare centers.

Eligible Improvements:

Funds may be used for existing exterior façade improvements on commercial and industrial zoned buildings within the District in compliance with the McMinnville Zoning Ordinance (Section 17.59, "Downtown Design Standards and Guidelines", and the NE Gateway Planned Development Overlay standards (Ordinance No. 4971). For the purpose of this program, "façade" includes the exterior of any street-facing building wall, but does not include the building's interior, roofing, signs, structural improvements, or other site improvements except as noted below.

The types of eligible projects include:

1. Repair, restoration, or installation of exterior masonry and siding materials.
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone or brick, or other architectural details.
3. Repair or replacement of exterior lighting attached to a building or illuminating a sign.
4. Repair or construction of entryways.
5. Cleaning, preparation, and painting of exterior walls and trim in conformance with the approved color palette.
6. Removal of barriers to access for people with disabilities.
7. Removal, replacement, or repair of exterior wall, freestanding, or projecting signs.
8. Other improvements as approved.

Financing:

The maximum grant award for a single project is \$5,000. A minimum private match of 100 percent (1:1) of the grant amount is required.

Application Process:

The application process includes the following steps:

1. Applicant to review Downtown Design Guidelines and Standards in Chapter 17.59 of the McMinnville Zoning Ordinance, Historic Resources Ordinance, or the NE Gateway Planned Development Overlay, as applicable.
2. Applicant prepares a written description of proposed improvements including cost estimates, and information regarding colors, materials, and other elements necessary to describe the proposed improvement and demonstrate compliance with the applicable design guidelines.
3. Applicant schedules a grant application meeting with the Planning Director to discuss proposed improvements. City staff will explain grant application requirements.
4. Applicant submits a grant application with supporting documentation as outlined in the grant application meeting.
5. Projects requiring further review as specified in Chapter 17.59 of the zoning ordinance, Historic Resources Ordinance, or NE Gateway Planned Development are required to complete those reviews prior to submittal of a grant application.
6. Applications received after the deadline for submittal will not be considered.

General Conditions:

1. Approval of grant applications is contingent upon available funds.
2. Funding is limited to one façade and one sign grant per property per year.
3. All projects shall conform to the design standards of Chapter 17.59 of the McMinnville Zoning Ordinance and NE Gateway Planned Development Overlay Ordinance (Ordinance No. 4971). As such, some projects may require staff or Historic Landmark Committee review prior to submittal of a grant application.
4. Once an application is approved, the applicant will be required to enter into a Grant Approval Agreement with the Urban Renewal Agency.
5. Construction may begin only after an application is approved. Any work completed prior to formal approval and signing of the Grant Agreement may not be eligible for grant reimbursement.
6. All construction contractors shall have a valid license in the State of Oregon.
7. Only projects utilizing a licensed contractor will be eligible for reimbursement of labor costs. Projects not completed by a licensed contractor are eligible for material costs only.
8. Projects are required to be completed within one (1) year from the date of grant approval.
9. Applicants are responsible for obtaining all necessary permits prior to conducting work.
10. The applicant must submit before and after color photos of the project.
11. Additional conditions may be included with the grant approval.

Review Process:

Grant applications are reviewed initially by the McMinnville Planning Director to determine eligibility and consistency with the submittal requirements of this grant program. Applications meeting these requirements are then forwarded to the McMinnville Urban Renewal Advisory Committee for review and decision at a regularly scheduled meeting of the committee.

Review Criteria:

All projects will be reviewed based on the following criteria:

1. Positive impact of the project on the aesthetic appearance of the building.
2. Positive impact of the project on the overall streetscape.
3. Preservation and enhancement of the architectural integrity of the building.
4. Positive contribution of the project on the urban renewal effort.
5. Amount of additional investment leveraged by the grant.
6. Compliance with applicable design guidelines and standards.
7. Evidence of financial ability to meet matching requirements (e.g., bank statement, loan commitment letter, etc.)

Reimbursement Procedure:

Project reimbursement will occur based on the following procedures:

1. Reimbursement will occur only after construction is complete and a city inspection has been conducted.
2. Upon project completion, city staff should be contacted to conduct a site inspection.
3. Detailed written invoice(s) or itemized receipts and proof of payment (e.g., cancelled checks) shall be provided with all reimbursement requests.
4. If a licensed contractor was not used, receipts for materials shall be provided.
5. Funds will be dispersed within three (3) to six (6) weeks following submittal and verification of all documentation.

The Agency reserves the right to refuse reimbursements in whole or in part for work that:

1. Does not conform to the program or design guidelines.
2. Does not conform to the proposal submitted with the application and authorized by the Agency.
3. Are not commensurate with the workmanship and cost customary to the industry.
4. Is not completed within one year. (Requests for extension will be considered only if made in writing and progress towards completion has been demonstrated).
5. Does not conform to the terms of the grant agreement.

Further Information Contact:

Heather Richards,
Community Development Director
231 NE Fifth Street
McMinnville, Oregon 97128
Direct: 503-474-5107
Planning: 503-434-7311

Email: Heather.Richards@mcminnvilleoregon.gov



McMinnville Urban Renewal Agency
FAÇADE IMPROVEMENT GRANT

McMinnville Urban Renewal Agency
c/o Community Development
231 NE Fifth Street o McMinnville, OR 97128
(503) 434-7311 Office o (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:

File No. _____

Date Received _____

Received by _____

Applicant Information

Applicant is: ☒ Property Owner ☐ Tenant ☐ Option Holder ☐ Other _____

Applicant Name James Thomas Phone [REDACTED]

Contact Name _____ Phone _____
(If different than above)

Address [REDACTED]

City, State, Zip McMinnville OR 97128

Contact Email [REDACTED]

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Business Name Thun Fellow

Property Address 205 NE Ford St. McMinnville OR 97128

Assessor Map No. R4 - -

PROJECT INFORMATION:

Estimated Project Start Date: 7-1-26 Estimated Project Completion Date: 7-8-26

Grant Amount Requested (no more than \$5,000): \$ 5,000.00

Applicant Matching Funds: \$ 23,763.02

Total Project Costs: \$ 28,763.02

Note: The total grant amount requested should equal or exceed the matching funds total.

Project Budget

Attach documentation for costs such as contractor's bids or detailed estimate for materials and labor costs. (Attach additional sheets as needed)

Labor	Materials	Purpose (i.e. painting, awning, repair)	Estimated Cost
15,200.00	*	Windows	\$ 15,200.00
	13,400.00	Up stairs	\$ 13,400.00
			\$
			\$
			\$
			\$
			\$
	Tax		\$ 163.02
Total Project Costs:			\$ 28,763.02

Description of Project/Use of Funds

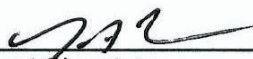
Describe below all proposed improvements included in your project to include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors. Please enclose pictures, drawings, as necessary to help describe the work. (Attach additional sheets as needed)

Replacing 19 windows upstairs. The windows downstairs were already replaced. This will change them from white to black.

In addition to this completed application, the applicant must provide the following:

- ☒ Digital photographs of the existing building façade.
- ☒ Photos, plans, and/or sketches of the proposed improvements
- ☒ Quotes, fee proposal, and any other information that supports the proposed budget.

I agree to comply with the guidelines and standards of the McMinnville Urban Renewal Agency's Façade Improvement Grant Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.


Applicant Signature

James Thomas
Print Name

5-22-26
Date

Owner (if different) Signature

Print Name

Date

McMinnville Urban Renewal Agency
FAÇADE IMPROVEMENT GRANT

HOLD HARMLESS AGREEMENT

AND

**OWNER AUTHORIZATION FOR TENANT TO CARRY OUT FAÇADE IMPROVEMENT
AND/OR REHABILITATION PROJECT**

I, _____ hereby authorize _____ to
carry out improvements as specified in the accompanying Façade Improvement Grant
Application, on my property located at _____,
which is within the City of McMinnville's Urban Renewal District.

I also agree to hold harmless the City of McMinnville in the event of property damage or physical
injury as a result of working on the aforementioned project.

Property Owner

Date

Notary

STATE OF OREGON)
) ss.
County of Yamhill)

This instrument was acknowledged before me this _____ day of _____, 202_, by
_____ as the _____ of _____, an Oregon
_____.

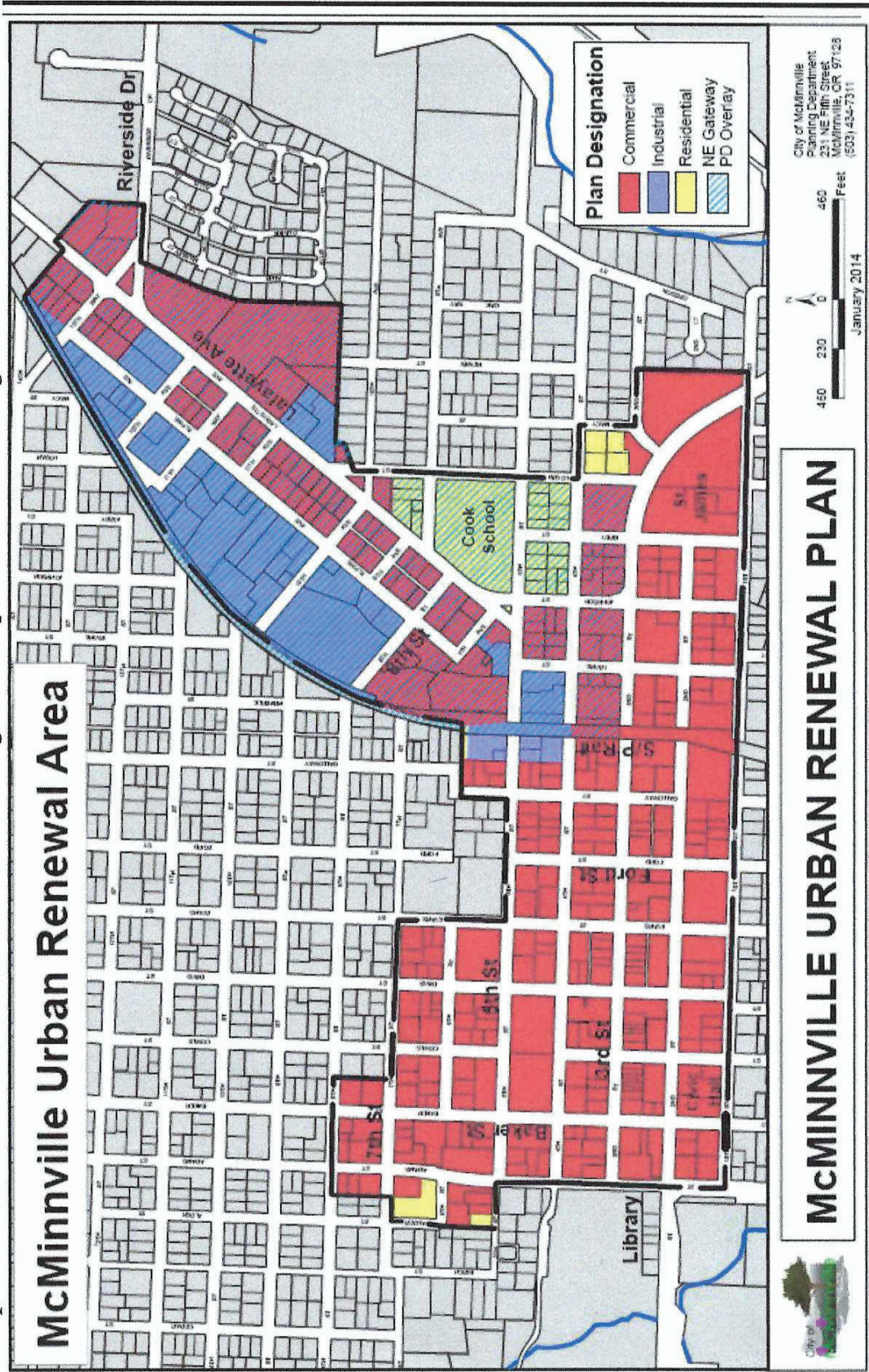
Notary Public of Oregon

My Commission Expires: _____

Return To:

Heather Richards
Community Development Director
City of McMinnville
231 NE 5th Street
McMinnville, OR 97128
Direct: (503) 474-5107
Planning: (503) 434-7311
E-mail: heather.richards@mcminnvilleoregon.gov

Map of McMinnville Urban Renewal Area with Zoning and Comprehensive Plan Designations





Universal Home Services, LLC

Jim Thomas
676 NW Morning View Ct
McMinnville, OR 97128



ESTIMATE	#1671
ESTIMATE DATE	May 19, 2026
EXPIRATION DATE	Jul 3, 2026
TOTAL	\$28,763.02

SERVICE ADDRESS
205 NE Ford St
McMinnville, OR 97128

CONTACT US
1245 NE Alpha Dr, Unit 2A
McMinnville, OR 97128

(503) 883-8418
accounting@uhsoregon.com

ESTIMATE

Services	qty	unit price	amount
Window - Installation	1.0	\$28,600.00	\$28,600.00
Contractor will perform the following:			
1. Remove and dispose of all windows on upper level of building, including trim.			
2. Assess framing for potential dry rot issues. If present contractor will quote additional labor before proceeding with repairs.			
3. Install new Milgard Trinsic single-hung windows to match same dimensions and opening/function.			
TOTAL WINDOWS QUOTED: 19			
4. Caulk/paint exterior of all newly installed trim.			
INCLUDES:			
- all required flashing/waterproofing			
- exterior trim (primed cypress)			
DOES NOT INCLUDE:			
- rot repair if applicable			
- interior trim work if applicable.			
IMPORTANT: QUOTE IS SUBJECT TO FINAL SUPPLIER PRICING AFTER ON-SITE MEASUREMENTS. ESTIMATE IS FOR BUDGETING PURPOSES ONLY.			
MATERIALS: \$13,400			
LABOR: \$15,200			
ESTIMATED COMPLETION: 1 to 2 weeks (does not include delivery time)			

Services subtotal: \$28,600.00

Subtotal	\$28,600.00
Tax (OR CAT - RECOVERY 0.57%)	\$163.02

Total

\$28,763.02









RESOLUTION NO. 2026 - 07

A Resolution of the McMinnville Urban Renewal Board authorizing the McMinnville City Manager or designee to enter into a Façade Improvement Grant contract with the property owners of 205 NE Ford Street for a grant of \$10,000.

RECITALS:

WHEREAS, the City of McMinnville created an Urban Renewal Area in its downtown core and NE Gateway Area in 2013; and

WHEREAS, the Purpose of this plan was to assist in implementing the goals of the McMinnville Comprehensive Plan, the Third Street Streetscape Plan, and other planning documents, to help stimulate the economy, create a unique identity and sense of place, and to support local downtown businesses and development of the downtown and the NE Gateway area; and

WHEREAS, Some of the McMinnville Urban Renewal Agency's (Agency) goals are to encourage the economic growth of the McMinnville Urban Renewal Area (Area) as the commercial, cultural, civic and craft industry center for McMinnville; to encourage a unique district identify both in the downtown commercial core and the Northeast Gateway area; and pursue development and redevelopment opportunities that will add economic, civic, craft industry and cultural opportunities for the citizens of McMinnville, economically strengthen the Area and attract visitors to the Area; and

WHEREAS, In order to achieve these goals, the Agency developed a Façade Improvement Grant program as part of its Property Assistance Program to improve the exterior elevations of buildings in the Urban Renewal District per Resolution No. 2017-03; and

WHEREAS, As part of the Property Assistance Program, the McMinnville Urban Renewal Board authorized the McMinnville Urban Renewal Advisory Committee to approve grants up to \$5,000; and

WHEREAS, the property owners of 205 NE Ford Street have applied for a \$10,000 grant from this Façade Improvement Grant program to replace old windows in their structure on the subject site; and

WHEREAS, the McMinnville Urban Renewal Agency has budgeted for this effort as part of the "Development Assistance Program" identified in the McMinnville Urban Renewal Plan; and

WHEREAS, the McMinnville Urban Renewal Advisory Committee reviewed the application and voted to recommend to the McMinnville Urban Renewal Board approval of the \$10,000 grant request at their meeting on July 14, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MCMINNVILLE URBAN RENEWAL AGENCY as follows:

1. That the City Manager is authorized to sign a Façade Improvement Grant contract with the property owners of 205 NE Ford Street for a \$10,000 grant.
2. That the grant will be paid back to the Agency in its entirety if the building is sold within five years of the disbursement of the grant.
3. This Resolution will take effect immediately upon passage.

Adopted by the Board Members of the McMinnville Urban Renewal Agency at a regular meeting held the 14th day of July, 2026 by the following votes:

Ayes: _____

Nays: _____

Approved this 14th day of July, 2026.

CHAIR OF THE URBAN RENEWAL BOARD

Approved as to form:

Attest:

City Attorney

City Recorder