VENETA oregon Inc.1962

AGENDA

VENETA BUSINESS ASSISTANCE COMMITTEE MEETING

Friday, July 25. 2025 – 9:00 a.m.

Veneta City Hall – J.W. “Bill” Smigley Room

88184 8th Street, Veneta, Oregon

City of Veneta Public Meetings can be accessed via teleconference. To listen to, or participate in this meeting, call 541-935-2192 (Participant Code 793738). To submit public comments electronically, email comments to Jthode@ci.veneta.or.us by 4:00 p.m. the day before the meeting. All public comments must include your name and address.

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1. CALL TO ORDER

2. PUBLIC COMMENTS
   Speakers will be limited to 3 minutes each. The Business Assistance Committee will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Business Assistance Committee meeting

3. EXECUTIVE SESSION - ORS 192.355(17)(a) - “Records, communications, and information submitted to… a City governing body…, by applicants for investment funds, grants, loans, services or economic development moneys, support or assistance”

4. Return to Regular Session

5. ADMINISTRATIVE
   a. Approve Minutes of the May 30, 2025 Meeting (pgs. 1-3)

6. NEW BUSINESS
   a. Delphi Engineering Company Commercial Development Incentive Program Application
   b. Delphi Engineering Company Business Grant Program Application

7. OPEN DISCUSSION

8. OTHER
   a. Harvest Festival
   b. Attic Extension Request

9. NEXT MEETING – August 29, 2025 at 9:00 a.m.

10. ADJOURN

BUSINESS ASSISTANCE COMMITTEE
MEMBERS:

MAUREEN WRIGHT (CHAIR)
BRITTANY LEHMAN (VICE-CHAIR)
LARISSA MAYFIELD
GINA HALEY-MORRELL
MCKENZIE GIBSON

MINUTES

Business Assistance Committee
Friday, May 30, 2025 9:00 AM
Veneta City Hall – J.W. "Bill" Smigley Room
88184 8TH Street, Veneta, Oregon

Present: Chair Maureen Wright, Vice-Chair Brittany Lehman, Member McKenzie Gibson
Absent: Member Gina Haley-Morrell (excused), Member Larissa Mayfield
Staff: Management Analyst (MA) Jacob Thode, City Management Intern (CMI) Jillian Liebersbach
Attendees:

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1. CALL TO ORDER
   Chair Wright called the Business Assistance Committee meeting to order at 9:00 a.m. and she asked if there were any additions to the agenda.
   There were none.

2. PUBLIC COMMENTS
   None.

3. ADMINISTRATIVE
   a. Approve Minutes of April 18, 2025

Moved to approve the April 18, 2025 minutes as presented.

Moved by Vice Chair Lehman. Second by Member McKenzie.
The motion passed unanimously (3-0).

4. NEW BUSINESS

   a. EDC Revisions to Business Grant Program

MA Thode presented his memorandum on the approved revisions to the Business Grant Program and highlighted the clarifying language.

Member Gibson agreed the language was clearer regarding the FTE requirement.

Discussion ensued about award amounts and language that might assist the Committee in granting specific amounts.

b. EDC Revisions to Commercial Development Grant

MA Thode presented his memorandum on the approved revisions to the Commercial Development Grant which would be presented at the EDC's next meeting on June 16th.

Discussion ensued about the award amount for each FTE.

MA Thode stated it would be rare for $50,000 would be awarded to one business for this grant.

Discussion ensued about the maximum SDC reduction for this program.

Chair Wright asked MA Thode how incentives were given before the BAC was formed.

MA Thode stated likely the Economic Development Committee made recommendations to City Council to award grant funding.

Vice-Chair Lehman believed there were no incentives for bigger companies and Veneta should consider those larger companies that would support Veneta's small town feeling.

Discussion ensued about bigger companies and the demonstration of need requirement.

Chair Wright stated this discussion was an EDC issue and the BAC should wait to review the updated 5-Year Plan.

The Committee reached consensus to move these approved changes forward.

Discussion continued about the City's priorities and how these grants could be more of an incentive.

5. OLD BUSINESS

a. Sun Frog Products Business Grant

MA Thode stated the owner of Sun Frog Products was struggling with some building code restrictions and the City was working through these issues with him.

MA Thode shared he would keep members updated on his progress

Member McKenzie asked for an update on the Attic. Project.

The Committee shared their concern about extensions for the Attic project and asked to have future extensions brought forward for their review.

5. OTHER

Chair Wright asked if committee members were interested in tabling at the Harvest Festival.

The Committee reached consensus to table at the Harvest Festival to promote their goals.

Vice-Chair Lehman shared she would host a 3rd Annual BBQ for Veterans on June 14th, Flag Day, from 11:30 a.m. to 2:00 p.m. at City Park.

6. NEXT MEETING
The next meeting was scheduled for Friday, June 26, 2025, 9:00 a.m.

7. ADJOURN
Chair Wright adjourned the meeting at 9:58 a.m.

ATTEST:

_____ _____
Maureen Wright, Chair Jennifer Mirabile, City Recorder

BUSINESS ASSISTANCE COMMITTEE AGENDA ITEM SUMMARY

TITLE/TOPIC: Commercial Development Incentive Program Application for Delphi Engineering

Meeting Date: July 25, 2025
Department: Economic Development

Staff Contact: Jacob Thode
Email: Jthode@ci.veneta.or.us
Telephone Number: 541-935-2191

ISSUE STATEMENT

Should the BAC recommend that the Veneta City Council approve Delphi Engineering Company to receive a $9,000 Transportation SDC fee reduction through the Commercial Development Incentive Program (CDIP)?

BACKGROUND

Delphi Engineering Company has applied for the Commercial Development Incentive Program's Transportation SDC fee reduction and is requesting a reduction to their Transportation SDCs, up to $9,000. See Attachment 1. This program is intended to encourage business expansions and startups that create or retain job opportunities in Veneta, contribute to a vibrant local business environment, and is meant to assist commercial developers offset the often-high development costs associated with Transportation SDC's.

Delphi Engineering Company is a small, precision CNC machining and design firm that is starting operations within Veneta City limits. They have purchased the property located at 1900 Todd Way, and will be developing a 3,0000 sq. ft. CNC machining and design facility in Veneta's industrial zone. The company plans to bring two to four skilled, high wage jobs to Veneta in the short term. The facility will serve as a manufacturing space, and hopes to grow to five to ten employees over the next five years.

The applicant is seeking an SDC fee reduction to help offset the cost of utility and transportation related fees. The company's anticipated Transportation SDC were calculated by the City engineer to be roughly $8,732.38, with water/sewer and all additional SDC's totaling approximately $26,157.95. See Attachment 2. This reduction will help reduce the upfront costs for the commercial development, expedite the project, and free-up cash flow to focus on hiring and starting business operations.

Veneta City Council allocated $50,000 to the Commercial Development Incentive Program for fiscal year 2025-26, specifically to support business growth and job creation within city limits. The program removed the 50% reduction cap in July 2025, allowing for a full Transportation SDC fee reduction of up to $25,000 per new FTE. To date, no awards have been made through this program.

The Business Assistance Committee is asked to review the application and determine whether to recommend that the Veneta City Council award grant funds to Delphi Engineering based on alignment with the CDIP's goals and the availability of funds.

RELATED CITY POLICY

Economic Development Five Year Plan – Goal 2.3.2

RELATED DOCUMENTS

Business Grant Program Information and Application Package

COMMITTEE OPTIONS

1. Recommend Veneta City Council approve Delphi Engineering Company to receive a $9,000 Transportation SDC fee reduction through the Commercial Development Incentive Program (CDIP)?

2. Recommend partial approval of Delphi Engineering Company to receive [STATE AMOUNT] Transportation SDC fee reduction through the Commercial Development Incentive Program (CDIP)?

3. Do not approve Delphi Engineering Company's $9,000 Transportation SDC fee reduction through the Commercial Development Incentive Program (CDIP)?

CITY ADMINISTRATOR'S RECOMMENDATION

Recommend Delphi Engineering Company's $25,000 Business Grants Program application be approved by City Council.

SUGGESTED MOTIONS

1. "I make a motion to recommend to the City Council approval of Delphi Engineering Company's 25,000 Commercial Development Incentive Program application."

ATTACHMENTS

1. CDIP Application Form
2. Site Map
3. Site Transportation SDC Estimate
4. Project Proposal

City of Veneta Grant Application Form

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

Application Information and accompanying financial records submitted to the City of Veneta will be kept in confidence to the extent permitted by law, and while the City believes that the records will not be subject to disclosure, it is possible that disclosure might be required for some documents.

APPLICANT					
Full Legal Name of Applicant(s) and/or Company/Organization:				Telephone Numbers:	
Steve Georgiou/Delphi Engineering Company. LLC				Business:	541-520-1808
				Personal:	541-520-1808
				Fax:	
Primary Contact:	Steve Georgiou				
Street Address:	1659 Hamlet Ln				
City:	Eugene	State:	OR	Zip:	97402
Proposed Business Address (If different from above):					
Street Address:	1900 Todd Way				
City:	Veneta	State:	OR	Zip:	97487
Nature of Business: Engineering Services		Date Established:4/28/25		Date Under Current Management:	
Number of Full Time Equivalent Employees:		■ 0-5 Employees		☐ More Than 5 Employees	

COMPANY OWNERSHIP
(List below all owners, principals and officers; attach schedule of additional names, if necessary) Show 100% of Ownership

Name	Title	% of Ownership
Steve Georgiou	Owner	100%
		%
		%
		Total: 100%

AFFILIATES
(List all business concerns in which the Applicant Company/individuals listed in the ownership section above have any ownership. Attach current financial statement and tax return.)

Company Name	Owner (Applicant Company or Individuals)	% of Ownership
N/A	N/A	%

City of Veneta Grant Application Form

OTHER INFORMATION	Yes	No
Has the applicant, any of its principals, or any other business in which the principals were principals filed bankruptcy or defaulted on any debts within the past 10 years?	☐	■
Is applicant or any of its principals a party to any claim or lawsuit? Is any principal or applicant (i) currently under indictment, or on parole or probation: (ii) ever been charged with or arrested for any criminal offense, other than a minor motor vehicle violation; or (iii) ever been convicted of any criminal offense?	☐	■
Does the applicant owe any taxes for years prior to the current year?	☐	■

Please Select the Grant Program(s) you are applying for:

■	Business Grant Program	■	Commercial Development Incentive Program	☐	Community Building Grant Program
☐	Vibrant Veneta	☐	Redevelopment Toolkit	If Redevelopment Toolkit is checked, which specific grants are you applying for? (See Below)	

Small Project Grants:		Large Grant Projects:	
☐	Design Assistance	☐	Forgivable Debt
☐	Façade Improvement	☐	Loan Rate Buy Down
☐	Signage Grant	☐	Environmental Assessment
☐	Streetscape Improvement	☐	SDC Fee Reduction
		☐	Redevelopment Grant

Please See Below for Additional Requested Material

MATCHING FUNDS

What matching funds will you commit to this effort?

Source: Personal Finances	Amount: 100,000	
Source: 401K	Amount: 50,000	
Source: Loans	Amount: 140,000	
Source: Savings	Amount: $10,000	
Total: $300,000		

Amount Secured:	$ 160,000	Amount Applied For:	$ 140,000 (SBA Loan)	Not Secured at this time:	$140,000

RETURN ON INVESTMENT (ROI)

An ROI is described as a 1: # match (one to # match). To calculate the ROI, take the amount you are matching and divide by amount requested. Example: A project that matches $50,000 and is requesting $10,000 (50,000/10,000 = 5) has an ROI of 1:5.

Amount Matching:	$300,000	Amount Requested:	$50,000	Return on Investment:	1:6.0_

Do you intend on Hiring additional Employees? during or after the duration of this project?	■ Yes	☐ No	If yes, please estimate # of jobs	*2-4*

City of Veneta Grant Application Form

Cost Estimate			
Successful grant reimbursements will be based off of the project's estimated costs. Please provide as much detail as possible as to all expected costs of your project.			
Project Name:			
Item Description	**Cost per Unit**	**# of Units**	**Total Cost**
Land & Pre-Development	$59,500	1	$59,500
Steel Building Structure (**Business Grant $25,000)**	$ 47,000	1	$47,000
Site Work & Civil Improvements	$ 50,000 – $65,000	1	$65,000
Utility Connections & SDC Fees **(CDIP & SDC Grant $25,000)**	$ 25,000 – $30,000	1	$30,000
Electrical Service Installation	$ 35,000 – $50,000	1	$50,000
Building Assembly & Construction Labor	$ 20,000 – $30,000	1	$30,000
Façade & Exterior Enhancements	$15,000 – $23,000	1	$23,000
Exterior Siding (Back & Sides)	$8,000 – $10,000	1	$10,000
Interior Build-Out & Systems	$15,000 – $20,000	1	$20,000
Landscaping & Site Finishing	$5,000	1	$5,000
Signage	$2,500	1	$2,500
Permits & City Fees	$3,000 – $4,000	1	$4,000
Project Cost			
Low-end estimate (with contingency): $313,500			
Midpoint estimate (with contingency): $347,050			
High-end estimate (with contingency): $380,600			

City of Veneta Grant Application Form

Project Description

Provide a brief description and timeline of your project.

Project Description:

- Delphi Engineering Co. is developing a 3,000 sq. ft. precision CNC machining and design facility in Veneta's industrial zone.
- The project addresses a local gap in manufacturing services, providing nearby businesses and inventors with access to custom machining, prototyping, and design.
- The facility will be constructed on a vacant, owner-purchased lot and will include site grading, utility connections, slab foundation, and erection of a prefabricated steel building.
- Additional improvements include a professional storefront façade, landscaping, signage, and pedestrian-friendly streetscape features (sidewalk, bike rack, street trees).
- The company will hire 2–3 full-time employees initially, grow to 5–10 over 5 years, and engage in R&D for automation and cooling systems.
- Total project cost (with contingency): ~$347,050. Grants are requested to offset non-revenue-generating infrastructure and community benefit elements.

Project Timeline:

- **July 2025 –** *Site Preparation Begins:* Grading, trenching for utilities, and foundation work.
- **August 2025 –** *Utility Installation & Building Delivery:* Electrical transformer set, trenching, staging of building materials.
- **September 2025 –** *Building Erection:* Steel structure assembled, shell completed, interior framing begins.
- **October 2025 –** *Interior & Façade Build-Out:* Electrical, plumbing, HVAC installation; wood cladding and storefront windows**.**
- **November 2025 –** *Site Finishing:* Parking lot paved, sidewalk poured, landscaping, equipment setup inside.
- **December 2025 –** *Final Inspections & Opening:* Signage installed, occupancy permit obtained, business opens**.**

Project Costs

Please detail your project costs, and how grant funding is expected to be used.

Project Costs and Use of Grant Funding

Total Project Cost (with 10% contingency): Estimated between $313,500 and $380,600, with a working midpoint of $347,050.

City of Veneta Grant Application Form

Major Cost Categories:

- **Land & Pre-Development:** $59,500 *(paid by owner)*
- **Steel Building Structure:** $47,000 *(paid by owner)*
- **Site Work & Foundation:** $50,000 – $65,000
- **Utility Connections & Fees (Water/Sewer/SDC):** $25,000 – $30,000
- **Electrical Service (Transformer & Trenching):** $35,000 – $50,000
- **Building Construction & Interior Build-Out:** $35,000 – $50,000
- **Façade Enhancements (Wood Cladding, Windows):** $15,000 – $23,000
- **Streetscape, Landscaping, and Signage:** $7,500 – $10,000
- **Permits & City Fees:** $3,000 – $4,000

Grant Funding Usage:

The **$50,000 in grant funding** is requested to offset project elements with high community value but no direct business ROI, including:

- **Commercial Development Incentive Program**
  - We would like to utilize the Commercial Development Incentive Program to help offset the cost of utility and transportation-related fees required by the City of Veneta for our new facility. These costs include System Development Charges (SDCs) for water, sewer, transportation, and drainage, totaling approximately **$26,157.95**, as outlined by city planning. If eligible, we request that the **$25,000 grant** be applied toward these development fees to help reduce the upfront financial burden and support the timely progress of our project.

- **Business Grant Program ($25,000):** We intend to apply the $25,000 awarded through the Business Grant Program directly toward offsetting the construction costs of our new facility—specifically, to help cover the cost of the steel building structure. While these funds will not be used for direct payroll expenses, the investment is essential to enabling job creation. By reducing the financial burden of construction, we can expedite project completion, begin operations sooner, and allocate more resources toward hiring skilled employees within the first year.

The project cost is estimated to range from $313,500 to $380,600 in private investment, including over $100,000 already spent by the owner. Every grant dollar is matched by more than 6.15x to 7.46x in private funds, representing a strong ROI for the City of Veneta.

Only complete this portion if applying for the Business Grant Program

Business Grant Program

City of Veneta Grant Application Form

Additional Requested Material

To complete an application, please submit the following materials for each grant program that your area applying to:

Business Grant Program

- Business Plan
- Three Months of Recent Business Banking Statements
- Three Months of Recent Profit and Loss Statements
- Veneta Business License

Commercial Development Incentive Program

- Site Map
- Transportation SDC Fee, as calculated by the City Engineer

Redevelopment Toolkit

- Business Plan
- Veneta Business License (if applicable)

City of Veneta Grant Application Form

AGREEMENT
• By signing below, you certify that all the information you have given in this application is true and complete. You authorize us to verify all your statements with any source, obtain credit and employment history (including your spouse's, if you live in a community-property state), provide any necessary documents to obtain your credit and employment history, and exchange information with others about your credit and account experience with us. You agree to provide additional information that we may require to process this application, including but not limited to, true and complete federal income tax returns, employment verification and income verification. • You also agree to reimburse the City for its expenses incurred in connection with any credit commitment. These expenses include, without limitation, the City's appraisal, environmental services and legal costs, which are payable even though the extension of credit may not be consummated. • You also represent that if you currently have any indebtedness or other obligations owing to the City, you have no defenses to or setoffs against such indebtedness or obligations. You also represent that you have no claims against the City for any matter regardless of whether or not they are related to this application. • You acknowledge that you are applying for a (*grant; matching grant from the City of Veneta; transportation SDC reduction from the City of Veneta for a commercial project)* • **You agree to pay the non-refundable application fee upon submitting your application.** • **I hereby declare that the information provided in this application is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.**
Steve Georgiou
Authorized Signature
Steve Georgiou
Print Name
Owner
Title
05/02/2025
Date

City of Veneta Grant Application Form

Return with payment to:
City of Veneta
88148 8th Street/PO Box 458
Veneta, OR 97487

Phone: 541-935-2191
Fax: 541-935-1838

Please make any checks out to City of Veneta. Include the reason for the check (BAP Application Fee) and the name of your business in the memo.

PROJECT CONTACTS

OWNER/DEVELOPER
DELPHI ENGINEERING CO
1659 HAMLET LANE,
EUGENE, OR 97402
CONTACT: STEVEN GEORGIOU
EMAIL: STEVE.GEORGIO@OUTLOOK.COM
PHONE: 541-520-1808

SURVEYOR
PACIFIC SURVEYING, INC.
75506 BLUE MOUNTAIN SCHOOL ROAD,
COTTAGE GROVE, OR 97424
CONTACT: DAVID COLLIER
EMAIL: PACIFICSURVEY@FASTMAIL.FM
PHONE: 541-767-0790

1900 WORKSHOP DEVELOPMENT

TODD WAY, VENETA, OR

TYPICAL ABBREVIATIONS

(P)	PER PLAN
AC	AIR CONDITIONER
APL	APPLE TREE
ARB	ARBORVITAE
BAS	BASSWOOD TREE
BBH	BASKETBALL HOOP
BE	BUILDING ENTRANCE
BLCH	BLACK CHERRY TREE
BOX	BOXELDER TREE
BUT	BUTTERNUT TREE
CB	CATCH BASIN
CBOX	CONTROL BOX
CED	CEDAR TREE
CIP	CAST IRON PIPE
CMP	CORRUGATED METAL PIPE
COL	BUILDING COLUMN
COT	COTTONWOOD TREE
CRAB	CRABAPPLE TREE
CS	CURB STOP
CWT	CONCRETE WALL TOP ELEVATION
DB	DECORATIVE BRICK PAVERS
DG	DRAIN GRATE
DIP	DUCTILE IRON PIPE
DOG	DOGWOOD TREE
EM	ELECTRIC METER
EMG	EDGE OF MOWED GRASS
G	GUTTER ELEVATION
GAS	GAS LINE
GM	GAS METER
GP	GUARD POST
GW	GUY WIRE
HACK	HACKBERRY TREE
HYD	FIRE HYDRANT
INV	STRUCTURE INVERT
JNP	JUNIPER TREE
KWB	KEYSTONE WALL BOTTOM ELEVATION
KWT	KEYSTONE WALL TOP ELEVATION
LA	LANDSCAPED AREA
LOC	LOCUST TREE
LP	LIGHT POLE
MOWELL	MONITORING WELL
MPL	MAPLE TREE
MTASH	MOUNTAIN ASH TREE
OHC	OVERHEAD COMMUNICATION LINE
OHE	OVERHEAD ELECTRIC LINE
OHU	OVERHEAD UTILITY LINE
OVH	ROOF OVERHANG
PIN	PINE TREE
PINJ	JACK PINE TREE
PINR	RED PINE TREE
PINW	WHITE PINE TREE
PP	POWER POLE
PPLP	POWER AND LIGHT POLE
PVC	PLASTIC PIPE
RCP	REINFORCED CONCRETE PIPE
RD	ROOF DRAIN
SAN	SANITARY MANHOLE
SAN S	SANITARY SEWER
SHB	SHRUB
SMH	STORM MANHOLE
SPCB	COLORADO BLUE SPRUCE TREE
SPCG	COLORADO GREEN SPRUCE TREE
SPG	WATER SPIGOT
ST S	STORM SEWER
STA	SURVEY CONTROL STATION
SWT	STONE WALL TOP ELEVATION
TC	TOP OF CONCRETE CURB ELEVATION
TCS	TRAFFIC CONTROL SIGN
TRANS	ELECTRIC TRANSFORMER
TRE	DECIDUOUS TREE
UGC	UNDERGROUND COMMUNICATION LINE
UGE	UNDERGROUND ELECTRIC LINE
UGT	UNDERGROUND TELEPHONE LINE
VCP	VITRIFIED CLAY PIPE
WMH	WATER MANHOLE
WW	WINDOW WELL
WWT	WOOD WALL TOP ELEVATION

EXISTING SYMBOLS

826	MINOR CONTOUR
825	MAJOR CONTOUR
	TREE
	TREE LINE
	REVISION EXTENTS
	CURB
	LIGHT POLE
	POWER POLE
	CABLE BOX
	TELEPHONE BOX
	ELECTRIC BOX
	GAS METER
	ROOF DRAIN
	SPIGOT
	BUILDING OVERHANG
W	WELL
D	STORM MANHOLE
	STORM CATCH BASIN
	FLARED END SECTION
S	SANITARY SEWER MANHOLE
	GATE VALVE
CS	CURB STOP
	FIRE HYDRANT
	STORM SEWER
	SANITARY SEWER
	WATER PIPE
	FENCE
	SURVEY MONUMENT
	EASEMENT
G	UNDERGROUND GAS
UGE	UNDERGROUND ELECTRIC
UGC	UNDERGROUND CABLE
OHU	OVERHEAD UTILITY
FIBER	UNDERGROUND FIBER
	CONCRETE
	GRAVEL

PROPOSED SYMBOLS

12	KEYNOTE/DETAIL REFERENCE
	LIGHT POLE (DOUBLE MOUNT)
	LIGHT (BUILDING MOUNTED)
	PERVIOUS SURFACE
	BITUMINOUS
	CONCRETE
	PAVEMENT SECTION BY OTHERS
	CONCRETE PAVEMENT
	CONSTRUCTION LIMITS
(31.68±)	EXISTING GROUND SPOT ELEVATION
31.68	PROPOSED GROUND SPOT ELEVATION
7.4%	PROPOSED SLOPE
830	PROPOSED MAJOR CONTOUR
832	PROPOSED MINOR CONTOUR
SF SF	SILT FENCE
BIO BIO BIO	BIO-ROLL
	EROSION CONTROL BLANKET
	CONSTRUCTION ENTRANCE
	INLET PROTECTION
	SWALE
	STORM SEWER
	SANITARY SEWER
	WATER
UGE	UNDERGROUND ELECTRIC
UGG	UNDERGROUND GAS
UGC	UNDERGROUND CABLE

CO	SEWER CLEANOUT
S	SANITARY SEWER MANHOLE
	FIRE HYDRANT
	GATE VALVE
	CURB STOP
	PROPOSED TREE
	PROPOSED SHRUB

REMOVAL SYMBOLS

	SAWCUT LINE
	WALL/UTILITY REMOVAL
	TREE REMOVAL
XXXXXXXXXXXXXXXXX	CURB REMOVAL
	PAVEMENT REMOVAL

ISSUE/REVISION MATRIX

SHEET	ISSUE DATE	03/18/2025	03/20/2025	06/09/2025	06/25/2025
C0.1 - TITLE SHEET		✓	✓	✓	✓
C0.2 - NOTES		✓	✓	✓	✓
C3.0 - SITE PLAN		✓	✓	✓	✓
C4.0 - GRADING & PAVING PLAN		✓	✓	✓	✓
C4.1 - EROSION CONTROL PLAN				✓	✓
C6.0 - UTILITY PLAN		✓	✓	✓	✓
C9.0 - STORMWATER PLAN		✓	✓	✓	✓
C10.0 - CONSTRUCTION DETAILS		✓	✓	✓	✓
C10.1 - CONSTRUCTION DETAILS		✓	✓	✓	✓

PROJECT LOCATION

GOVERNING SPECIFICATIONS

1. CITY OF VENETA SPECIFICATIONS FOR CONSTRUCTION (CURRENT EDITION) AND STANDARD DETAILS.
2. OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION (2024 EDITION)
3. OREGON PLUMBING CODE (2023 EDITION)

PROJECT NAME

1900 WORKSHOP DEVELOPMENT

VENETA, OR

CLIENT / DEVELOPER

DELPHI ENGINEERING CO.

541-520-1808
STEVEN GEORGIOU

CITY / COUNTY

ISSUANCES & REVISIONS

ISSUANCE	DATE
CLIENT REVIEW	03/18/2025
CLIENT REVIEW	03/20/2025
CITY RESUBMITTAL	06/09/2025
CITY RESUBMITTAL	06/25/2025

CERTIFICATION

PRELIMINARY (NOT FOR CONSTRUCTION)

CITY RESUBMITTAL

06/25/2025

TITLE SHEET

C0.1

Attachment 2. Site Map

GENGERAL & EXISTING CONDITIONS NOTES

1. Background information shown is from a survey created by Pacific Surveying Inc. dated 02/27/2025. This engineering company offers no warranty for information provided by others. The contractor shall field verify the existing conditions of the site prior to construction. Any errors, irregularities, or omissions, shall be reported to the Engineer immediately.
2. The subsurface utility information is quality level D, based on the guidelines of ASCE/CI 38-02, titled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data". The contractor and subcontractors shall determine the precise location of all existing utilities prior to construction and the commencement of work. Contractor shall contact Gopher State One Call and submit a ticket for field locates. The contractor and subcontractors shall be fully responsible for all damages which may occur due to failure to locate all existing utilities whether underground or overhead.
3. It is the contractors responsibility to protect or otherwise relocate all existing utilities which may conflict with the proposed improvements on the plan. Contractor shall coordinate all relocations with utility owner.
4. Contractor to contact the Owner if private utility locates are required.
5. Contractor shall obtain all necessary permits prior to construction.
6. If discrepancies exist between the existing conditions shown on these plans and the Certificate of Survey or Boundary Survey, the Certificate of Survey or Boundary Survey shall I govern. The contractor is responsible for verifying the existing conditions shown on this plan match the Certificate of Survey and the field conditions.

DEMOLITION NOTES

1. The Demolition Notes contained here are not comprehensive. Contractors and subcontractors shall visit the site prior to construction to gain a clear understanding of the existing conditions of the site, proposed improvements, and scope of work.
2. Contact utility service providers a minimum of 72 hours prior to demolition for the field locate of services. Services shown on the plan are based on information available. The Engineer assumes no responsibility for the accuracy of the utility mapping.
3. Refer to Sheet C4.0 for erosion and sediment control measures that must be in place prior to construction. The contractor shall contact the local governing authority for an inspection and approval prior to the commencement of construction if required.
4. The design shown on this plan is based on the Engineers interpretation of the existing conditions. The existing conditions shown are from a topographic survey created by Pacific Surveying Inc., dated 02/27/2025. If the contractor disagrees with with the existing topography or other site features they shall coordinate a survey with a registered land surveyor at their own expense and submit it to the owner.
5. The contractor is responsible for the the demolition of all site features shown. All debris and other construction material removed as part of the on-site and off-site improvements shall be disposed of at a location approved by the governing authorities. All removed facilities shall be brought to grade per the recommendation of a geotechnical engineer or geotechnical report.
6. Clearing and grubbing: The contractor shall obtain all necessary permits prior to demolition. All site material shall be disposed of in a lawful manner.
7. The contractor is responsible for the disconnection of utility services to existing buildings, if applicable.
8. Underground utility mapping including but not limited to sewers, water, conduit, and other pipes shall not be interpreted as the exact location.
9. Existing piping and conduits may be abandoned in place if not within 10' of the proposed buildings or in conflict with other proposed site features or utilities. Contractor shall blow the pipe full of sand.
10. The contractor is responsible for coordinating work with all utility companies for the relocation, removal, or installation of new utility services. This includes work to be performed by the contractor or subcontractors and the utility company. The contractor is responsible for all related fees and charges in relation to this work.
11. Utilities for the contractor to coordinate shall include but not be limited to gas, telephone, electrical, fiber optic, and cable lines. The contractor shall coordinate work with the utility companies as early as possible to ensure the smooth transition of services.
12. The contractor shall provide all lights, barricades, traffic control signs, fencing, and other necessary measures to protect the public throughout construction. The contractor shall maintain access to surrounding properties at all times.
13. The contractor shall create and submit a traffic control plan and/or pedestrian traffic control plan to the governing authority if required.
14. Removal dimensions are approximate. The demolition plan shall be coordinated with the new construction plan to ensure the proper quantity and location of site features to be removed.
15. The contractor shall protect all site features not indicated for removal including but not limited to adjacent property, trees, pavements, utilities, buildings, fencing, walls, landscaping, and structures. Any site features damaged not intended for removal shall be repaired at the contractors expense.
16. Removal or abandonment of storm sewer, sanitary sewer, or water shall comply with City standards and regulations. Street restoration shall comply with the local jurisdiction standards and specifications.

SITE DEVELOPMENT NOTES

1. Site areas are rounded to the nearest square foot. Dimensions shown are rounded to the nearest tenth of a foot.
2. Refer to architectural plans for information on building elements including but not limited to steps, stoops, ramps, porches, decks, entrances, and garages.
3. Contractor shall coordinate building utilities with civil plans plans prior to construction.
4. Refer to final plat for lot boundaries, dimension, areas, lot numbers.
5. Any sidewalk along an ADA route shall have a maximum cross slope of 1:50 (2.00%) and a maximum longitudinal slope of 1:20 (5.00%). Curb ramps shall have a maximum slope of 1:12 (8.33%). All ADA stalls and access aisles shall have a maximum slope in any direction of 1:50 (2.00%). Contractor shall review the grading and paving plan prior to the placement of any sidewalk, concrete, bituminous, or curb and gutter and notify the Engineer if their is a discrepancy between the field gradient and the plan gradient. Work shall be coordinated with the paving and grading contractors.
6. Contractor to provide record plans to the City and other governing agencies as required.
7. Digital files shall be used at the contractors own risk. Contractor shall compare the building footprint as shown on this plan to the Structural and Architectural plans. Discrepancies between the plans or digital file and the drawings shall be reported to the Engineer immediately.

EROSION & SEDIMENT CONTROL NOTES

1. All perimeter erosion and sediment control devices shall be installed prior to construction and remain in place until final stabilization of the site. Remove devices and dispose of off site after final stabilization is achieved.
2. Soil disturbance shall be limited to the construction limits as indicated on the plan. Construction shall be sequenced to minimize the length of time disturbed soils remain exposed.
3. Adjacent streets shall be swept clean weekly. Construction exits shall be inspected weekly for evidence of off-site sediment tracking.
4. Construction shall comply with all applicable governing codes and specifications. When a conflict exists between jurisdictional standards and the standards and specifications in this plan, the more stringent specification shall apply to the project.
5. Contractor shall install all temporary and permanent Best Management Practices (BMP's) as identified in this plan and as required by applicable permits. The contractor shall oversee the inspection and maintenance of the BMP's throughout the duration of construction until final stabilization is achieved and the local governing authorities have approved their removal. Additional BMP's may be required at the direction of the Engineer or other governing authorities and shall be installed at no additional cost to the owner.
6. BMP's shall meet all local, state, or federal requirements.
7. Ground disturbing activities are prohibited beyond the construction limits as indicated in this plan.
8. All water for washing (vehicles, concrete trucks, equipment, etc.) shall be contained to a defined area of the site and contained disposed of in a legal manner. No engine degreasing is allowed on the site.
9. All concrete washout solids and liquids shall be disposed of in a manner compliant with local, state, and federal regulations.
10. Dust from the site shall be controlled. Toxic liquids shall not be used for dust suppression.
11. disturbed portions of the site that cease construction activity shall be temporarily seeded within 14 days.
12. All stockpile and borrow areas shall be protected from erosion through the use of BMP's.
    - 12.1. Temporary stockpiles must be controlled with BMP's and shall not be placed within stormwater management systems or conveyance systems (including curbs and ditches).
13. A designated person must routinely inspect the site BMP's every seven days and within 24 hours of a rainfall even of greater than 0.5 inches in 24 hours. Repair and clear sedimentation/debris from all erosion and sedimentation control devices.
14. Silt fences shall be repaired and/or replaced when they no longer function or when the sediment reaches half the height of the fence. Repairs shall be made within 24 hours after the discovery of the defect.
15. Surface waters, drainage ditches, and stormwater conveyance systems must be inspected for sedimentation deposits from erosion. If evidence is of erosion is found, the contractor shall remove deposited sediment, and stabilize the area to prevent further erosion.
16. If sediment escapes the site, it shall be the contractors responsibility to sufficiently remove the sediment from downstream affected areas and restore the affected waters to pre-contaminated conditions.

PAVING NOTES

1. Spot elevations within curb lines indicate the gutter elevation unless otherwise noted.
    - 1.1. Rim elevations of structures can be found on the Utility Sheet C6.0. Catch basins shall be sumped 0.1 feet below gutter grade.
2. Grades between spot elevations shall be continuous. Spot elevations shall prevail over contour lines.
3. Concrete joints shall be installed as follows:
    - 3.1. Joints shall be constructed along sidewalks, pavements, and curb. Joints shall align where applicable, and the contractor shall construct the following joints as indicated.
        - 3.1.1. Tooled joints are to be constructed when dividing panels into equivalent areas.
        - 3.1.2. Expansion joints shall be installed along sidewalk at a maximum of 40 foot intervals, at curb and gutter a maximum of 60 foot intervals, and within pavement a maximum of 80 foot intervals. They shall also be installed adjacent to building stoops and foundations.
        - 3.1.3. Contraction joints shall be installed in sidewalks every 8 to 10 feet and within curb and pavement every 12 to 15 feet.
4. The contractor shall ensure ADA access aisles and stalls do not exceed 1:50 (2.00%) slope in any direction.
5. Accessible routes shall be paved with a maximum cross slope of 1:50 (2.00%) and a maximum longitudinal slope of 1:20 (5.00%) except at pedestrian ramps. The contractor shall coordinate the grading plan with the paving plan to ensure compliance prior to installation.
6. All structures within pavement shall be adjusted to final grade.

GRADING NOTES

1. The contractor shall contract the utility service providers a minimum of 72 hours prior to the start of any grading operations for the marking of underground utilities.
2. The contractor shall refer to the geotechnical report, if available, for information on groundwater conditions and backfill material.
3. A sufficient quantity of topsoil shall be scraped and stockpiled on site for reuse. A minimum of 6" is required in all landscaped areas.
4. Groundwater seepage must be removed from excavations in a lawful manner. Stable foundation material shall be placed in areas where the soil is wet and unstable.
5. Building pad shall be graded to 12 inches below finished floor elevation (FFE).
6. Structural specifications shall determine earthwork requirements below the building pad(s).
7. If unsuitable soil is found on-site (fill, contaminated, organic material, etc.) an independent testing firm shall verify the corrections needed and specify fill material.
    - 7.1. All unsuitable material shall be removed from the site at no additional cost to the owner.
8. Fill material shall be placed in lift thicknesses relative to the soil type and compaction equipment used.
9. Cohesive soils greater than three feet deep below paved areas shall be compacted to 95% of maximum dry density, Standard Proctor (ASTM D698). The top three feet within paved areas shall be compacted to 100%. Where fill material exceeds 10 feet in depth, the fill shall be compacted to 98%. All fill material shall be within 3% of the optimum moisture content during placement and compaction. Granular soils shall be compacted to 95% or greater of the Modified Proctor density (ASTM D1557).
10. Refer to Architectural or Structural plans for building stoops, stairs, patios, decks, etc. It shall be the contractors responsibility to coordinate Architectural and Structural items with grades shown on this plan.
11. Spot elevations denote gutter grade, contours are to finished grade elevation.
12. "Gutter Out" curb shall be constructed where water drains away from the curb. "Gutter In" shall be constructed at all other locations. The "Gutter Out" curb indicated on this plan is for reference only. The contractor shall review the grading and paving plan and verify and construct all locations of "Gutter Out" curb.
13. Any sidewalk along an ADA route shall have a maximum cross slope of 1:50 (2.00%) and a maximum longitudinal slope of 1:20 (5.00%). Curb ramps shall have a maximum slope of 1:12 (8.33%). All ADA stalls and access aisles shall have a maximum slope in any direction of 1:50 (2.00%). Contractor shall review the grading and paving plan prior to the placement of any sidewalk, concrete, bituminous, or curb and gutter and notify the Engineer if their is a discrepancy between the field gradient and the plan gradient. Work shall be coordinated with the paving and grading contractors.
14. Contractor shall avoid damage to adjacent properties. The contractor shall be responsible for any damages incurred.
15. The contractor shall be solely responsible for safe conditions on the job site. This includes any associated company, person, or equipment performing work. The contractor shall maintain safe working conditions continuously throughout the day during work hours, and during non-work hours as well. It is not the responsibility of the Engineer to perform safety inspections on or near the site.
16. The contractor shall provide all lights, barricades, traffic control signs, fencing, and other necessary measures to protect the public throughout construction. The contractor shall maintain access to surrounding properties at all times.
17. Existing trees and vegetation not indicated for removal within the site and adjacent to the site shall be protected AT ALL TIMES. These areas shall be considered a restricted area of the site. Contractor and subcontractors shall use extreme caution when working near or under existing trees. If tree trimming is required for construction activities or operation of equipment the contractor shall hire a professional tree trimming service to trim the trees prior to construction at no additional cost to the owner. Damages to the trees shall be reported to the Engineer immediately. Broken limbs shall be cut and removed properly to avoid additional damage. No tree shall be removed without prior authorization from the Engineer.
18. The contractor shall finish grade the surface by uniformly and smoothly grading all areas within the construction limits to the finished ground elevation surface within the below tolerances. The slope shall be uniform and provide smooth transitions between existing and finished grades. Finished graded areas shall be protected from subsequent construction activity and erosion. Any disturbed areas after final grading shall be repaired including but not limited to areas of rutting, erosion, or settling. All disturbed areas outside of the construction limits shall be final graded per these requirements and restored to pre-construction conditions.
19. Tolerances shall be as follows:
    - 19.1. The residential building subgrade finished surface elevation shall be within +/- 0.30', at any point the measurement is made.
    - 19.1. The commercial building subgrade finished surface elevation shall be within +/- 0.10', at any point the measurement is made.
    - 19.2. The parking area or street subgrade shall be no more than 0.05' above the finished surface elevation and no more than 0.10' below the finished surface elevation, at any point the measurement is made.
    - 19.3. The subgrade of areas that shall received topsoil shall be within +/- 0.10' of the finished surface elevation, at any point the measurement is made.
    - 19.4. Placed topsoil thickness shall be within 0.5 inches of the specified thickness.
20. All excess material shall be transported off the site by the contractor. All import material shall be brought to the site by the contractor.
21. Contractor shall determine haul roads to the site and determine each roads governing authority. The contractor shall comply with all regulatory requirements.
22. Record plans shall be provided by the contractor to all governing authorities as required.

UTILITY NOTES

1. The contractor shall contract the utility service providers a minimum of 72 hours prior to the start of any grading operations for the marking of underground utilities.
2. Contractor shall field verify the location and elevation of all utilities prior to construction and notify the Engineer of any discrepancies from the plan and the field data.
3. Contractor shall pothole all utility crossings prior to construction. Contractor shall verify field located depths do not conflict with all proposed pipe crossings. The Engineer shall be contacted immediately if conflicts are discovered.
4. All pipe lengths are from the center of structure to the center of structure or end section.
5. Tracer wire shall be installed on all non-conductive pipe. Install tracer wire per City of Veneta standards and specifications.
6. Contact the City of Veneta for all utility inspections and testing. All utility connections and installations must follow the City's standards and specifications. It is the contractors responsibility to ensure all inspections are scheduled and passing tests results are achieved.
7. Maintain a minimum of 7.5' of cover on all water pipe.
8. Thrust blocking shall be provided on all watermain. Mechanical joint restraints shall be provided at all hydrant leads, tees, valves, bends, and plugs.
9. Water shall be deflected as necessary to maintain a minimum of 18" of separation from all sewer crossings.
10. Disinfect all water per Oregon rules and regulations.
11. 4" rigid foam insulation per ASTM D1621 shall be installed over all sanitary sewer less than 5 feet deep.
12. All utilities within 10' of the building shall be tested in accordance to City/State regulations.
13. All connections and joints in the storm sewer systems shall be water tight. Approved rubber joints shall be used to make connections to structures, catch basins, and manholes.
14. All connections and structures part of the sanitary sewer system shall be water tight.
15. Catch basins shall be sumped 0.1' below the gutter grade. Refer to the Grading Plan on Sheet C4.0 for gutter grade and the resultant structure rim elevations on Sheet C6.0.
16. Contractor shall provide irrigation sleeves as shown and/or coordinate sleeve locations with an irrigation contractor. Sleeves shall be 4 inch schedule 60 PVC buried 2 feet below the surface. Sleeves shall extend 3 feet beyond the edges of pavement and marked with rebar.
17. Contractor shall coordinate all private utility services including but not limited natural gas, electric, and communications. Contractor shall coordinate all work including service extensions to the buildings, removal/relocation of existing facilities, and installation of new facilities.
18. Contractor shall coordinate with the electric utility for transformer pad design and location.
    - 18.1. The primary electric feed and transformer is installed by the utility company. The secondary electric and conduits are installed by the contractor. The contractor shall confirm and coordinate this process with the electric utility company.
    - 18.2. Contractor shall coordinate with communication company(s) on required conduit needed for cable, television, and other electronic communication services. At a minimum, the contractor shall provide one 4 inch PVC with pull-string from the new building to the existing telephone service box.
19. Cohesive soils greater than three feet deep below paved areas shall be compacted to 95% of maximum dry density, Standard Proctor (ASTM D698). The top three feet within paved areas shall be compacted to 100%. Where fill material exceeds 10 feet in depth, the fill shall be compacted to 98%. All fill material shall be within 3% of the optimum moisture content during placement and compaction. Granular soils shall be compacted to 95% or greater of the Modified Proctor density (ASTM D1557).
20. All structures shall be brought to final grade when disturbed. Comply with all utility company rules and regulations.
21. All utility improvements shall be installed in accordance with the "Standard Utilities Specifications" published by the City Engineers Association of Minnesota (CEAM), except as modified here. It is the contractors responsibility to obtain a copy of these specifications.
22. Construct all utilities in accordance with local, state, and federal requirements including the Department of Labor and the Department of Health. All pipe materials shall meet the requirements of the City.
23. Contractor shall coordinate with the City prior to interfering or turning off any watermain that belongs to the City. The contractor shall receive prior authorization for all connections or modifications. The contractor shall be liable for any costs or damages resulting from the interference of the watermain without City approval.
24. Maintain a minimum of 10 feet horizontal separation and 18 inches vertical separation between watermain and sewer pipes. Measurement is taken from the outside of pipe to outside of pipe or structure.
25. Coordinate all building service locations with the Mechanical, Plumbing, and Architectural plans. Any service with less than 5 feet of cover shall be insulated.
26. Contractor shall submit shop drawings of all sanitary sewer manholes, storm sewer manholes, and catch basins for review. Contractor shall allow one week for review. Contractor and structure supplier shall determine the minimum diameter for each structure.
27. Record plans shall be provided by the contractor to all governing authorities as required.
28. All utility services to buildings shall be coordinated with the mechanical, structural, architectural, and plumbing plans prior to construction. Work shall also be coordinated with the plumbing and mechanical contractors. No additional compensation will be provided for work that is not coordinated.

CIVIL 3D LIMITATIONS

The Engineers deliverables for the project are limited to hard copy and digital pdf versions of the plan sheets. With the owners permission, we may release Civil 3D digital models of the files used in the creation of the sheets. It is at the contractors, subcontractors, and any other third party users risk to use the digital files. These digital files shall not be used for staking of any hard surface improvement including but not limited to buildings, sidewalks, and curbs.

ANY DIGITAL FILE RECEIVED FOR USE BY A CONTRACTOR OR THIRD PARTY SHALL BE USED AT THEIR OWN RISK. DIGITAL FILES MAY VARY FROM THE PLAN SHEETS, CONSIST OF ERRORS, BE OUT OF DATE, OR BE MODIFIED FROM THEIR ORIGINAL VERSIONS.

PROJECT NAME

1900 WORKSHOP DEVELOPMENT

VENETA, OR

CLIENT / DEVELOPER

DELPHI ENGINEERING CO.

541-520-1808
STEVEN GEORGIOU

CITY / COUNTY

VENETA oregon Inc.1962

LANE COUNTY OREGON

ISSUANCES & REVISIONS

ISSUANCE	DATE
CLIENT REVIEW	03/18/2025
CLIENT REVIEW	03/20/2025
CITY RESUBMITTAL	06/09/2025
CITY RESUBMITTAL	06/25/2025

CERTIFICATION

PRELIMINARY (NOT FOR CONSTRUCTION)

CITY RESUBMITTAL

06/25/2025

NOTES

C0.2

SHEET NOTES

1. Refer to Sheet C0.2 for General, Existing Conditions, and Site Development Notes.
2. Building angle is parallel with the property line at indicated location. Refer to plan for distance.
3. Dimensions shown are to face of curb unless otherwise noted. Building dimensions are shown to exterior face of building.
4. Refer to Architectural plans for information regarding the building, doors, stoops, patios, stairs, and ramps.
5. Transformer location. Refer to Electrical, Mechanical, and Architectural plans. Coordinate transformer location, design, and construction with utility owner.
6. Modular block retaining wall for Infiltration Planter. Walls shall be design/build by contractor.
7. Infiltration Planter. Refer to utility and stormwater plans.
8. Armstrong Maple (or City of Venetta approved equal from the Adopted Tree List), minimum 2-caliper at time of planting. Trees within the City Right of Way shall be planted with a 4-foot planter strip. 5 trees in total minimum.
9. Accessible path to City Right of Way.
10. Accessible parking stall, access aisle, striping, and signage. Install per current state/city specifications.
11. Evergreen Clematis shrub (or similar, coordinate species with owner), minimum five gallon at the time of planting. 10 shrubs in total at time of planting. All shrubs shall be planted with a 4-foot planter strip.
12. Remove existing curb and gutter and bituminous surface necessary for driveway installation.
13. 1 short term bike rack (U shaped metal rack, coordinate exact location and type with owner).
14. All new trees and shrubs shall be irrigated for a minimum of 2-years. The contractor shall coordinate with the owner and plumbing to provide irrigation to the site.
15. Big Easy Hydrangea shrub (or similar, coordinate species with owner), minimum five gallon at the time of planting. 5 shrubs in total at time of planting. All shrubs shall be planted with a 4-foot planter strip.
16. Boulevard Cypress shrub (or similar, coordinate species with owner), minimum five gallon at the time of planting. 5 shrubs in total at time of planting. All shrubs shall be planted with a 4-foot planter strip.

ZONING INFORMATION

Zoning - I-C (Industrial Commercial District)

Front Setback (Along Street): 10 ft.
Rear Setback: 5 ft.
Side Setback: 5 ft.

Total Site Area = 13,100 sq. ft. = 0.30 ac.

Maximum Building Coverage = 80% = 10,480 sq. ft.

AREA INFORMATION

Existing

Pervious	13,100 sq. ft.	0.30 ac.	100.0%
Impervious	0 sq. ft.	0.00 ac.	0.0%
Total	13,100 sq. ft.	0.30 ac.	100%

Proposed

Pervious	6,070 sq. ft.	0.14 ac.	46.3%
Impervious	7,030 sq. ft.	0.16 ac.	53.7%
Total	13,100 sq. ft.	0.30 ac.	100%

LEGEND

: PERVIOUS SURFACE
: CONCRETE SIDEWALK
: CONCRETE PAVEMENT (BY OTHERS)
: BITUMINOUS SURFACE
: CONCRETE PAVEMENT

0 10 20 1"=10'

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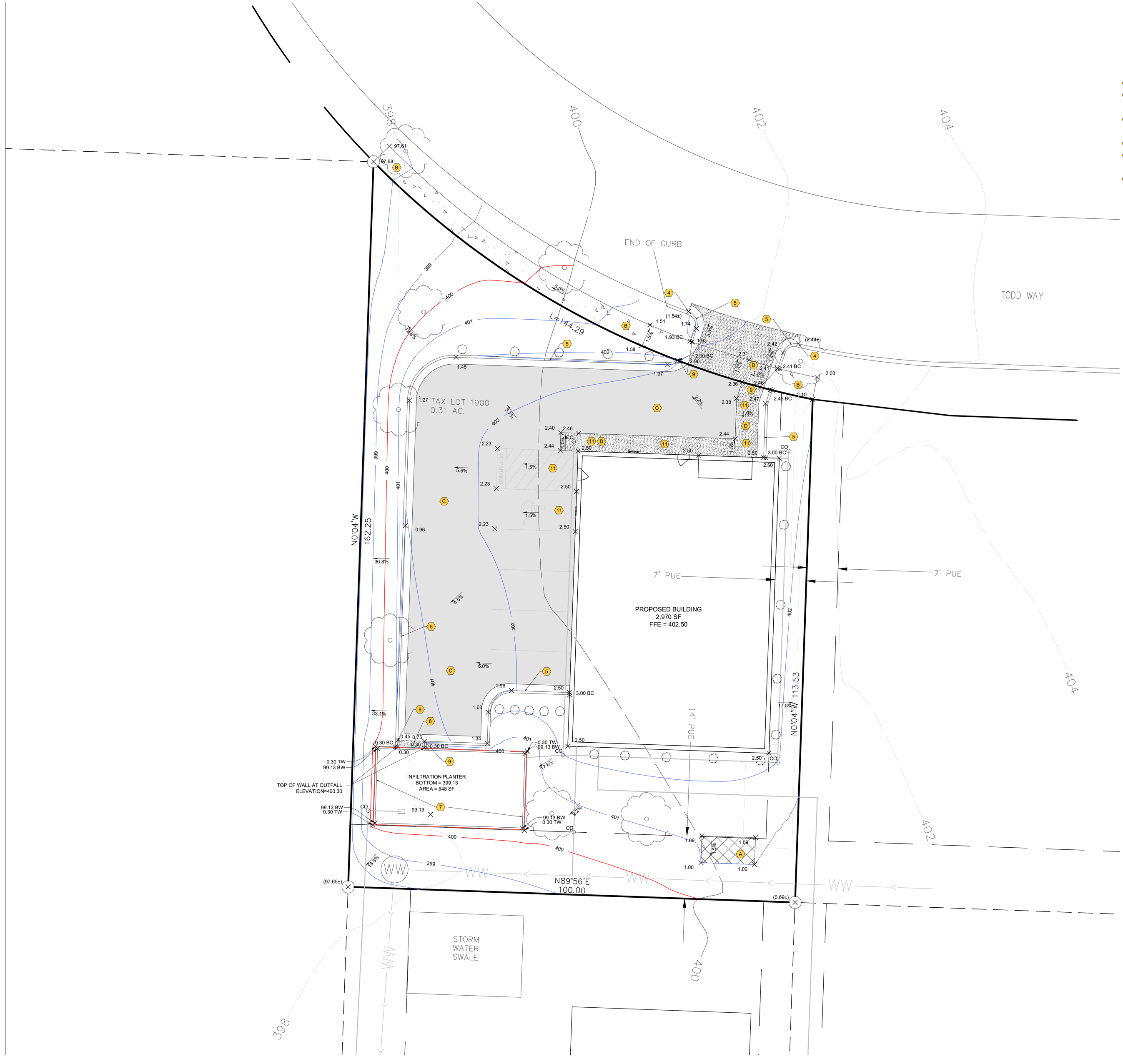
SITE PLAN

C3.0



SHEET NOTES

1. Refer to Sheet C0.2 for General, Existing Conditions, Erosion & Sediment Control, Grading, and Paving Notes.
2. A ground cover plant seed mixture shall be used for final stabilization of the site. All disturbed areas of the site and offs-site shall be planted with this seed mixture. Submit the seed mixture to the City for approval prior to construction.
3. Contractor shall limit site and off-site disturbance to the maximum extent practicable. Under no circumstance, without prior written consent, shall the contractor disturb neighboring property outside of a drainage and utility easement.
4. Meet and match existing curb. Provide transitions as necessary.
5. H-16 Curb & Gutter, 24" total width. Refer to Detail 4 on Sheet C10.0.
6. Reserved.
7. Modular block Infiltration Planter. Contractor shall provide holes within wall for storm sewer connections as necessary. Refer to Detail 9 on Sheet C10.0 for additional information. Refer to the utility plan for inlets and outlets.
8. Concrete pavement outfall to Infiltration Planter.
9. Provide 3' transition from full height curb to no curb at curb opening.
10. Reserved.
11. Accessible routes to the building, ADA stall, and access aisle shall have less than 1.8% slope in any direction.

GRADING & PAVING LEGEND

- A. : CONCRETE PAVEMENT (SECTION BY OTHERS)
- B. : CONCRETE SIDEWALK
  Refer to Details 3, 5, & 7 on Sheet C10.0
- C. : BITUMINOUS PAVEMENT
  2 Inches of Asphalt Pavement
  6 Inches of Dense Graded Aggregate Base
- D. : CONCRETE PAVEMENT
  6 Inches of Portland Cement Concrete
  6 Inches of Dense Graded Aggregate Base

3.XX:	SPOT ELEVATION (GUTTER IF ON CURB)
(3.XX±)	SPOT ELEVATION (EXISTING)
BC:	BACK OF CURB ELEVATION
TW:	TOP OF WALL ELEVATION
BW:	BOTTOM OF WALL ELEVATION

0 10 20 1"=10'

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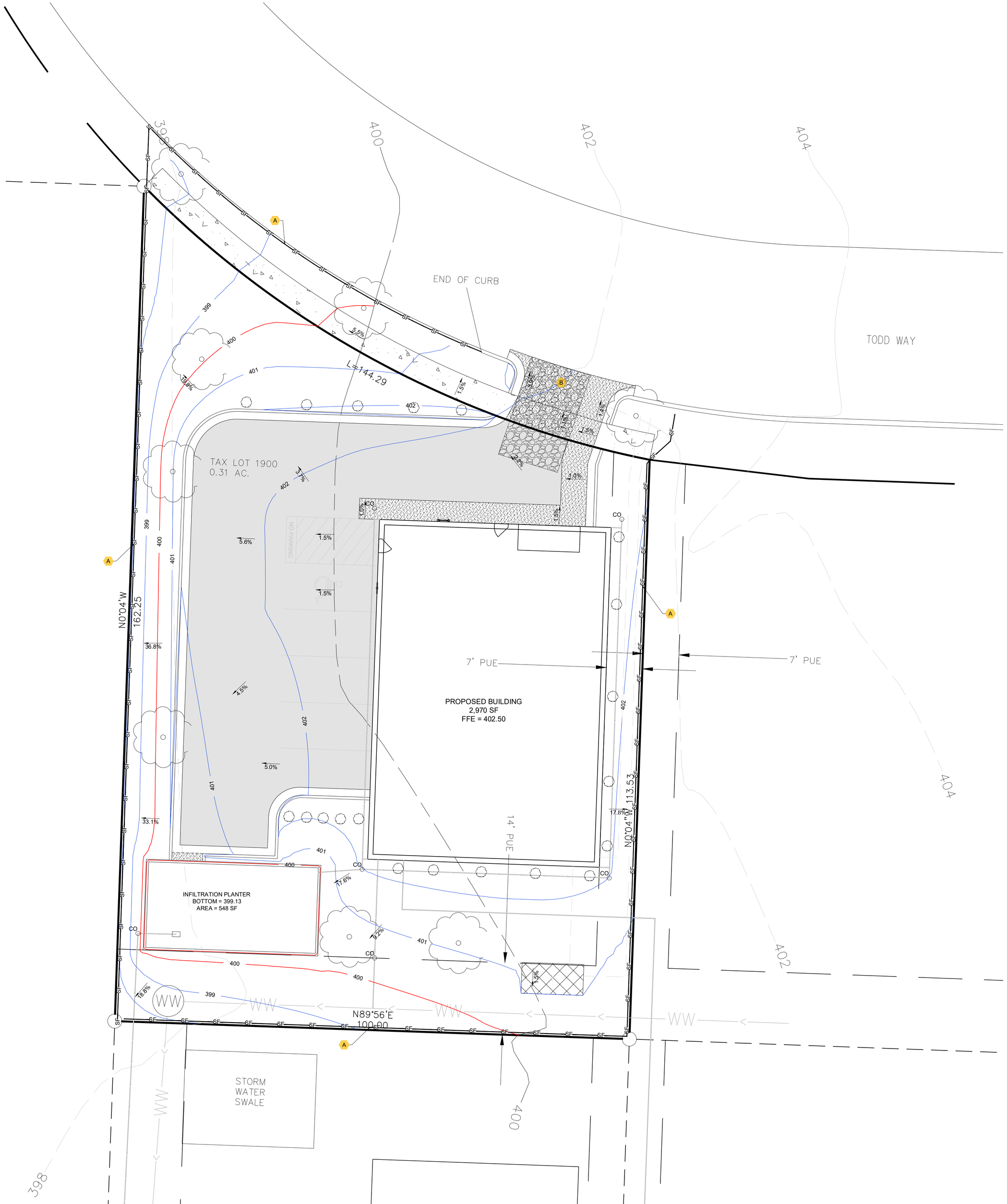
GRADING & PAVING PLAN

C4.0



SHEET NOTES

1. Refer to Sheet C0.2 for General, Existing Conditions, Erosion & Sediment Control, Grading, and Paving Notes.
2. A ground cover plant seed mixture shall be used for final stabilization of the site. All disturbed areas of the site and offs-site shall be planted with this seed mixture. Submit the seed mixture to the City for approval prior to construction.
3. Contractor shall limit site and off-site disturbance to the maximum extent practicable. Under no circumstance, without prior written consent, shall the contractor disturb neighboring property outside of a drainage and utility easement.

EROSION CONTROL LEGEND

A. SF SF : SILT FENCE (475 LF)
Refer to Detail 1 on Sheet C10.0

B. : ROCK CONSTRUCTION ENTRANCE (1 TOTAL)
Refer to Detail 2 on Sheet C10.0

0 10 20 1"=10'

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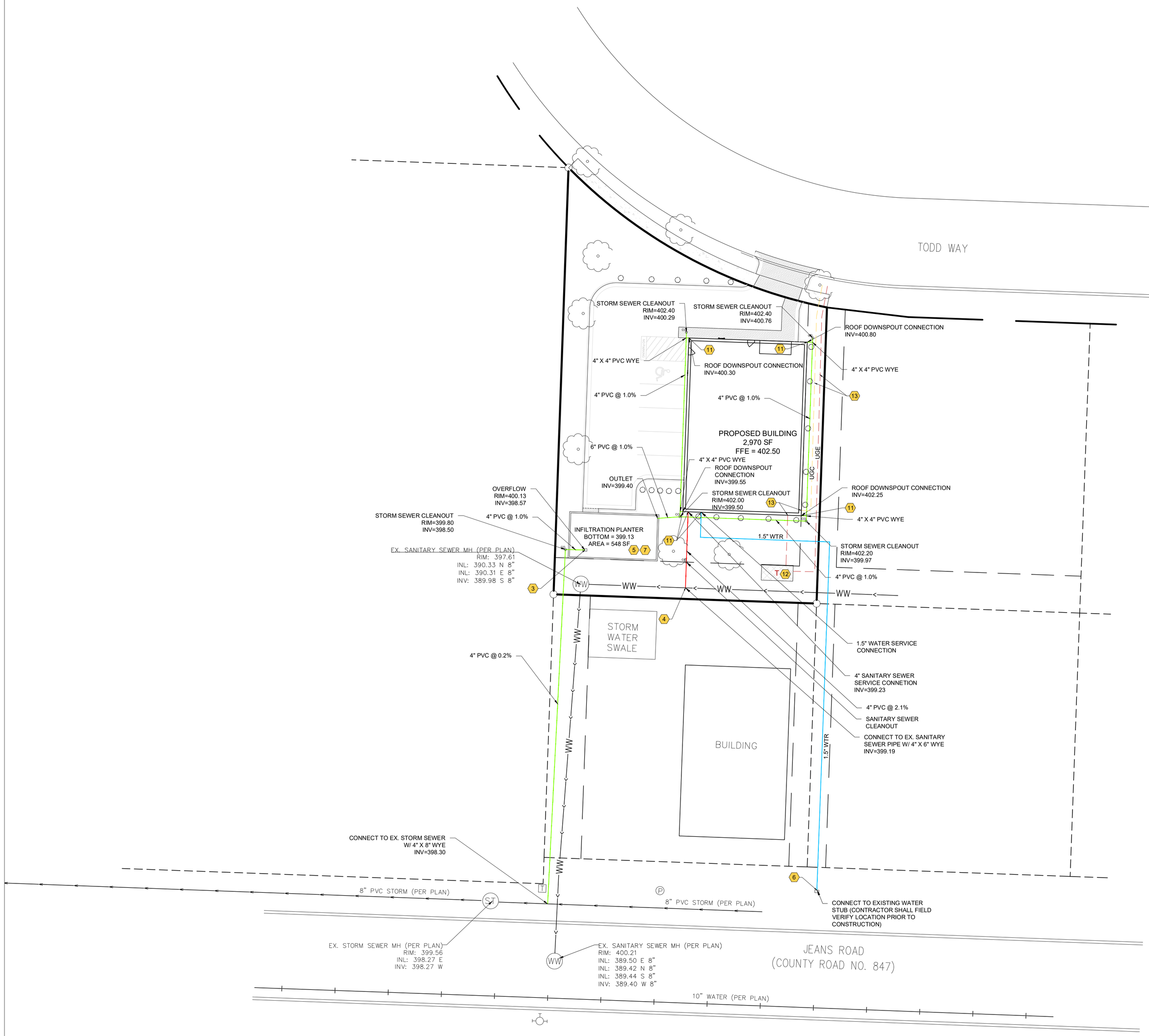
EROSION CONTROL PLAN

C4.1



SHEET NOTES

1. Refer to Sheet C0.2 for General, Existing Conditions, and Utility Notes.
2. Install storm and sanitary sewer cleanouts per Details 1 and 2 on sheet C10.1.
3. Overflow inlet. Install per Detail 3 on Sheet C10.1.
4. Connect to existing sanitary sewer with a Sewer Lateral per Detail 4 on Sheet C10.1.
5. Infiltration Planter with water-tight modular block retaining walls, overflow drain and outlet pipe, inlet pipe, growing material, and plantings. Refer to Detail 9 on Sheet C10.0.
6. Approximate location of existing water stub.
7. Contractor shall perform infiltration testing at the Infiltration Planter location prior to construction to confirm the design infiltration rate of 0.5 inches/hour. The rate shall be reported to the owner and Engineer immediately.
8. All materials shall comply with the requirements of the City of Veneta.

   Sanitary Sewer Services: PVC Schedule 40
   Water Services: Copper Type K
   Storm Sewer: PVC Schedule 40
9. All PVC pipe shall meet ASTM 2665.
10. Follow all state regulations for the minimum cover over water pipe.
11. Coordinate all utility service connections to buildings with mechanical and plumbing plans and contractors.
12. Transformer - The contractor shall coordinate the final location, design, and construction of the transformer and concrete pad with the utility company.
13. Coordinate services to the building of underground electric, gas, and communication lines with the utility companies.
14. Coordinate building utility service connections with plumbing, mechanical, and structural plans.
15. Refer to Details 7 and 8 on Sheet C10.1 for pipe bedding information.
16. Water and sewer line separation shall comply with all state requirements (Oregon Administrative Rules 333-061-0050(9).

UTILITY LEGEND

- : WATER
- : SANITARY SEWER
- : STORM SEWER
- UGE : UNDERGROUND ELECTRIC
- UGC : UNDERGROUND CABLE

0 20 40 1"=20'

Know what's below. Call before you dig.

PROJECT NAME

1900 WORKSHOP DEVELOPMENT

VENETA, OR

CLIENT / DEVELOPER

DELPHI ENGINEERING CO.

541-520-1808
STEVEN GEORGIOU

CITY / COUNTY

VENETA oregon Inc.1962

LANE COUNTY OREGON

ISSUANCES & REVISIONS

ISSUANCE	DATE
CLIENT REVIEW	03/18/2025
CLIENT REVIEW	03/20/2025
CITY RESUBMITTAL	06/09/2025
CITY RESUBMITTAL	06/25/2025

CERTIFICATION

PRELIMINARY (NOT FOR CONSTRUCTION)

CITY RESUBMITTAL

06/25/2025

UTILITY PLAN

C6.0

Attachment 2. Site Map

VENETA oregon Inc.1962

Stormwater Simplified Approach Review Request

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

Date Received:_____
Approved by:_____

Building Permit #:_____
Address:_____
Assessor's Map / Tax Lot Number:_____

NRCS Soil Type or Measured Infiltration Rate: Salkum Silty Clay Loam, HSG B

Facility Sizing

Total Proposed New or Replaced Impervious Surface Area: 7,030 sf → 7,030 **BOX 1**

1. Impervious Area Reduction

Ecoroof	_____sf
Pervious asphalt or concrete	_____sf
Permeable pavers	_____sf
Tree Credit	703 sf

Total Impervious Area Reduction: 703 → 703 **BOX 2**

Total impervious area requiring stormwater management: 6,327 → 6,327 **BOX 3**

2. Facility Sizing for Water Quality and Flow Control

Surface Facilities	Impervious Area Managed		Sizing Factor		Facility Surface Area
Rain Garden	_____sf	x	0.11	=	_____sf
Stormwater Planter	6,959 sf	x	0.07	=	488 sf
Sand Filter	_____sf	x	0.07	=	_____sf

Sum of Total Impervious Area Managed 6,959 **BOX 4**
(Box 4 must be equal to or greater than Box 3)

Point of Discharge
- [ ] Overflow to gutter (weephole)
- [X] Overflow to public storm drain pipe
- [ ] Overflow to Open Drainage
- [ ] Subsurface Infiltration

2014 Simplified Approach Review Request: Tree Credit and Rainwater Harvesting Worksheet

New Evergreen Trees

To receive Impervious Area Reduction Credit, new evergreen trees must be planted within 25 feet of the new or replaced impervious surfaces. New trees cannot be credited against rooftop areas. Minimum tree height **at the time of planting** to receive credit is 6 feet.

Enter number of new evergreen trees that meet the qualification requirements in BOX A. 0 BOX A

Multiply BOX A by 200 and enter result in BOX B. 0 BOX B

New Deciduous Trees

To receive Impervious Area Reduction Credit, new large deciduous trees must be planted within 25 feet of the new or replaced impervious surfaces and new small deciduous trees must be planted within 10 feet of new or replaced impervious surfaces. New trees cannot be credited against rooftop areas. Minimum tree caliper **at the time of planting** to receive credit is 2 inches.

Enter number of new deciduous trees that meet the qualification requirements in BOX C. 8 BOX C

Multiply BOX C by 100 and enter result in BOX D. 800 BOX D

Existing Tree Canopy

To receive Impervious Area Reduction Credit, existing large tree canopies must be within 25 feet and existing small tree canopies must be within 10 feet of ground-level impervious surfaces (cannot be credit against roof top surfaces). Existing tree canopy credited towards Impervious Area Reduction must be preserved during and after construction throughout the life of the development. Minimum tree caliper to receive credit is 4 inches. No credit will be given to existing tree canopy located within environmental conservation areas.

Enter square footage of existing tree canopy that meets qualification requirements in BOX E. 0 BOX E

Multiply BOX E by 0.5 and enter result in BOX F. 0 BOX F

Total Tree Credit

Add Boxes B, D, and F and enter the result in BOX G. 800 BOX G

Multiply BOX 1 on Page 1 of this form by 0.1 and enter the result in BOX H. 703 BOX H

Enter the lesser of BOX G and BOX H in BOX I. 703 BOX I
(This is the amount to be entered as "Tree Credit" on Page 1 of this form).

Instructions for Filling out this Form

1. Enter square footage (sf) of total impervious area being developed into BOX 1.
2. Enter square footage (sf) for impervious area reduction techniques.
3. Enter sum of the impervious area reduction techniques into BOX 2.
4. Subtract BOX 2 from BOX 1 to find BOX 3, the amount of impervious area that requires stormwater management.
5. Select appropriate stormwater management facilities.
6. Enter the square footage of impervious area managed that will flow into each facility type.
7. Multiple each impervious area managed by the corresponding sizing factor. Enter this area as the facility surface area. This is the size of facility required to manage runoff.
8. If selecting a facility that will overflow, select the point of discharge location.
9. Enter the sum of the total of all the impervious area managed into BOX 4. BOX 4 must be greater than or equal to BOX 3.

SHEET NOTES

1. Refer to Sheet C0.2 for General, Existing Conditions, and Utility Notes.

STORMWATER CALCULATIONS

1. Stormwater facility is sized by the City of Veneta Simplified Approach Review Request form (Appendix C in the City of Eugene Stormwater Manual).

IMPERVIOUS AREA REQUIRED TO BE TREATED: 6,327 SF
IMPERVIOUS AREA TREATED: 6,959 SF

2. Stormwater shall be treated according to VZDC Section 5.16. Stormwater facilities shall meet the requirements of the 2014 Eugene Stormwater Manual (SWMM). The manual states the following:

2.4 FACILITY SIZING APPROACHES

Facilities sized under the Simplified Approach and Presumptive Approach complies with the City of Eugene's Stormwater Flood Control, Stormwater Quality and Stormwater Flow Control requirements.

2.4.1 Simplified Approach (SIM Form 2013)

The Simplified Approach uses simple area ratio calculations to size stormwater facilities and is provided on the SIM Form 2013 located in Appendix C. The Simplified Approach may be used when the impervious surface area is less than 15,000 square feet (.34 acre), including but not limited to; roofs, patios, parking areas, and driveways. This approach is a relatively easy process for selecting and sizing stormwater quality and flow control facilities and is intended to save the project time and expense. The Simplified Approach is best used for small residential and commercial development. It is not intended to be used on large, complex projects with multiple catchments or challenging soils and topography. The Simplified Approach is not allowed for public improvement projects.

The Simplified Approach applies to surface vegetated facilities including:

1. Filter Strips
2. Rain Gardens
3. Sand Filters
4. Stormwater Planters
5. Swales

Facilities may be sized using the Simplified Approach to comply either with sizing requirements for stormwater quality only or stormwater quality with flow control. Flood control sizing of facilities without an approved overflow must use the presumptive method with a measured infiltration rate. Infiltration testing standards are located in Appendix G. Projects with less than 2 inches per hour must use the sizing criteria in conjunction with underdrains and overflow to an approved point of discharge.

Generalized assumptions were used when developing the SIM Form that may result in conservative sizing for some development sites. Manual users have the option to use the sizing factors as given on the SIM Form or use the Presumptive Approach to calculate an alternative facility size.

SIM Form

The SIM Form 2013 is provided in Appendix C; enter impervious area reduction technique areas (Contained Planters, Eco roofs, Pervious Pavements, and Tree Credits) on the SIM Form before calculating the required stormwater quality facility size.

Simplified Approach Applications

The minimum submittal requirements for the Simplified Approach are as follows:

1. Site Plan
2. Cross Section and Details
3. Complete SIM Form
4. Operations & Maintenance Packet (Chapter 3)
5. Landscape Plan

CONCLUSION

The project meets and exceeds the City of Eugene stormwater requirements because of the following:

1. The project creates less than 15,000 sf of new impervious surface
2. The infiltration planter is sized correctly according to the Simplified Approach form
3. The stormwater facility shall be constructed with an approved overflow

LEGEND

: IMPERVIOUS AREA TREATED
6,959 SF

: IMPERVIOUS AREA NOT TREATED
72 SF

811 Know what's below. Call before you dig.

PROJECT NAME

1900 WORKSHOP DEVELOPMENT

VENETA, OR

CLIENT / DEVELOPER

DELPHI ENGINEERING CO.

541-520-1808
STEVEN GEORGIOU

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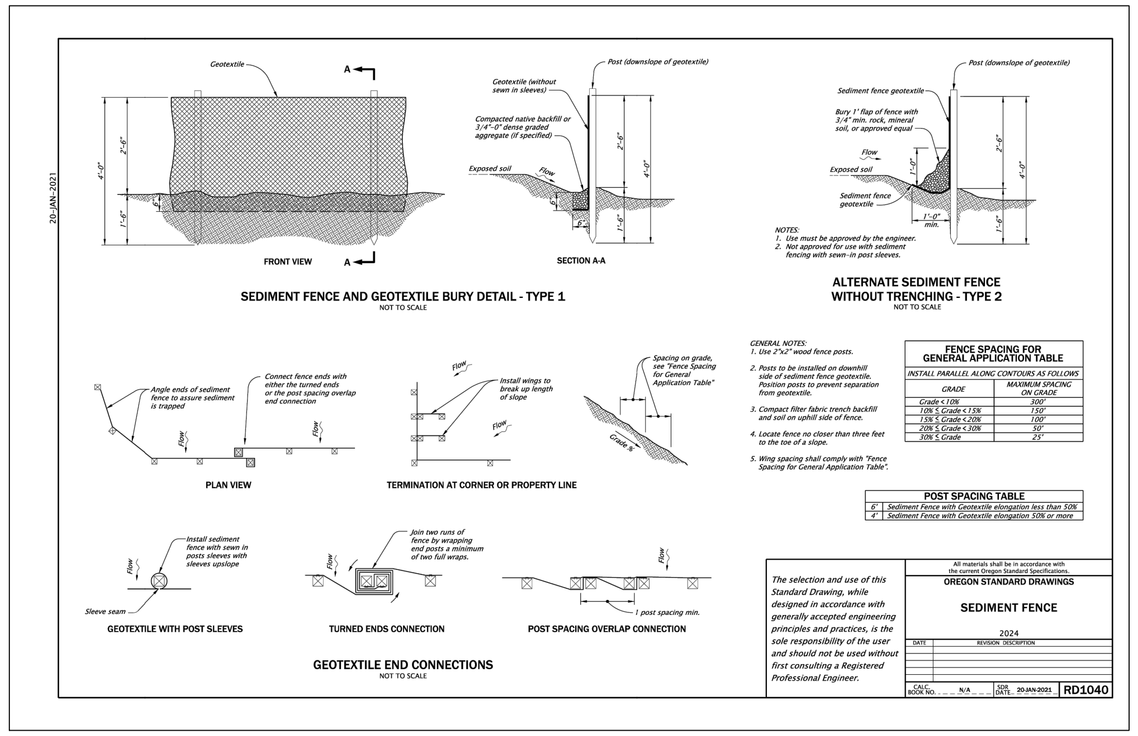
PRELIMINARY (NOT FOR CONSTRUCTION)

CITY RESUBMITTAL
06/25/2025

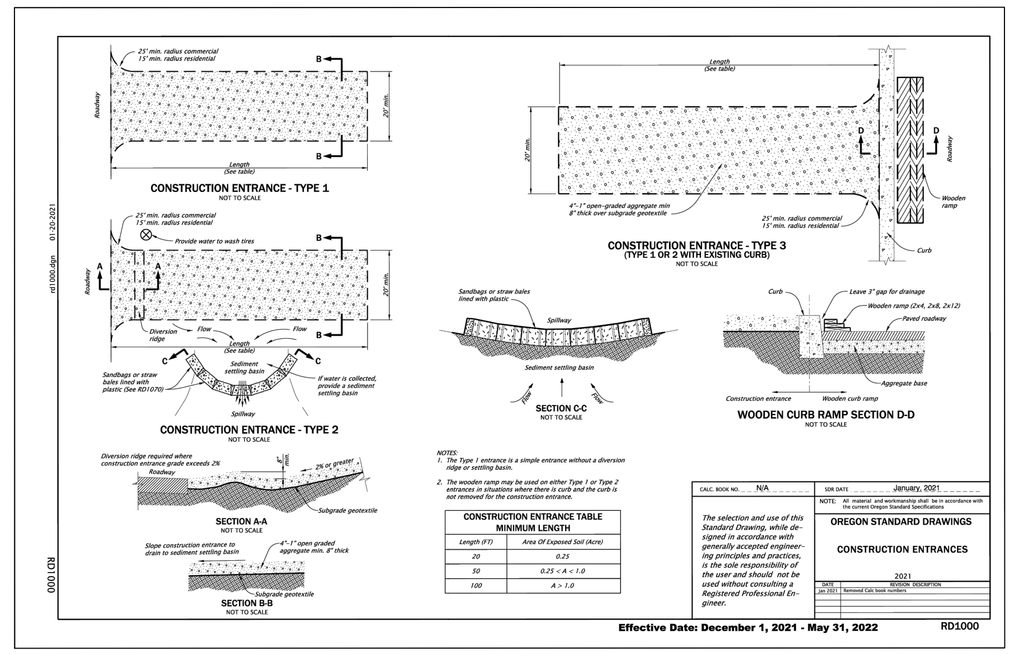
STORMWATER PLAN

C9.0

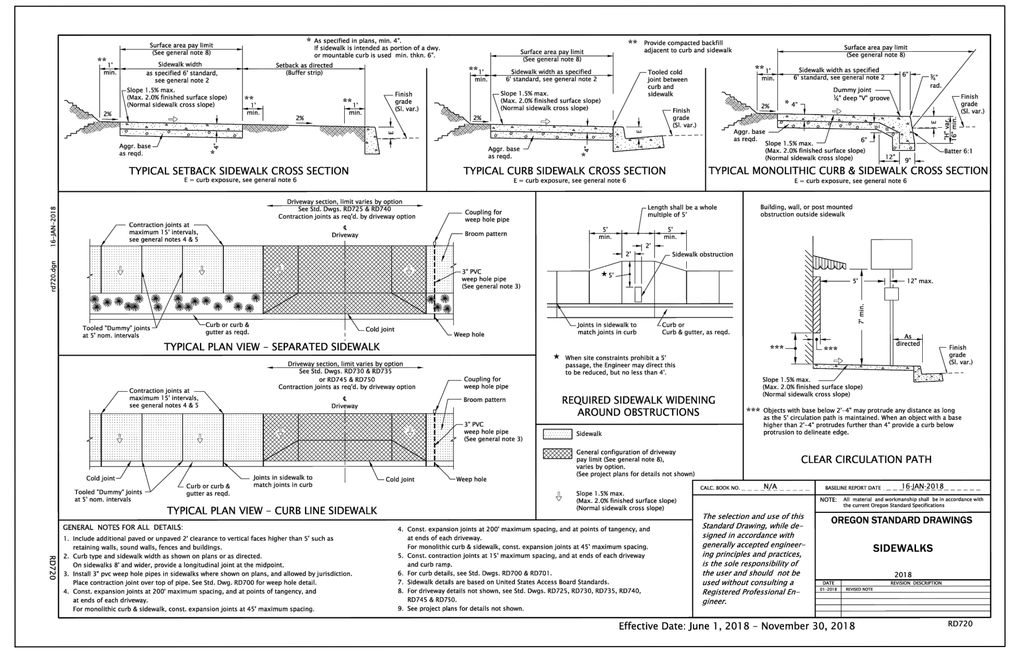
Attachment 2. Site Map



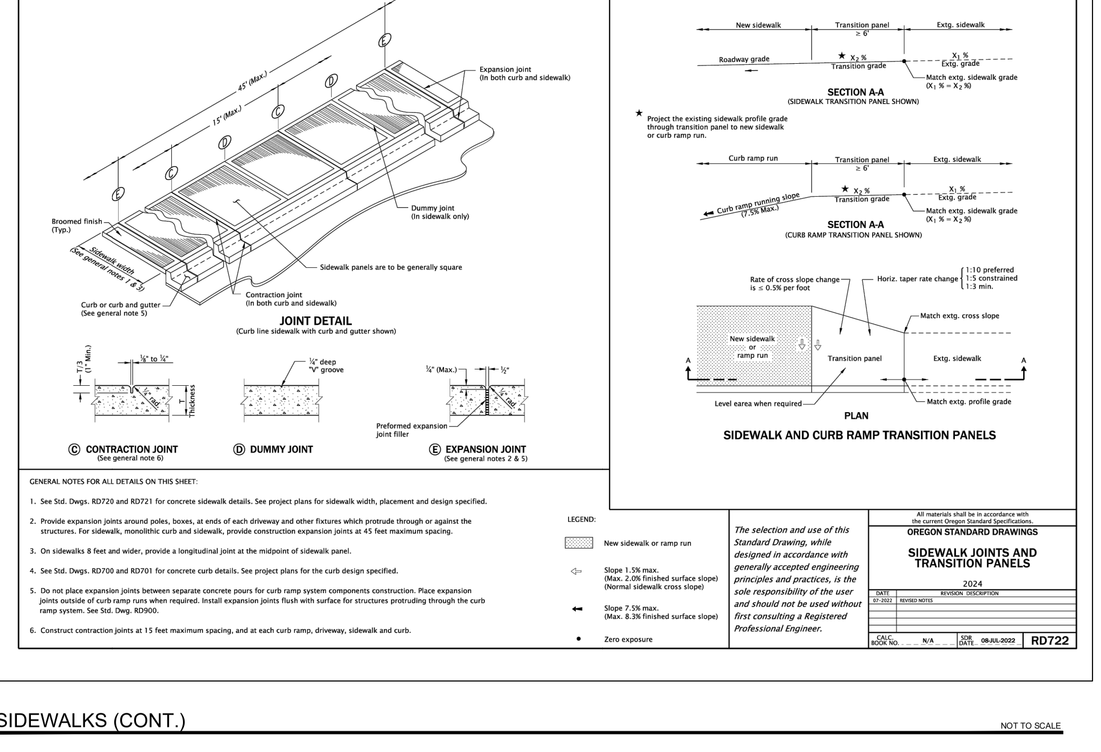
1 SILT FENCE - STANDARD — NOT TO SCALE



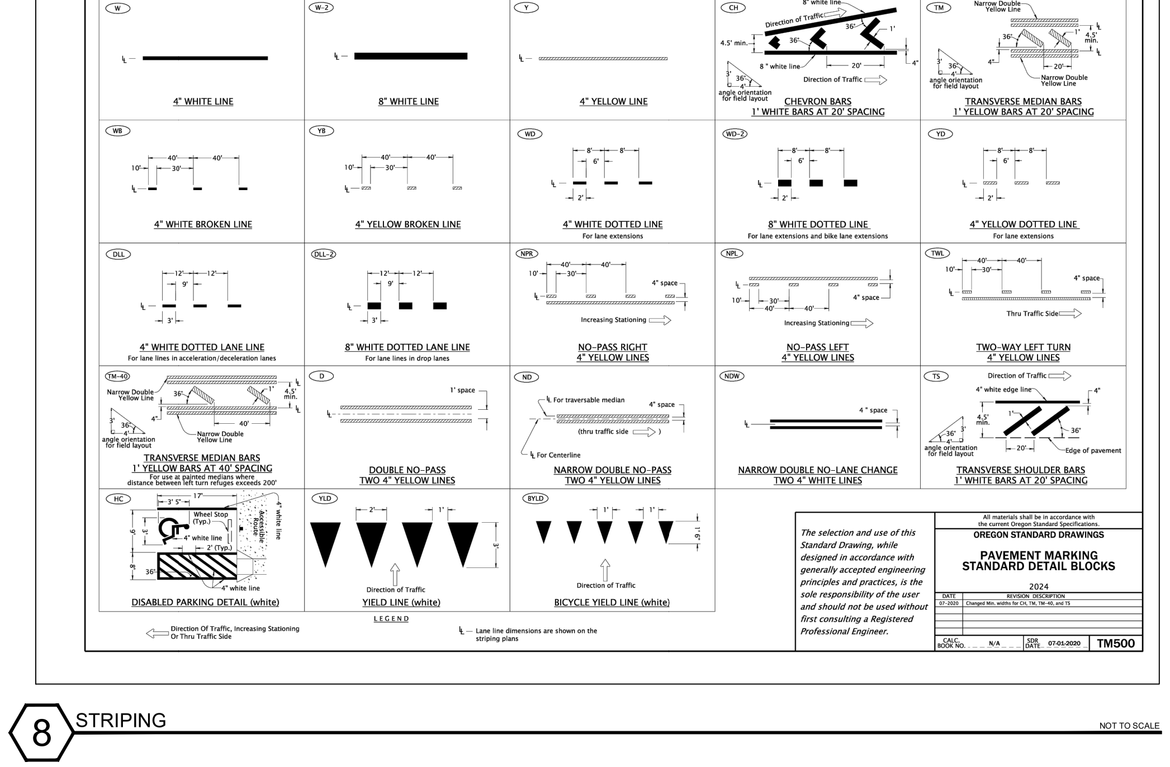
2 CONSTRUCTION ENTRANCE — NOT TO SCALE



3 SIDEWALKS — NOT TO SCALE



4 CURBS — NOT TO SCALE

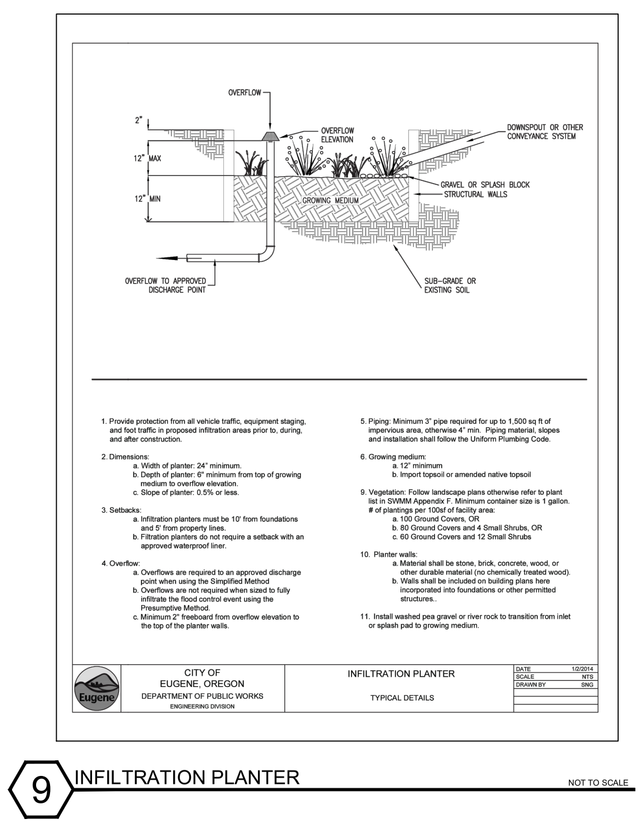


5 SIDEWALKS (CONT.) — NOT TO SCALE

6 RESERVED — NOT TO SCALE

7 SIDEWALKS (CONT.) — NOT TO SCALE

8 STRIPING — NOT TO SCALE



9 INFILTRATION PLANTER — NOT TO SCALE

PROJECT NAME

1900 WORKSHOP DEVELOPMENT

VENETA, OR

CLIENT / DEVELOPER

DELPHI ENGINEERING CO.

541-520-1808
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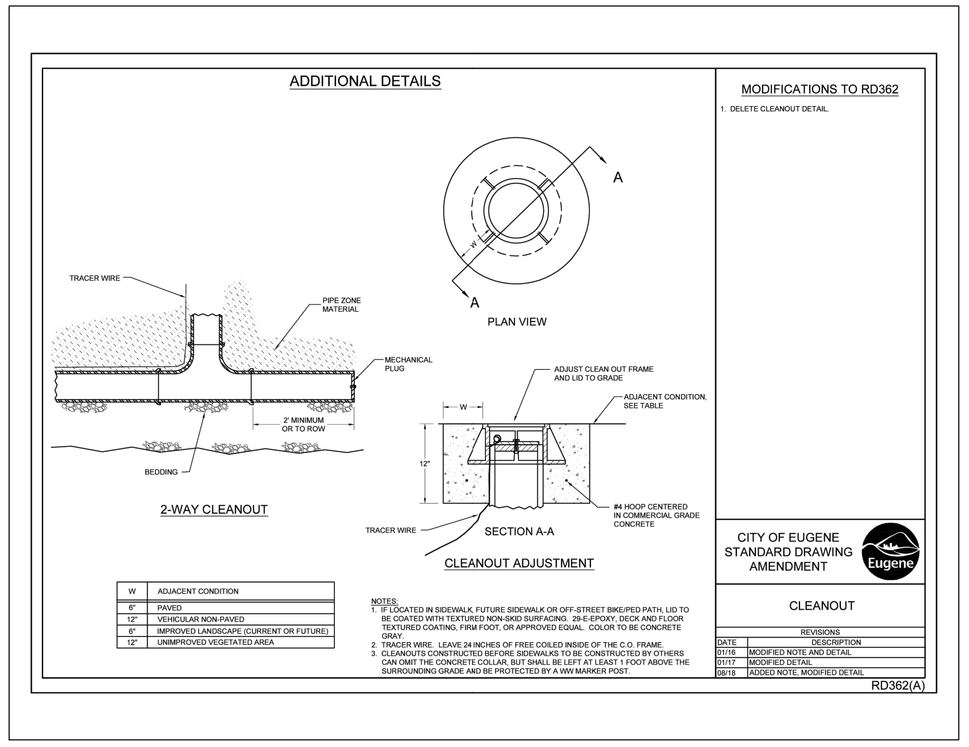
CITY RESUBMITTAL

06/25/2025

CONSTRUCTION DETAILS

C10.0

Attachment 2. Site Map



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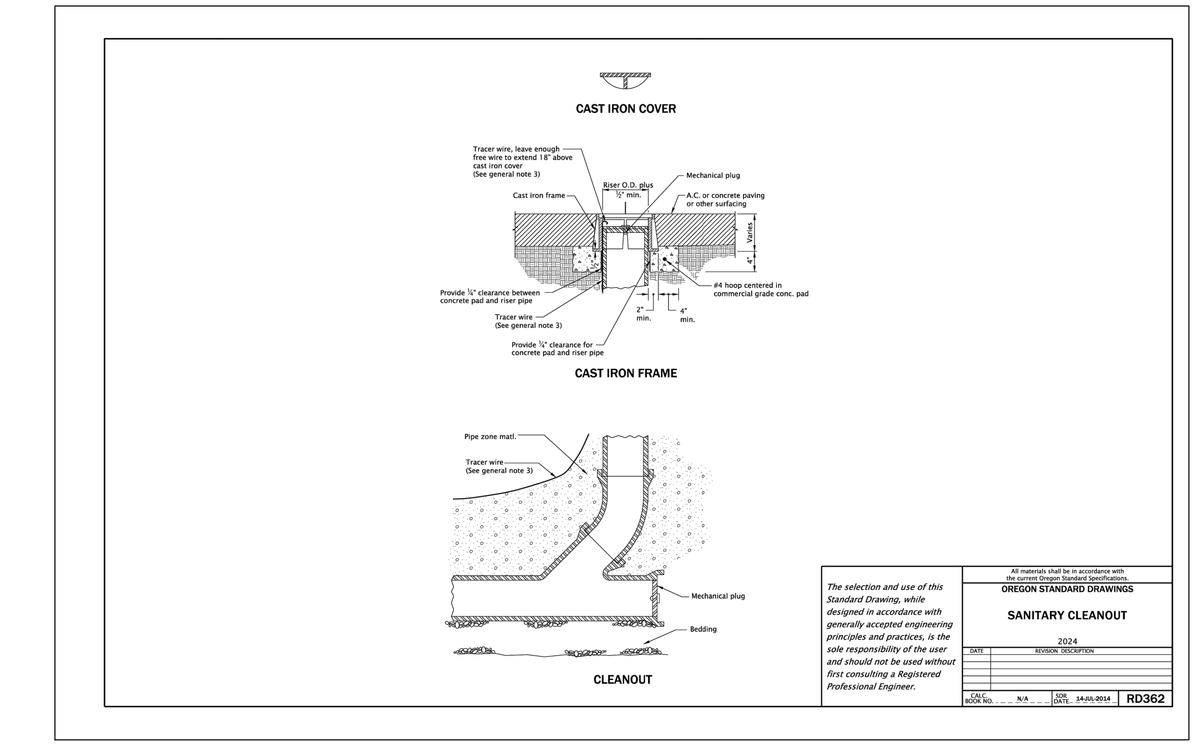
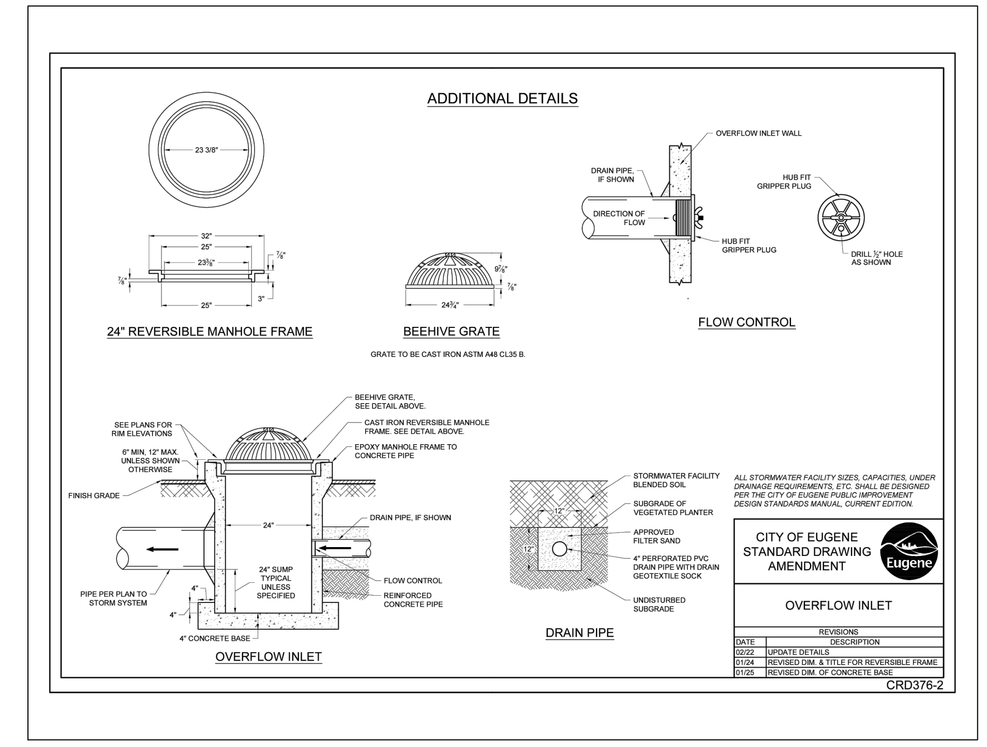
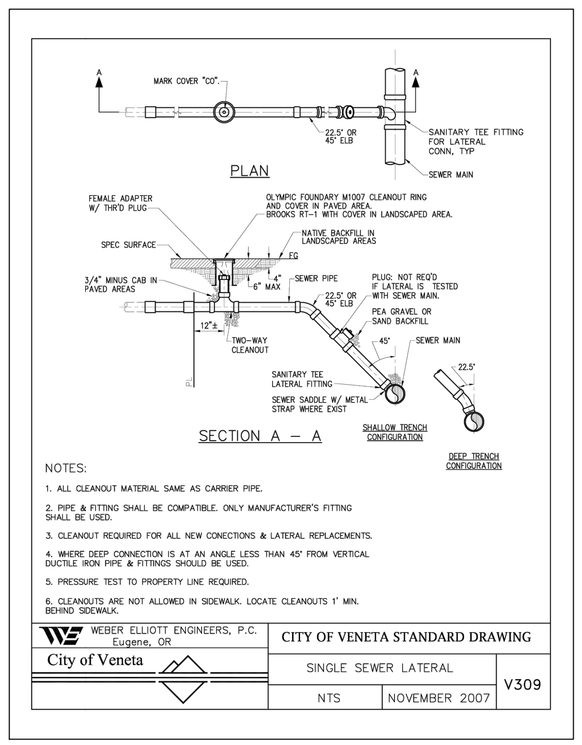


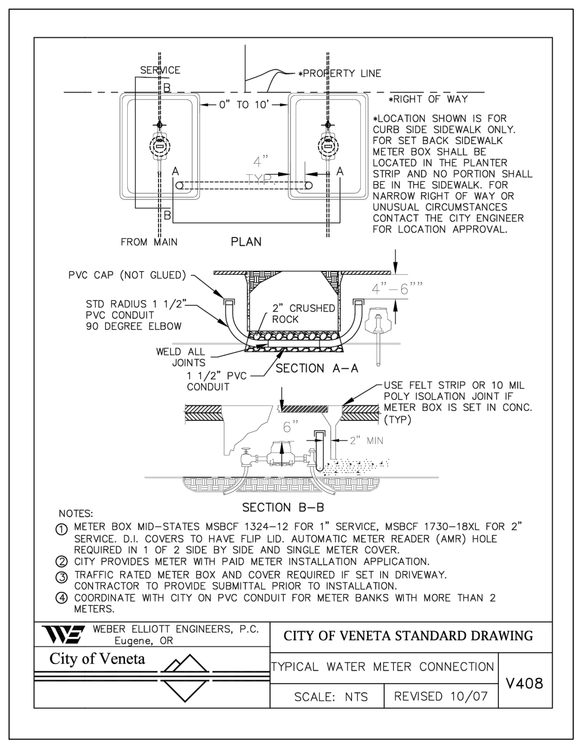
2 CLEANOUT — NOT TO SCALE



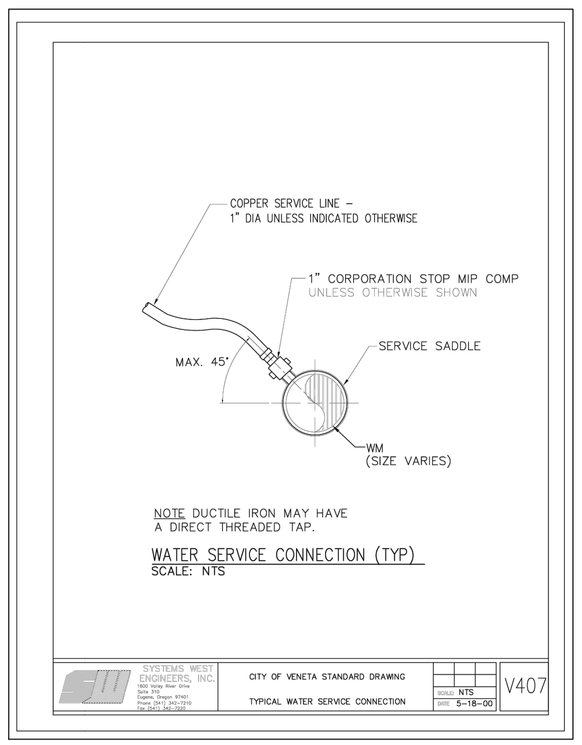
3 OVERFLOW INLET — NOT TO SCALE



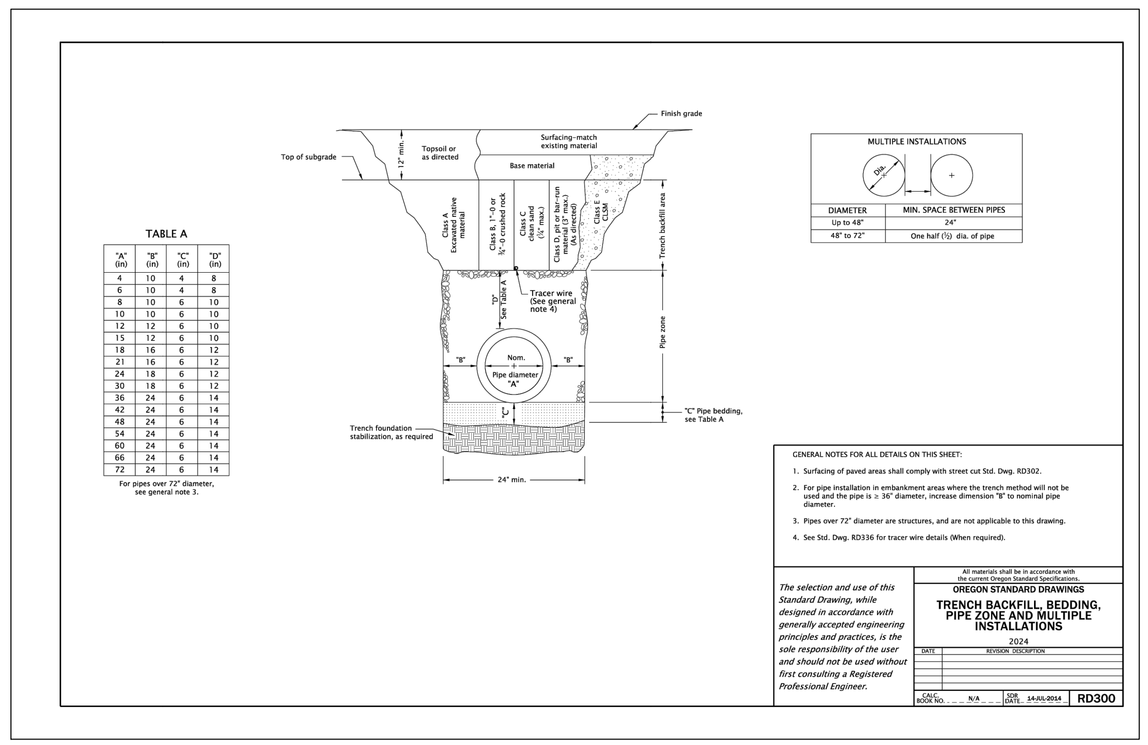
4 SEWER LATERAL — NOT TO SCALE



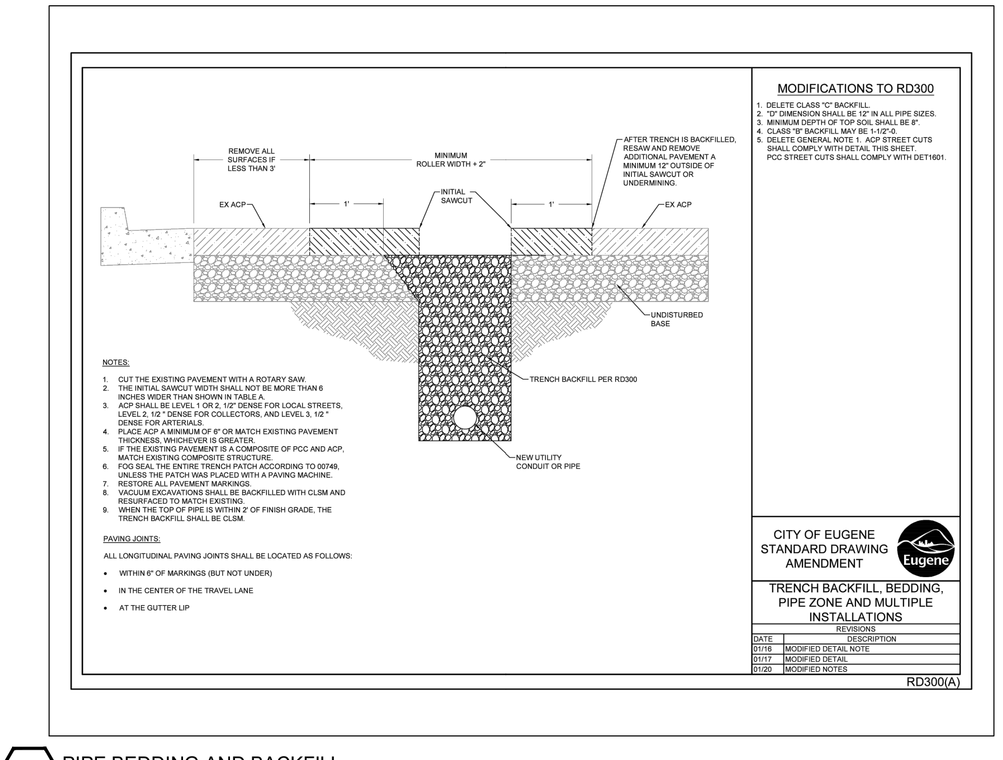
5 WATER METER — NOT TO SCALE



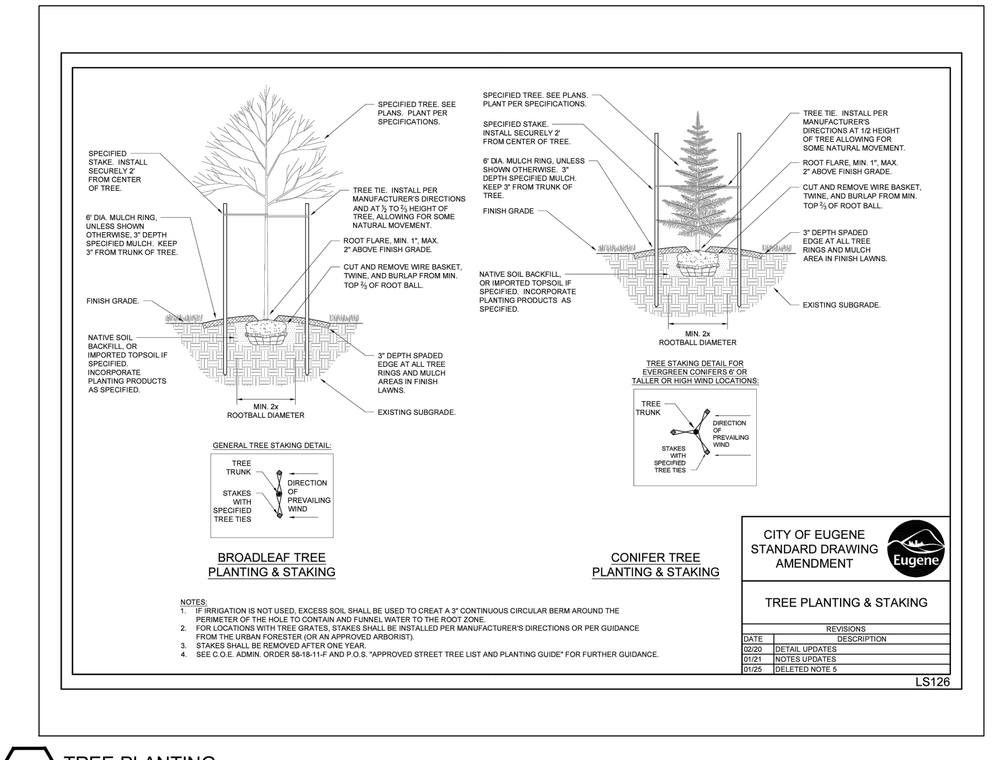
6 WATER SERVICE CONNECTION — NOT TO SCALE



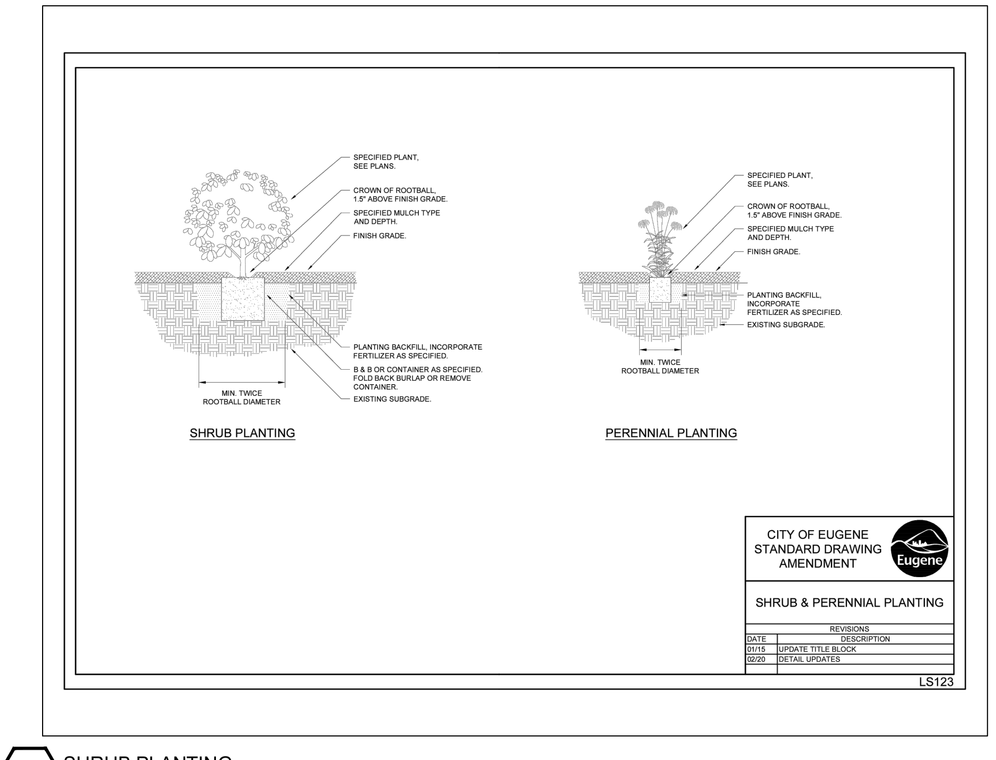
7 PIPE BEDDING AND BACKFILL — NOT TO SCALE



8 PIPE BEDDING AND BACKFILL — NOT TO SCALE



9 TREE PLANTING — NOT TO SCALE



10 SHRUB PLANTING — NOT TO SCALE

PROJECT NAME

1900 WORKSHOP DEVELOPMENT

VENETA, OR

CLIENT / DEVELOPER

DELPHI ENGINEERING CO.

541-520-1808
STEVEN GEORGIOU

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CERTIFICATION

PRELIMINARY (NOT FOR CONSTRUCTION)

CITY RESUBMITTAL

06/25/2025

CONSTRUCTION DETAILS

C10.1

Attachment 2. Site Map

From: Daniel Findlay
To: Jacob Thode
Subject: Fw: Business Application - Word Copy
Date: Monday, June 2, 2025 4:36:08 PM

From: Daniel Findlay
Sent: Wednesday, May 14, 2025 3:28 PM
To: Steve G <geotech54@gmail.com>
Subject: RE: Business Application - Word Copy

Thanks for the additional clarification, that helps.

And ha, yes, sometimes people get ahead of themselves. Usually, it's developers who should know better, but sometimes you get people new to land development who just aren't aware. I also try to make sure people have a good idea of what the process looks like. I wasn't sure if I had mentioned it to you in the past, so I included it again just to be safe. Sounds like you got the message loud and clear, though.

As for SDCs, below is a breakdown of what the cost will likely be. The final amount won't be calculated until the time of building permits, so it's possible it could be slightly different. For example, the SDCs increase every January to be consistent with rising construction costs.

Water SDC:	**8,976.37**	
Sewer:	**7,848.32**	
Transportation:	**8,732.38**	
Drainage:	**600.88**	(based on 7,496 sf of impervious surface)
Total SDCs:	**26,157.95**	

Non-SDC fees:

School Excise Tax:	**2,058**	(based on building square footage of 3,375)
Water Meter fee:	**1,000**	
Sewer Connection:	**250**	
Right-of-Way Permit:	**40**	

Building Permit Plan Review: Varies depending on the job value (this one isn't determined until the time of building permits).

Let me know if you have any further questions.

Thanks,
Daniel Findlay
Associate Planner

City of Veneta
P.O. Box 458
Veneta, OR 97487
(541) 935-2191

From: Steve G <geotech54@gmail.com>
Sent: Wednesday, May 14, 2025 1:19 PM
To: Daniel Findlay <dfindlay@venetaoregon.gov>
Subject: Re: Business Application - Word Copy

Hi Daniel,
Just to clarify, there will be no sales on the property it's strictly for manufacturing use.
I also appreciate the information you provided regarding the SDCs. I don't anticipate us needing anything larger than a 5/8" meter, so that works well.
On a separate note more out of curiosity, you've mentioned a few times the importance of not building without a permit. I completely understand and agree, and I know we've discussed this already. But since you've brought it up a few times, I was wondering: do people actually go ahead and build without permits? It seems a bit wild to me, but I'm guessing it must happen.
Thanks again,
Steve

On Wed, May 14, 2025 at 12:56 PM Daniel Findlay <dfindlay@venetaoregon.gov> wrote:

> Thanks for the info. Will there be any on-site sales, or will the site solely be used for manufacturing? This also changes the trip generation estimate our engineer provides.
>
> I'll go ahead with the assumption that the site will use a standard residential 5/8" meter. If you end up going with a larger water meter, the SDCs would also increase.
>
> Regarding the PUE - attached to this email is the Tanglewood Park subdivision plat. Your lot is Lot 6, and 25189 Jeans Rd is Lot 5 to the south. Lot 5 has a 10-foot public utility easement running along the west property line and a 7-foot public utility easement running along the east property line. Lot 4 has a 7-foot PUE along their west property line, meaning that essentially, the one to the east is 14 feet wide, split between the two properties. Public utility easements are for the

placement of any public utility, power included. I should note, though, that no development should take place until the Conditional Use Permit has been approved and building permits have been issued.

Thanks,

Daniel Findlay
Associate Planner

City of Veneta
P.O. Box 458
Veneta, OR 97487
(541) 935-2191

From: Steve G <geotech54@gmail.com>
Sent: Wednesday, May 14, 2025 10:57 AM
To: Daniel Findlay <dfindlay@venetaoregon.gov>
Cc: Jacob Thode <jthode@venetaoregon.gov>
Subject: Re: Business Application - Word Copy

Hello Daniel,
We are a micro machining facility focused on producing small components out of aluminum and copper. In terms of traffic impact, we anticipate minimal activity likely limited to a pickup truck or a flatbed truck visiting once every one to two weeks in the early stages of operation.
Regarding water requirements, our usage will be equivalent to that of a small residential home. We plan to install a toilet, a sink, and possibly a small kitchenette that would cover our full water supply and usage needs.
I had a quick question regarding the Public Utility Easement. I'm currently working with EPUD, and they are looking to route electrical service through the PUE from property 25189. From my understanding, there's a five-foot PUE along each side of the property line. Can you please confirm whether EPUD is permitted to trench through this easement for installation, or if we need to obtain special permission from the property owner to proceed?
Thanks,

Steve

On Wed, May 14, 2025 at 9:21 AM Daniel Findlay <dfindlay@venetaoregon.gov> wrote:

> Hi Steve,
>
> SDCs aren't calculated or due until you're at the building permit stage, so we're a ways off from needing those to be paid. Once the land use permits are approved (the Conditional Use Permit and Site Plan Review), then you can apply for building permits.
>
> We can prepare an estimate for the SDCs, but first, can you remind me what specifically you want to use the shop building for? I know it's manufacturing, but I don't recall exactly what activity will be taking place there. The use of the building will affect the transportation SDC.
>
> Also, what size water meter are you proposing? That also affects the SDC amount.
>
> Let me know if you have any questions.
>
> Thanks,
> **Daniel Findlay**
> Associate Planner
>
> City of Veneta
> P.O. Box 458
> Veneta, OR 97487
> (541) 935-2191
>
>
>
> ---
>
> **From:** Jacob Thode <jthode@venetaoregon.gov>
> **Sent:** Wednesday, May 14, 2025 9:08 AM
> **To:** Steve G <geotech54@gmail.com>
> **Cc:** Daniel Findlay <dfindlay@venetaoregon.gov>
> **Subject:** RE: Business Application - Word Copy
>
> Hi Steve,
>
> Sorry for my delay getting back to you. I am cc'ing the City's Planner, Daniel Findlay, who you have spoken with before. He'll be able to tell you more about the specific SDC questions you

have.

Expect a few more emails from me shortly regarding your other questions regarding Enterprize Zone and your grant application.

Best,

Jacob Thode
Management Analyst
City of Veneta
Office: 541-935-2191 Ext. 312

From: Steve G <geotech54@gmail.com>
Sent: Tuesday, May 6, 2025 9:45 AM
To: Jacob Thode <jthode@venetaoregon.gov>
Subject: Re: Business Application - Word Copy

Hello Jacob,
I know I recently sent you quite a bit of information to review, and I appreciate you taking the time to go through it.
I wanted to follow up with a quick question regarding the associated fees. I understand there is a $25 fee for registering a business with the City of Veneta, and I also saw there may be an SDC fee as well. I'm currently in the process of applying for my site plan permit, which I've submitted to Daniel, and I was wondering if I can pay all the applicable fees at once or if they need to be submitted separately.
Could you please let me know:

- The total amount due
- Who to make the payment out to

Thank you,
Steve Georgiou

On Mon, Apr 28, 2025 at 1:51 PM Jacob Thode <jthode@venetaoregon.gov> wrote:

> Good Afternoon Steve,
>
> It's was great hearing from you!
>
> Please find attached the Grant application form in word. Feel free to edit out any pages not pertaining to your grant program.
>
> Let me know if I can assist with anything else.
>
> Best,

Jacob Thode
Management Analyst
City of Veneta
Office: 541-935-2191 Ext. 312

From: Daniel Findlay
To: Jacob Thode
Subject: FW: Trip Generation Estimate - Georgiou (City File No. CUP-25-1)
Date: Tuesday, July 22, 2025 9:59:39 AM

FYI

Daniel Findlay
Associate Planner

City of Veneta
P.O. Box 458
Veneta, OR 97487
(541) 935-2191

From: Dan H <danh@branchengineering.com>
Sent: Wednesday, May 14, 2025 2:35 PM
To: Daniel Findlay <dfindlay@venetaoregon.gov>
Cc: Julie Leland <juliel@branchengineering.com>
Subject: RE: Trip Generation Estimate - Georgiou (City File No. CUP-25-1)

Daniel,
I get 2 AM and 2 PM trips during the transportation system peak hours. For the TSDC calculation, it should be two PM trips. This is based on ITE Land Use Code 140 for a Manufacturing Use, with 3.375KSF of Gross Floor Area. The rates are 0.68Trips/KSF for the AM and 0.74Trips/KSF for the PM peak hour. The ITE utility rounds the trips to the nearest trip.

Please let me know if you need more information.

Thanks

DAN HAGA, P.E.
Project Engineer

BRANCH ENGINEERING, INC.
p: 541.746.0637 x113
www.branchengineering.com

From: Daniel Findlay <dfindlay@venetaoregon.gov>
Sent: Wednesday, May 14, 2025 2:19 PM
To: Dan H <danh@branchengineering.com>
Cc: Julie Leland <juliel@branchengineering.com>
Subject: RE: Trip Generation Estimate - Georgiou (City File No. CUP-25-1)

The applicant says there will be no on-site sales – just manufacturing.

Thanks,

Daniel Findlay
Associate Planner

City of Veneta
P.O. Box 458
Veneta, OR 97487
(541) 935-2191

From: Dan H <danh@branchengineering.com>
Sent: Wednesday, May 14, 2025 12:53 PM
To: Daniel Findlay <dfindlay@venetaoregon.gov>
Cc: Julie Leland <juliel@branchengineering.com>
Subject: RE: Trip Generation Estimate - Georgiou (City File No. CUP-25-1)

Daniel,
Do you know if the site usage will only be for manufacturing, or if there are going to be any onsite sales?

Thanks

DAN HAGA, P.E.
Project Engineer

BRANCH ENGINEERING, INC.
p: 541.746.0637 x113
www.branchengineering.com

From: Daniel Findlay <dfindlay@venetaoregon.gov>
Sent: Wednesday, May 14, 2025 11:35 AM
To: Dan H <danh@branchengineering.com>
Cc: Julie Leland <juliel@branchengineering.com>
Subject: Trip Generation Estimate - Georgiou (City File No. CUP-25-1)

Hi Dan,

We've got an applicant currently going through the land use process and we're trying to prepare an SDC estimate for them. Would you be able to prepare a trip generation estimate for the proposed use of the property? The applicant wants to construct a metal shop building for "a micro machining facility focused on producing small components out of aluminum and copper." I've attached their site plan for reference. The proposed building's footprint is 3,375 square feet.

Let me know if you need any more information from me.

Thanks,
Daniel Findlay
Associate Planner

City of Veneta
P.O. Box 458
Veneta, OR 97487
(541) 935-2191

Grant Proposal
Delphi Engineering Co.
Submitted to: City of Veneta Redevelopment Grant Program **(Revision 1.1)**

Project Title: Delphi Engineering Industrial Development and Community Enhancement Project

Applicant Name:
Steve Georgiou, Owner

Business Address:
1900 Todd Way
Veneta, OR 97487

Contact Information:
Phone: 541-520-1808
Email: geotech54@gmail.com

Submission Date: 5/02/2025
Submission Date: 6/13/2025 (Rev 1.1)

Table of Contents

Executive Summary

Delphi Engineering Company is a newly formed precision CNC machining and design firm that plans to serve Veneta and the surrounding region. We have initiated a project to construct a 3,000 sq. ft. light industrial facility on a vacant lot in Veneta's industrial zone, which lies within the city's Urban Renewal District. This facility will house our machine shop and engineering design workspace, enabling us to provide custom machined parts, prototyping, and mechanical design services locally. The project addresses a clear community need, currently Veneta businesses and entrepreneurs must travel to Eugene or farther for such services. By establishing this operation in Veneta, we will fill an important gap in the local supply chain, create new jobs, and stimulate economic activity.

We are seeking on the order of $50,000 in City assistance across the various programs, which will be matched by well over twice that amount in private investment.

City support will enable us to meet all development requirements and build a higher quality facility than otherwise possible. In turn, this project will deliver strong short-term and long-term outcomes for the community. In the short term, by the end of 2025 we will transform a vacant parcel into a productive business.

In the longer term, Delphi Engineering will become a stable local employer, a provider of advanced manufacturing services to local businesses, and a contributor to Veneta's innovation ecosystem. The presence of our company is expected to reduce out-of-town trips for services, keep more economic activity in Veneta, and potentially attract related industries over time. The project also supports urban renewal objectives by increasing the taxable value of the site and improving the aesthetics of the industrial area with a thoughtfully designed building and streetscape.

In summary, this proposal outlines a shovel ready project led by a capable local entrepreneur to establish a much-needed manufacturing facility in Veneta. We have a detailed plan and timeline to complete construction within 5–6 months once permits are finalized. We have assembled financing through personal investment and bank loans and now seek the City's partnership through grants to close the remaining gap. The following sections provide more detail on our company, the community needs we address, our project goals and design, the implementation plan, evaluation measures, future funding plans, and a comprehensive budget. We believe this project will be a worthwhile investment for the City of Veneta, yielding economic, social, and environmental benefits that far outlast the grant itself.

Introduction

Delphi Engineering Company is a technology driven small business founded in 2025 with the mission of providing high quality CNC machining and mechanical design services to the Veneta/Fern Ridge community and beyond. The company is led by founder Steve Georgiou, an experienced mechanical engineer and machinist, and is supported by a growing team. Our core competencies include Computer Aided Design (CAD) for manufacturability, precision CNC milling and turning for both small and medium batch production, and R&D prototyping support. We serve a diverse client base from local manufacturers and machine shops in need of custom parts, to product developers, engineers, and even hobbyist inventors requiring one off prototypes or design consulting. By positioning ourselves at the intersection of specialized low volume manufacturing and engineering design, Delphi Engineering aims to empower other businesses and innovators in the region to turn their ideas into reality quickly and cost effectively.

We identified Veneta as an ideal location due to the lack of existing machine shops in the area and the city's supportive climate for industrial development. We have purchased a 0.31-acre industrial lot in Veneta and ordered a prefabricated building kit, taking these steps on our own to jumpstart the project. The owner's personal investment of over $100,000 to date (for land acquisition, building materials, and planning) underscores our dedication and belief in this business.

We have also secured preliminary bank financing approval, contingent on assembling the full project funding. In preparation for operations, we have developed a comprehensive business plan outlining our service offerings, market strategy, and 3-year growth outlook.

Problem Statement

Veneta currently faces a gap in local industrial services and a need for economic diversification that Delphi Engineering's project will address. At present, there are no precision CNC machining businesses in Veneta or the immediate Fern Ridge area. Local manufacturers, repair shops, and entrepreneurs who require custom machined parts or engineering design support must seek these services in Eugene or even farther. This lack of local access creates inconvenience, added costs, and delays for businesses and residents. For example, a small farming equipment business in Veneta that breaks a component must either maintain an inventory of spares or endure downtime while waiting for a Eugene machine shop to fabricate a replacement.

Inventors or product developers in Veneta have no nearby resource to prototype their concepts, which can stifle innovation at the local level. This is part of a broader economic need: Veneta's economy has historically been dominated by residential development and small retail/service

businesses. The introduction of a high-tech manufacturing enterprise would diversify the economic base, provide skilled employment opportunities, and support other industries, contributing to greater economic resilience for the city.

The project involves developing a vacant parcel that has sat unused, contributing little to the tax base and offering no employment. The lot lacks infrastructure, so the development must include extensive site work and utility installations that are costly but yield public benefits (e.g., extending water/sewer service, building a sidewalk for pedestrians, managing stormwater runoff properly).

These costs do not directly create business output but are necessary for the project to proceed and for code compliance. Because Delphi Engineering is a startup with no existing cash flow, covering these mandatory expenses through private financing is difficult.

Several factors demonstrate the need for city grant support:

High Upfront Development Costs: Developing raw land into an operational industrial facility entails many one-time costs that must be paid upfront. In our case, critical infrastructure and high costs of CNC machines.

Limited Access to Capital: As a startup company, our ability to secure loans or investor funding is inherently limited. While we have obtained a bank loan commitment, it will not cover 100% of project costs. The bank will finance part of the building and equipment, but we are required to contribute significant equity and still must show how we will fund the remaining expenses. We are not a large corporation with extensive credit lines; our borrowing capacity is constrained by the fact that the business is new.

Improvements with No Direct ROI: Some of the most expensive project components are those required by regulations or necessary for long-term community benefit, yet they do not yield direct revenue for the business.

Ensuring Quality and Community Standards: We strongly desire to build a facility that the community can be proud of, one that is not only functional but also attractive and aligned with Veneta's vision for development. This involves additional costs for aesthetic enhancements.

Economic Risk for a Startup: To shoulder the entire cost through personal funds and loans alone, the resulting debt service and financial risk could jeopardize the business before it even starts. By securing grant funds to cover a portion of the project, we effectively lower the break-even point and give the business a sustainable runway to establish itself.

In summary, Delphi Engineering cannot fully fund this development on our own without incurring unsustainable debt or sacrificing key components of the project. We have demonstrated our commitment by investing what we have and obtaining a bank loan, but a funding gap remains due to the very nature of the project and our startup status.

By providing grant assistance, the City will enable a small local business to overcome the initial barriers and establish itself successfully in Veneta. Without this support, the project would likely be delayed, scaled back in quality, or burdened with potentially unmanageable debt, putting its long-term success at risk.

Project Objectives

Delphi Engineering has clear objectives for this project, which align with both our business plan and the broader goals for community development. Our project objectives can be summarized as follows:

Complete Construction and Launch Operations on Schedule:

- ***Objective**:* Build a fully functional 3,000 sq. ft. manufacturing facility and open for business by the end of 2025. We aim to meet all construction milestones and obtain a Certificate of Occupancy from the City by December of this year.
- **Outcome:** A once vacant industrial lot will be transformed into a new light industrial building, and Delphi Engineering will commence operations, turning the site into an active hub of economic activity.

Provide Local Manufacturing Services and Fill Community Needs:

- ***Objective**:* Establish Delphi Engineering as a reliable local source for precision machining and engineering support. In the first year of operations, serve at least **15–20 local clients** by fulfilling orders for custom parts, prototypes, or design projects.
- **Outcome:** Veneta and Fern Ridge area businesses will have immediate, local access to services that were previously only available in Eugene or beyond, reducing their turnaround times and costs. Local entrepreneurs will be able to prototype and build their products intown, fostering a supportive environment for innovation.

Create and Sustain Quality Jobs**:**

- ***Objective**:* Create 2–3 new fulltime jobs within the first year of operation (aside from the owner) and grow to 5–10 total employees within five years as the business expands. These positions include skilled roles such as CNC machinists, CAD/CAM programmers, and engineering technicians. All jobs will be compensated at family wage levels (targeting $28–$34 per hour or higher) with opportunities for advancement.

- **Outcome:** The project will immediately increase local employment in the manufacturing sector and provide high-paying, skilled job opportunities in Veneta. Over time, as we hire more staff, we will contribute to building a stronger local workforce. We also plan to initiate workforce training and development programs – for example, by offering internships or apprenticeships to students from local high schools or community colleges thereby cultivating homegrown talent in advanced manufacturing.

Implement Innovation and R&D Initiatives:

- ***Objective**:* Within 1–2 years of launching, dedicate resources to at least two major R&D projects that are outlined in our business plan: (1) the development of an affordable autonomous CNC tending machine to improve manufacturing automation, and (2) the design of innovative water-cooling solutions for high end computer workstations and data centers.
- **Outcome:** Achieving this objective will position Delphi Engineering as an innovation leader in the region. Successfully prototyping and eventually commercializing these technologies will open new revenue streams for our company and demonstrate Veneta's capacity for high-tech product development. It will also create potential collaboration opportunities with other local firms and educational institutions, raising the community's profile in technological innovation.

Enhance Community and Urban Renewal Goals:

- ***Objective**:* Ensure the project contributes positively to the community fabric and urban renewal objectives beyond just our business operations. This includes building an attractive facility that meets design standards, contributing to public infrastructure, and integrating environmentally responsible features. We aim to exceed the minimum requirements for site design by implementing a pleasant façade, landscaping, and streetscape features, and by doing so become a model project within the Veneta Urban Renewal Area.
- **Outcome:** The completed development will improve the aesthetics and functionality of the area. There will be a new sidewalk and bicycle amenities that enhance pedestrian safety and connectivity. The building's architecture and landscape frontage will improve the visual appeal of the industrial park, signaling a higher standard of development.

By having local services available, we expect a reduction in the number of vehicle trips from Veneta to Eugene, which has ancillary benefits such as reduced traffic and emissions. In the long run, the project will have increased the taxable value of the property significantly,

contributing to the tax increment financing mechanism that the Urban Renewal Agency can reinvest in other projects.

Achieve Financial Sustainability and Growth:

- ***Objective**:* Reach break-even profitability within the first 6 months of operations and achieve steady revenue growth thereafter. This involves building a solid customer base, managing costs, and utilizing the grant support effectively to reduce initial financial strain. By year 3, the goal is for Delphi Engineering to be a self-sustaining enterprise with healthy financial metrics.
- **Outcome:** With the aid of the grant funding lowering our startup costs, we anticipate that our monthly fixed costs will be such that achieving ~60 billable hours of work per month will cover expenses – a threshold we are confident we can meet given the pent-up demand for our services. Meeting this break-even early will set the stage for profitability. As the company grows its revenues through expanded services and client outreach, we intend to reinvest profits into additional machinery and possibly facility expansion (Phase 2) when needed, without further grant dependency. The long-term presence and growth of our company will continue to add jobs and industrial capacity in Veneta, magnifying the initial investment's impact.

Each of these objectives will be continuously pursued and tracked. They reflect a combination of immediate outputs (construction completion, business launch), short-term outcomes (jobs created, clients served, break-even achieved), and longer-term impacts (innovation projects, economic growth, and community enhancements). Together, they encapsulate what success looks like for this project from both a business perspective and a community perspective.

Project Methods and Design

Our project implementation plan is well-defined and already underway. This section describes how we will achieve the project objectives – covering both the construction of the facility and the operational plan for launching the business. It also highlights design considerations and the use of grant funds in the project's execution.

Project Planning and Preparations

We have completed most preliminary steps prior to construction. The industrial lot in Veneta was purchased outright by the owner in late 2023. A professional survey and site plan have been completed, and we have been working closely with the City's planning department on permitting. We anticipate final site plan approval by early July 2025. We have already procured a 3,000 sq. ft. prefabricated steel building kit, which includes the structural frame, roof and wall

panels, and basic insulation. This building package is scheduled for delivery to the site by mid-August 2025.

We have also lined up licensed contractors for critical tasks: a site work contractor for excavation, grading, and concrete foundation; an electrical contractor for power installation; and a general contractor familiar with erecting steel building kits. By investing in planning up front and scheduling contractors and materials in advance, we have set the stage to move quickly once approvals are in place. This proactive approach will help us keep to our tight timeline and reduce carrying costs.

Construction Timeline

The construction and site development will proceed in stages over roughly five months, as outlined below:

- **July 2025 – Site Preparation:** Upon receiving site plan approval, we will immediately commence site preparation. The lot, currently bare ground, will be cleared of any brush and graded to the proper elevation and drainage contours. Trenches will be excavated for utility lines. We will form and pour a reinforced concrete slab foundation sized for the building. By late July, we expect the foundation slab to be poured and curing, underground utilities in place stubbed up, and initial site grading done. We will also begin installation of required stormwater management features during this phase, drainage swales, to ensure compliance with the city's stormwater standards.
- **August 2025 – Infrastructure and Building Delivery:** In early August, focus shifts to completing site infrastructure. The electrical utility will install a new transformer and bring three-phase power onto the site, a critical step to support our equipment's power needs. Simultaneously, a gravel sub-base for the driveway and parking area will be prepared. By mid-August, the prefabricated steel building kit will arrive on site. If time permits in late August, we may start erecting the frame, but primarily this month is about ensuring all supporting infrastructure is ready for the building construction to begin in earnest.
- **September 2025 – Building Erection and Framing:** In September, the steel building will be erected on the prepared slab. The frames and columns will be anchored to the foundation, then the roof beams and wall girts assembled. By mid-September, we expect the building's shell to be up, creating a weather-tight structure. Once the shell is complete, interior build-out will begin. Contractors will frame interior walls for a small office, storage, and a restroom within the building. Mechanical and electrical rough-in will take place – running conduit, wiring, and plumbing lines inside the building. We will also start constructing the storefront façade elements: this includes framing out the

front entrance area to accommodate large windows and a customer entry door and preparing attachment points for the decorative wood cladding that will accent the street-facing exterior wall.

- **October 2025 – Exterior Finishes and Interior Build-Out:** October will see the project shifting into finish work. On the exterior, we will install the chosen façade improvements: applying wood cladding (such as locally sourced timber siding or cedar planks) on the front façade to create a warm, inviting appearance, and installing the large glass windows and door at the entrance. The remainder of the building exterior will be completed with durable metal siding panels on the side and rear elevations.

  At the same time, significant progress will occur inside: electricians will install lighting, power outlets, and the main electrical panel; HVAC contractors will put in heating/cooling systems appropriate for industrial space; and plumbers will install fixtures in the restroom. The shop floor will be finalized – we may pour additional interior concrete pads or epoxy coat the floor in certain areas to ensure it can support and preserve the precision equipment. By the end of October, the building will be essentially complete on the outside and functional on the inside, pending final fixtures.

- **November 2025 – Site Finishing and Equipment Setup:** In November, we will wrap up all remaining site improvements. The parking lot and driveway will be paved with asphalt and then striped to mark parking stalls (providing adequate parking for employees and visitors, including an ADA-accessible space). We will install streetscape amenities along our frontage: a concrete sidewalk running the length of the property boundary, street trees or shrubs in a small, landscaped strip between the sidewalk and property line, and a bicycle rack near the building entrance to encourage bike access.

  These improvements fulfill our obligations to enhance the public realm and have been partly planned with the City's Streetscape grant in mind. Landscaping will be completed around the building – planting drought-tolerant shrubs, maybe a couple of ornamental trees, and placing ground cover or gravel as needed for a neat appearance. Also in November, we will move in and install our major equipment. Our CNC milling machine and lathe (already procured via lease or purchase agreements) will be delivered and anchored in place inside the shop.

  Ancillary equipment like an air compressor, workbenches, tool cabinets, and computers for CAD work will also be set up. We will calibrate and test all the machinery to ensure everything is operational. By late November, we anticipate being ready for final inspections and any punch list items. The building interior will get final paint and trim, and signage installation will occur.

- **December 2025 – Final Inspections and Opening:** In early December, we will schedule final inspections with the City's building officials for structure, electrical, plumbing, and site compliance. We will address any minor corrections if needed and then obtain the Certificate of Occupancy. Concurrently, we will erect our business signage – a professionally designed sign bearing "Delphi Engineering" and our logo.

  Our plan is to create a monument-style sign near the street or mount a large sign on the front facade; either way it will be done in compliance with local sign codes and with an eye-catching design (we intend to fabricate some parts of the sign ourselves as a showcase of our CNC capability). Once occupancy is approved and the sign is up, we will officially open for business. We anticipate a soft opening in mid-December 2025, allowing us to begin serving a few initial customers and iron out operations, with a formal grand opening to follow in January 2026.

Design and Grant Integration

It is worth noting how the design of our project is enhanced by and intertwined with the grants we are seeking:

- **City of Veneta Grants: Total requested: up to $ 50,000**, broken down by the program as follows:

  - **Commercial Development Incentive Program:** We would like to utilize the Commercial Development Incentive Program to help offset the cost of utility and transportation-related fees required by the City of Veneta for our new facility. These costs include System Development Charges (SDCs) for water, sewer, transportation, and drainage, totaling approximately $26,157.95, as outlined by city planning. If eligible, we request that the $25,000 grant be applied toward these development fees to help reduce the upfront financial burden and support the timely progress of our project.

  - **Business Grant Program:** We intend to apply the $25,000 awarded through the Business Grant Program directly toward offsetting the construction costs of our new facility—specifically, to help cover the cost of the steel building structure. While these funds will not be used for direct payroll expenses, the investment is essential to enabling job creation. By reducing the financial burden of construction, we can expedite project completion, begin operations sooner, and allocate more resources toward hiring skilled employees within the first year.

In terms of project management, Steve Georgiou will serve as the project manager throughout construction, coordinating between contractors, the City, and grant program administrators. We will keep detailed records of expenses, progress, and compliance with any grant requirements.

In summary, our methods and design strategy for this project are comprehensive and action oriented. We have laid out a clear timeline, engaged the necessary resources, and considered both the practical and qualitative aspects of development. The support from the Redevelopment Toolkit is woven into the plan to ensure that every dollar of grant funding translates into a tangible improvement or risk reduction for the project. With this plan of action, we are confident in our ability to deliver the project successfully and fulfill the objectives we have set forth.

Budget

The following section details the project budget, including a breakdown of all major costs and an outline of how those costs will be financed. We present the total project cost and then identify the sources of funds: owner equity (already invested), bank loan financing, and the requested City grants. Our aim is to demonstrate a clear and feasible financial plan where the City's contribution is leveraged with substantial private investment to complete the project.

Total Project Cost

The total cost to develop Delphi Engineering's facility is estimated at $340,000 (approximately). This figure may range from about $313,500 on the low end to $380,600 on the high end, accounting for contingencies and variability in contractor bids. The cost components include:

- **Land and Pre-Development:** $59,500 (already incurred). This includes $52,000 for purchasing the industrial lot in Veneta (paid in full by the owner) and about $7,500 for site surveying, geotechnical analysis, and professional site planning/design fees (also paid by the owner).
- **Building Structure (Materials):** $47,000 (procured). This is the cost of the 3,000 sq. ft. prefabricated steel building kit (including basic insulation)
- **Site Work and Civil Improvements:** Estimated $50,000 – $65,000. This covers preparing the site and installing required infrastructure:
    - **Earthwork & Foundation:** $20,000 – $25,000 for excavation, grading, and pouring the concrete slab foundation for the building.

    - **Parking & Driveway:** $10,000 – $15,000 for laying the gravel base, asphalt paving, and striping of a small parking lot and driveway.
    - **Stormwater Management:** $3,000 – $15,000 for drainage infrastructure
    - **Sidewalk & Streetscape:** $15,000 – $20,000 for constructing a concrete sidewalk along the property frontage and installing street trees, curb ramp tie-ins, and a bike rack.
- **Utility Connections and Fees:** Estimated $25,000 – $30,000. This includes trenching and laying water and sewer lines from the street to the building, installing a water meter and backflow preventer, connecting to the sewer main, and critically, the
- **System Development Charges (SDCs)** estimate for SDCs and related permit fees for water/sewer is in the $25k range. *Status:* We intend to utilize the SDC Fee Reduction program to cover up to $25,000 of these costs.
- **Electrical Service Installation:** $35,000 – $50,000. This is the cost to extend sufficient electrical power to the site. It involves the utility company (EPUD) setting a new transformer and connecting three-phase power, plus onsite main electrical panel and trenching conduit from the transformer to our building. This is a high but essential cost for running CNC equipment.
- **Building Assembly & Construction Labor:** $20,000 – $30,000. This covers the hired labor and contractor services to erect the steel building, fasten all components, and do the interior framing and build out work
- **Façade and Exterior Enhancements:**
    - **Storefront Wood Cladding:** $10,000 – $15,000 for materials (wood siding, weatherproofing) and installation on the primary façade.
    - **Front Windows & Glass Door:** $5,000 – $8,000 for purchase and installation of large storefront windows and a commercial grade entrance door.
    - **Exterior Paint/Trim:** Minor cost included within other budgets for finishing touches.
- **Exterior Siding:** $8,000 – $10,000. This is for the metal siding panels or equivalent finish on the sides and back of the building that are not part of the special façade.
- **Interior Build-Out and Systems:** $15,000 – $20,000. This includes:
    - **Electrical & Lighting Inside:** Wiring, outlets, LED light fixtures, etc. (some costs overlap with electrical service but additional for interior).

  - **Plumbing:** Rough in and fixtures for one restroom, utility sink, etc.
  - **HVAC:** Installing a heating and cooling system suitable for office space.
  - **Insulation Upgrade:** The kit includes basic insulation, but we may add energy efficiency.

- **Landscaping and Site Finishing:** $5,000 (approx.). This covers topsoil, plants (trees, shrubs), mulch/groundcover, and any small site fixtures like outdoor benches.
- **Permits and Fees:** $3,000 – $4,000 (estimated). City building permit fees, planning review fees, utility connection application fees.

Funding Sources:

To finance the total project cost, we are combining owner equity, bank financing, and City grants. The mix is roughly as follows:

- **Owner Equity:** $100,000
  Already invested in land acquisition, site planning, and building materials. This amount represents approximately one-third of the total project cost based on the midpoint budget. These funds are secured and spent, demonstrating the owner's commitment and serving as the equity foundation for loan considerations.
- **Bank Financing**: $140,000
  The owner has secured a personal loan through a bank to support construction and capital equipment purchases.
- **401(k) Loan**: $50,000
  A portion of the project is being funded through a self-directed 401(k) loan, adding to the total equity available.
- **Personal Savings**: $10,000
  Additional capital from the owner's savings is being used to support startup costs and contingencies.
- **City Grants**: Up to $50,000
  We are applying for four City of Veneta grants: the $25,000 Business Grant Program, $25,000 Commercial Development Incentive, and smaller contributions for signage and streetscape improvements.

BUSINESS ASSISTANCE COMMITTEE AGENDA ITEM SUMMARY

TITLE/TOPIC: Business Grant Program Application for Delphi Engineering

Meeting Date: July 25 2025
Department: Economic Development

Staff Contact: Jacob Thode
Email: Jthode@ci.veneta.or.us
Telephone Number: 541-935-2191

ISSUE STATEMENT

Should the BAC recommend Delphi Engineering Company $25,000 Business Grants Program application be approved by City Council?

BACKGROUND

Delphi Engineering Company has applied for a $25,000 grant through the City of Veneta's Business Grant Program (BGP). See Attachment 1. This program is intended to encourage business expansions and startups that create or retain job opportunities in Veneta and contribute to a vibrant local business environment.

Delphi Engineering Company is a small, precision CNC machining and design firm that is starting their operations within Veneta City limits. They have purchased the property located at 1900 Todd Way, and will be developing a 3,0000 sq. ft. CNC machining and design facility in Veneta's industrial zone, planning to bring two to four skilled and high wage jobs to Veneta in the short term. The facility will serve as a manufacturing space and hopes to grow to five to ten employees over the next five years.

The applicant is seeking grant funding to support the construction of their new facility, specifically to help cover the cost of the steel building structure. A successful grant award will allow the applicant free cash flow to use on other parts of the project, allowing them to expedite the project and allocate more resources to hiring and beginning business operations.

The City Council allocated $50,000 to the Business Grant Program for fiscal year 2025-26, specifically to support business growth and job creation within city limits. The program transitioned from a loan structure to a grant format in 2023. To date, the program has awarded two grants of up to $25,000 to Hillbilly Brews and Sun Frog Products in fiscal year 2024 and 2025, respectively. No grant has been awarded in the current fiscal year

The Business Assistance Committee is asked to review the application and determine whether to recommend that the Veneta City Council award grant funds to Delphi Engineering Company based on alignment with the BGP's goals and the availability of funds.

RELATED DOCUMENTS

Business Grant Program Information and Application Package

COMMITTEE OPTIONS

1. Recommend Delphi Engineering Company’s $25,000 Business Grants Program application be approved by City Council.

2. Recommend partial approval of Delphi Engineering Company’s $25,000 Business Grants Program application be approved by City Council.

3. Deny Delphi Engineering Company’s $25,000 Business Grants Program application.

CITY ADMINISTRATOR’S RECOMMENDATION

Recommend Delphi Engineering Company’s $25,000 Business Grants Program application be approved by City Council.

SUGGESTED MOTIONS

1. *“I make a motion to recommend to the City Council approval of Delphi Engineering Company’s 25,000 Business Grants Program application*”

ATTACHMENTS

M︎ BGP Application Form
2. ±ŜყŜǘl· .ďzǎλყŜǎǎ wŜƎλǎǘNJl·ǘλƨყ
3︎ Project Proposal

City of Veneta Grant Application Form

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

Application Information and accompanying financial records submitted to the City of Veneta will be kept in confidence to the extent permitted by law, and while the City believes that the records will not be subject to disclosure, it is possible that disclosure might be required for some documents.

APPLICANT					
Full Legal Name of Applicant(s) and/or Company/Organization:				Telephone Numbers:	
Steve Georgiou/Delphi Engineering Company. LLC				Business:	541-520-1808
				Personal:	541-520-1808
				Fax:	
Primary Contact:	Steve Georgiou				
Street Address:	1659 Hamlet Ln				
City:	Eugene	State:	OR	Zip:	97402
Proposed Business Address (If different from above):					
Street Address:	1900 Todd Way				
City:	Veneta	State:	OR	Zip:	97487
Nature of Business: Engineering Services		Date Established:4/28/25		Date Under Current Management:	
Number of Full Time Equivalent Employees:		■ 0-5 Employees		☐ More Than 5 Employees	

COMPANY OWNERSHIP
(List below all owners, principals and officers; attach schedule of additional names, if necessary) Show 100% of Ownership

Name	Title	% of Ownership
Steve Georgiou	Owner	100%
		%
		%
		Total: 100%

AFFILIATES
(List all business concerns in which the Applicant Company/individuals listed in the ownership section above have any ownership. Attach current financial statement and tax return.)

Company Name	Owner (Applicant Company or Individuals)	% of Ownership
N/A	N/A	%

City of Veneta Grant Application Form

OTHER INFORMATION	Yes	No
Has the applicant, any of its principals, or any other business in which the principals were principals filed bankruptcy or defaulted on any debts within the past 10 years?	☐	■
Is applicant or any of its principals a party to any claim or lawsuit? Is any principal or applicant (i) currently under indictment, or on parole or probation: (ii) ever been charged with or arrested for any criminal offense, other than a minor motor vehicle violation; or (iii) ever been convicted of any criminal offense?	☐	■
Does the applicant owe any taxes for years prior to the current year?	☐	■

Please Select the Grant Program(s) you are applying for:

■	Business Grant Program	■	Commercial Development Incentive Program	☐	Community Building Grant Program
☐	Vibrant Veneta	☐	Redevelopment Toolkit	If Redevelopment Toolkit is checked, which specific grants are you applying for? (See Below)	

Small Project Grants:		Large Grant Projects:	
☐	Design Assistance	☐	Forgivable Debt
☐	Façade Improvement	☐	Loan Rate Buy Down
☐	Signage Grant	☐	Environmental Assessment
☐	Streetscape Improvement	☐	SDC Fee Reduction
		☐	Redevelopment Grant

Please See Below for Additional Requested Material

MATCHING FUNDS

What matching funds will you commit to this effort?

Source: Personal Finances	Amount: 100,000	
Source: 401K	Amount: 50,000	
Source: Loans	Amount: 140,000	
Source: Savings	Amount: $10,000	
Total: $300,000		

Amount Secured:	$ 160,000	Amount Applied For:	$ 140,000 (SBA Loan)	Not Secured at this time:	$140,000

RETURN ON INVESTMENT (ROI)

An ROI is described as a 1: # match (one to # match). To calculate the ROI, take the amount you are matching and divide by amount requested. Example: A project that matches $50,000 and is requesting $10,000 (50,000/10,000 = 5) has an ROI of 1:5.

Amount Matching:	$300,000	Amount Requested:	$50,000	Return on Investment:	1:6.0_

Do you intend on Hiring additional Employees? during or after the duration of this project?	■ Yes	☐ No	If yes, please estimate # of jobs	*2-4*

City of Veneta Grant Application Form

Cost Estimate			
Successful grant reimbursements will be based off of the project's estimated costs. Please provide as much detail as possible as to all expected costs of your project.			
Project Name:			
Item Description	**Cost per Unit**	**# of Units**	**Total Cost**
Land & Pre-Development	$59,500	1	$59,500
Steel Building Structure (**Business Grant $25,000)**	$ 47,000	1	$47,000
Site Work & Civil Improvements	$ 50,000 – $65,000	1	$65,000
Utility Connections & SDC Fees **(CDIP & SDC Grant $25,000)**	$ 25,000 – $30,000	1	$30,000
Electrical Service Installation	$ 35,000 – $50,000	1	$50,000
Building Assembly & Construction Labor	$ 20,000 – $30,000	1	$30,000
Façade & Exterior Enhancements	$15,000 – $23,000	1	$23,000
Exterior Siding (Back & Sides)	$8,000 – $10,000	1	$10,000
Interior Build-Out & Systems	$15,000 – $20,000	1	$20,000
Landscaping & Site Finishing	$5,000	1	$5,000
Signage	$2,500	1	$2,500
Permits & City Fees	$3,000 – $4,000	1	$4,000
Project Cost			
Low-end estimate (with contingency): $313,500			
Midpoint estimate (with contingency): $347,050			
High-end estimate (with contingency): $380,600			

City of Veneta Grant Application Form

Project Description

Provide a brief description and timeline of your project.

Project Description:

- Delphi Engineering Co. is developing a 3,000 sq. ft. precision CNC machining and design facility in Veneta's industrial zone.
- The project addresses a local gap in manufacturing services, providing nearby businesses and inventors with access to custom machining, prototyping, and design.
- The facility will be constructed on a vacant, owner-purchased lot and will include site grading, utility connections, slab foundation, and erection of a prefabricated steel building.
- Additional improvements include a professional storefront façade, landscaping, signage, and pedestrian-friendly streetscape features (sidewalk, bike rack, street trees).
- The company will hire 2–3 full-time employees initially, grow to 5–10 over 5 years, and engage in R&D for automation and cooling systems.
- Total project cost (with contingency): ~$347,050. Grants are requested to offset non-revenue-generating infrastructure and community benefit elements.

Project Timeline:

- **July 2025 –** *Site Preparation Begins:* Grading, trenching for utilities, and foundation work.
- **August 2025 –** *Utility Installation & Building Delivery:* Electrical transformer set, trenching, staging of building materials.
- **September 2025 –** *Building Erection:* Steel structure assembled, shell completed, interior framing begins.
- **October 2025 –** *Interior & Façade Build-Out:* Electrical, plumbing, HVAC installation; wood cladding and storefront windows**.**
- **November 2025 –** *Site Finishing:* Parking lot paved, sidewalk poured, landscaping, equipment setup inside.
- **December 2025 –** *Final Inspections & Opening:* Signage installed, occupancy permit obtained, business opens**.**

Project Costs

Please detail your project costs, and how grant funding is expected to be used.

Project Costs and Use of Grant Funding

Total Project Cost (with 10% contingency): Estimated between $313,500 and $380,600, with a working midpoint of $347,050.

City of Veneta Grant Application Form

Major Cost Categories:

- **Land & Pre-Development:** $59,500 *(paid by owner)*
- **Steel Building Structure:** $47,000 *(paid by owner)*
- **Site Work & Foundation:** $50,000 – $65,000
- **Utility Connections & Fees (Water/Sewer/SDC):** $25,000 – $30,000
- **Electrical Service (Transformer & Trenching):** $35,000 – $50,000
- **Building Construction & Interior Build-Out:** $35,000 – $50,000
- **Façade Enhancements (Wood Cladding, Windows):** $15,000 – $23,000
- **Streetscape, Landscaping, and Signage:** $7,500 – $10,000
- **Permits & City Fees:** $3,000 – $4,000

Grant Funding Usage:

The **$50,000 in grant funding** is requested to offset project elements with high community value but no direct business ROI, including:

- **Commercial Development Incentive Program**
    - We would like to utilize the Commercial Development Incentive Program to help offset the cost of utility and transportation-related fees required by the City of Veneta for our new facility. These costs include System Development Charges (SDCs) for water, sewer, transportation, and drainage, totaling approximately **$26,157.95**, as outlined by city planning. If eligible, we request that the **$25,000 grant** be applied toward these development fees to help reduce the upfront financial burden and support the timely progress of our project.

- **Business Grant Program ($25,000):** We intend to apply the $25,000 awarded through the Business Grant Program directly toward offsetting the construction costs of our new facility—specifically, to help cover the cost of the steel building structure. While these funds will not be used for direct payroll expenses, the investment is essential to enabling job creation. By reducing the financial burden of construction, we can expedite project completion, begin operations sooner, and allocate more resources toward hiring skilled employees within the first year.

The project cost is estimated to range from $313,500 to $380,600 in private investment, including over $100,000 already spent by the owner. Every grant dollar is matched by more than 6.15x to 7.46x in private funds, representing a strong ROI for the City of Veneta.

Only complete this portion if applying for the Business Grant Program

Business Grant Program

City of Veneta Grant Application Form

Demonstration of Need

Please demonstrate your project's level of need for grant funding through the City. Businesses must demonstrate that they are not able to fund a project through traditional means or that funding a project through traditional means would be cost prohibitive.

Demonstration of Need for Grant Funding

Delphi Engineering Co. is a newly formed startup and has already invested over $100,000 in land acquisition, building materials, and site planning a substantial personal commitment toward launching this project. We have secured preliminary approval for a construction loan of up to $140,000, but this alone does not cover the total project cost, which exceeds $347,050 when contingency is included.

Traditional financing options are insufficient due to several factors:

- Lending Limits: Banks typically limit lending to startups without operating history. Our approved loan covers only a portion of construction and cannot be expanded further without collateral we do not possess.
- Debt Burden Risk: Financing 100% of project costs via loans would result in unsustainable monthly debt service for a startup, increasing the risk of early failure and making the project financially unviable.

City grant funding is essential to close this financing gap and enable us to proceed without compromising critical community improvements or overleveraging the business. Without this support, the project would be delayed, reduced in scope, or may not proceed at all despite strong private investment and community demand.

Expected Outcome

Please describe the all expected benefits and outcome of this project, both in the short and long term.

Expected Benefits and Outcomes

City of Veneta Grant Application Form

Short-Term (Within 12 Months of Completion)

- Creation of New Jobs: Immediate hiring of 2–3 full-time positions, including a CNC machinist and a design engineer, with wages targeted at $28–$34/hour.
- Launch of Local Manufacturing Services: Operational precision machining and prototyping services available locally to Veneta and Fern Ridge businesses, eliminating the need to travel to Eugene.
- Revitalization of Vacant Lot: Transformation of an unused industrial parcel into a productive, tax-generating facility within the City's Urban Renewal District.
- Public Infrastructure Enhancements: Installation of sidewalks, street trees, bike racks, and stormwater improvements that benefit the public and enhance pedestrian access.
- Attractive Industrial Development: A modern, professional-looking building with façade enhancements and signage that improves the visual character of the area and sets a higher standard for local development.

Long-Term (Over 2–5 Years)

- Sustainable Economic Growth: Expansion to 5–10 full-time skilled positions, providing long-term, family-wage employment in a high-growth sector.
- Support for Local Innovation: Development of new technologies, including a CNC tending automation system and advanced cooling solutions supporting Veneta's growth in advanced manufacturing.
- Increased Tax Base: Property improvement will raise the assessed value from land-only to over $350,000, generating increased property tax revenue for the City and its Urban Renewal Fund.
- Business Ecosystem Impact: Strengthens the local supply chain, encourages other businesses to locate in Veneta, and supports local entrepreneurs with prototyping and product development resources.
- Community Engagement: Potential partnerships with local schools and training programs to offer internships or apprenticeships, helping build a pipeline of skilled local talent.
- Environmental Benefit: Reduced vehicle travel to Eugene for services, use of energy-efficient lighting, and incorporation of sustainable landscaping and construction practices.

This project will not only create jobs and tax revenue but also set a precedent for high-quality industrial development in Veneta with lasting economic and community benefits.

City of Veneta Grant Application Form

Additional Requested Material

To complete an application, please submit the following materials for each grant program that your area applying to:

Business Grant Program

- Business Plan
- Three Months of Recent Business Banking Statements
- Three Months of Recent Profit and Loss Statements
- Veneta Business License

Commercial Development Incentive Program

- Site Map
- Transportation SDC Fee, as calculated by the City Engineer

Redevelopment Toolkit

- Business Plan
- Veneta Business License (if applicable)

City of Veneta Grant Application Form

AGREEMENT
• By signing below, you certify that all the information you have given in this application is true and complete. You authorize us to verify all your statements with any source, obtain credit and employment history (including your spouse's, if you live in a community-property state), provide any necessary documents to obtain your credit and employment history, and exchange information with others about your credit and account experience with us. You agree to provide additional information that we may require to process this application, including but not limited to, true and complete federal income tax returns, employment verification and income verification. • You also agree to reimburse the City for its expenses incurred in connection with any credit commitment. These expenses include, without limitation, the City's appraisal, environmental services and legal costs, which are payable even though the extension of credit may not be consummated. • You also represent that if you currently have any indebtedness or other obligations owing to the City, you have no defenses to or setoffs against such indebtedness or obligations. You also represent that you have no claims against the City for any matter regardless of whether or not they are related to this application. • You acknowledge that you are applying for a (*grant; matching grant from the City of Veneta; transportation SDC reduction from the City of Veneta for a commercial project)* • **You agree to pay the non-refundable application fee upon submitting your application.** • **I hereby declare that the information provided in this application is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.**
Steve Georgiou
Authorized Signature
Steve Georgiou
Print Name
Owner
Title
05/02/2025
Date

City of Veneta Grant Application Form

Return with payment to:
City of Veneta
88148 8th Street/PO Box 458
Veneta, OR 97487

Phone: 541-935-2191
Fax: 541-935-1838

Please make any checks out to City of Veneta. Include the reason for the check (BAP Application Fee) and the name of your business in the memo.

VENETA oregon Inc.1962

Business Registration Form

$25 annual permit fee required

☒ New Business/Owner ☐ Name Change/Location Change ☐ Renewal

Per City of Veneta Municipal Code Chapter 5.05 and Resolution No. 1033, businesses operating within the city limits are required to register with the City of Veneta. Registration forms are due by December 31st.

GENERAL INSTRUCTIONS: Complete all sections of the form, answering all questions in full. Mail completed form with fee to City of Veneta at PO Box 458, Veneta, OR 97487. Forms are available on-line at www.venetaoregon.gov

JUN - 2 2025

CITY OF VENETA

Please Print:

Business Name: Delphina Solutions

Legal Business Name (if different): _____

Business Address: 88267 Territorial Hey Suite 7 Veneta, OR 97487

Mailing Address: 24104 Wolf Creek Road Veneta, OR 97487

Business Phone: 541-935-5727 Email: jennifer@delphinasolutions,com

Type of Business: Medical Billing service # of Employees: 10

Website Address: delphinasolutions.com Year Established in Veneta: 4

Name of Contract Person: Jennifer Lewis Contact Phone #: 541-914-1036

Please check a category that best describes your business:

☐ Animal Care	☐ Foster Care	☐ Rental Property/Mgt.	☐ Retail
☐ Auto	☐ Fueling Station	☐ Housing	☐ Real Estate
☐ Daycare	☐ Grocery/Convenience Store	☐ Lodging	☐ Services & Products
☐ Education	☐ Health/Beauty	☒ Medical	
☐ Financial Services	☐ Home Occupation (see reverse)	☐ Restaurant	
	☒ Other; Please describe Billing services for medical providers		

Issuance of a business registration shall not be deemed to legalize any act, which otherwise may be in violation of the law, including the city's zoning codes, or to exempt any person from any penalty of such violations. I affirm that the statement made in the application are true and correct to the best of my knowledge.

Jennifer Lewis
Print Name

Signature

Chief Executive Officer
Title

6/1/2025
Date

FOR CITY USE ONLY

Date Reviewed by Planning: 6-2-2025 Land Use Required: Yes____ No X

Site Plan Required: Yes____ No X Permitted in Zoning District: Yes X No____

Authorized Signature

6-2-2025
Date of Issue

12-31-2025
Expiration Date

Grant Proposal
Delphi Engineering Co.
Submitted to: City of Veneta Redevelopment Grant Program **(Revision 1.1)**

Project Title: Delphi Engineering Industrial Development and Community Enhancement Project

Applicant Name:
Steve Georgiou, Owner

Business Address:
1900 Todd Way
Veneta, OR 97487

Contact Information:
Phone: 541-520-1808
Email: geotech54@gmail.com

Submission Date: 5/02/2025
Submission Date: 6/13/2025 (Rev 1.1)

Table of Contents

Executive Summary

Delphi Engineering Company is a newly formed precision CNC machining and design firm that plans to serve Veneta and the surrounding region. We have initiated a project to construct a 3,000 sq. ft. light industrial facility on a vacant lot in Veneta's industrial zone, which lies within the city's Urban Renewal District. This facility will house our machine shop and engineering design workspace, enabling us to provide custom machined parts, prototyping, and mechanical design services locally. The project addresses a clear community need, currently Veneta businesses and entrepreneurs must travel to Eugene or farther for such services. By establishing this operation in Veneta, we will fill an important gap in the local supply chain, create new jobs, and stimulate economic activity.

We are seeking on the order of $50,000 in City assistance across the various programs, which will be matched by well over twice that amount in private investment.

City support will enable us to meet all development requirements and build a higher quality facility than otherwise possible. In turn, this project will deliver strong short-term and long-term outcomes for the community. In the short term, by the end of 2025 we will transform a vacant parcel into a productive business.

In the longer term, Delphi Engineering will become a stable local employer, a provider of advanced manufacturing services to local businesses, and a contributor to Veneta's innovation ecosystem. The presence of our company is expected to reduce out-of-town trips for services, keep more economic activity in Veneta, and potentially attract related industries over time. The project also supports urban renewal objectives by increasing the taxable value of the site and improving the aesthetics of the industrial area with a thoughtfully designed building and streetscape.

In summary, this proposal outlines a shovel ready project led by a capable local entrepreneur to establish a much-needed manufacturing facility in Veneta. We have a detailed plan and timeline to complete construction within 5–6 months once permits are finalized. We have assembled financing through personal investment and bank loans and now seek the City's partnership through grants to close the remaining gap. The following sections provide more detail on our company, the community needs we address, our project goals and design, the implementation plan, evaluation measures, future funding plans, and a comprehensive budget. We believe this project will be a worthwhile investment for the City of Veneta, yielding economic, social, and environmental benefits that far outlast the grant itself.

Introduction

Delphi Engineering Company is a technology driven small business founded in 2025 with the mission of providing high quality CNC machining and mechanical design services to the Veneta/Fern Ridge community and beyond. The company is led by founder Steve Georgiou, an experienced mechanical engineer and machinist, and is supported by a growing team. Our core competencies include Computer Aided Design (CAD) for manufacturability, precision CNC milling and turning for both small and medium batch production, and R&D prototyping support. We serve a diverse client base from local manufacturers and machine shops in need of custom parts, to product developers, engineers, and even hobbyist inventors requiring one off prototypes or design consulting. By positioning ourselves at the intersection of specialized low volume manufacturing and engineering design, Delphi Engineering aims to empower other businesses and innovators in the region to turn their ideas into reality quickly and cost effectively.

We identified Veneta as an ideal location due to the lack of existing machine shops in the area and the city's supportive climate for industrial development. We have purchased a 0.31-acre industrial lot in Veneta and ordered a prefabricated building kit, taking these steps on our own to jumpstart the project. The owner's personal investment of over $100,000 to date (for land acquisition, building materials, and planning) underscores our dedication and belief in this business.

We have also secured preliminary bank financing approval, contingent on assembling the full project funding. In preparation for operations, we have developed a comprehensive business plan outlining our service offerings, market strategy, and 3-year growth outlook.

Problem Statement

Veneta currently faces a gap in local industrial services and a need for economic diversification that Delphi Engineering's project will address. At present, there are no precision CNC machining businesses in Veneta or the immediate Fern Ridge area. Local manufacturers, repair shops, and entrepreneurs who require custom machined parts or engineering design support must seek these services in Eugene or even farther. This lack of local access creates inconvenience, added costs, and delays for businesses and residents. For example, a small farming equipment business in Veneta that breaks a component must either maintain an inventory of spares or endure downtime while waiting for a Eugene machine shop to fabricate a replacement.

Inventors or product developers in Veneta have no nearby resource to prototype their concepts, which can stifle innovation at the local level. This is part of a broader economic need: Veneta's economy has historically been dominated by residential development and small retail/service

businesses. The introduction of a high-tech manufacturing enterprise would diversify the economic base, provide skilled employment opportunities, and support other industries, contributing to greater economic resilience for the city.

The project involves developing a vacant parcel that has sat unused, contributing little to the tax base and offering no employment. The lot lacks infrastructure, so the development must include extensive site work and utility installations that are costly but yield public benefits (e.g., extending water/sewer service, building a sidewalk for pedestrians, managing stormwater runoff properly).

These costs do not directly create business output but are necessary for the project to proceed and for code compliance. Because Delphi Engineering is a startup with no existing cash flow, covering these mandatory expenses through private financing is difficult.

Several factors demonstrate the need for city grant support:

High Upfront Development Costs: Developing raw land into an operational industrial facility entails many one-time costs that must be paid upfront. In our case, critical infrastructure and high costs of CNC machines.

Limited Access to Capital: As a startup company, our ability to secure loans or investor funding is inherently limited. While we have obtained a bank loan commitment, it will not cover 100% of project costs. The bank will finance part of the building and equipment, but we are required to contribute significant equity and still must show how we will fund the remaining expenses. We are not a large corporation with extensive credit lines; our borrowing capacity is constrained by the fact that the business is new.

Improvements with No Direct ROI: Some of the most expensive project components are those required by regulations or necessary for long-term community benefit, yet they do not yield direct revenue for the business.

Ensuring Quality and Community Standards: We strongly desire to build a facility that the community can be proud of, one that is not only functional but also attractive and aligned with Veneta's vision for development. This involves additional costs for aesthetic enhancements.

Economic Risk for a Startup: To shoulder the entire cost through personal funds and loans alone, the resulting debt service and financial risk could jeopardize the business before it even starts. By securing grant funds to cover a portion of the project, we effectively lower the break-even point and give the business a sustainable runway to establish itself.

In summary, Delphi Engineering cannot fully fund this development on our own without incurring unsustainable debt or sacrificing key components of the project. We have demonstrated our commitment by investing what we have and obtaining a bank loan, but a funding gap remains due to the very nature of the project and our startup status.

By providing grant assistance, the City will enable a small local business to overcome the initial barriers and establish itself successfully in Veneta. Without this support, the project would likely be delayed, scaled back in quality, or burdened with potentially unmanageable debt, putting its long-term success at risk.

Project Objectives

Delphi Engineering has clear objectives for this project, which align with both our business plan and the broader goals for community development. Our project objectives can be summarized as follows:

Complete Construction and Launch Operations on Schedule:

- ***Objective**:* Build a fully functional 3,000 sq. ft. manufacturing facility and open for business by the end of 2025. We aim to meet all construction milestones and obtain a Certificate of Occupancy from the City by December of this year.
- **Outcome:** A once vacant industrial lot will be transformed into a new light industrial building, and Delphi Engineering will commence operations, turning the site into an active hub of economic activity.

Provide Local Manufacturing Services and Fill Community Needs:

- ***Objective**:* Establish Delphi Engineering as a reliable local source for precision machining and engineering support. In the first year of operations, serve at least **15–20 local clients** by fulfilling orders for custom parts, prototypes, or design projects.
- **Outcome:** Veneta and Fern Ridge area businesses will have immediate, local access to services that were previously only available in Eugene or beyond, reducing their turnaround times and costs. Local entrepreneurs will be able to prototype and build their products intown, fostering a supportive environment for innovation.

Create and Sustain Quality Jobs**:**

- ***Objective**:* Create 2–3 new fulltime jobs within the first year of operation (aside from the owner) and grow to 5–10 total employees within five years as the business expands. These positions include skilled roles such as CNC machinists, CAD/CAM programmers, and engineering technicians. All jobs will be compensated at family wage levels (targeting $28–$34 per hour or higher) with opportunities for advancement.

- **Outcome:** The project will immediately increase local employment in the manufacturing sector and provide high-paying, skilled job opportunities in Veneta. Over time, as we hire more staff, we will contribute to building a stronger local workforce. We also plan to initiate workforce training and development programs – for example, by offering internships or apprenticeships to students from local high schools or community colleges thereby cultivating homegrown talent in advanced manufacturing.

Implement Innovation and R&D Initiatives:

- ***Objective**:* Within 1–2 years of launching, dedicate resources to at least two major R&D projects that are outlined in our business plan: (1) the development of an affordable autonomous CNC tending machine to improve manufacturing automation, and (2) the design of innovative water-cooling solutions for high end computer workstations and data centers.
- **Outcome:** Achieving this objective will position Delphi Engineering as an innovation leader in the region. Successfully prototyping and eventually commercializing these technologies will open new revenue streams for our company and demonstrate Veneta's capacity for high-tech product development. It will also create potential collaboration opportunities with other local firms and educational institutions, raising the community's profile in technological innovation.

Enhance Community and Urban Renewal Goals:

- ***Objective**:* Ensure the project contributes positively to the community fabric and urban renewal objectives beyond just our business operations. This includes building an attractive facility that meets design standards, contributing to public infrastructure, and integrating environmentally responsible features. We aim to exceed the minimum requirements for site design by implementing a pleasant façade, landscaping, and streetscape features, and by doing so become a model project within the Veneta Urban Renewal Area.
- **Outcome:** The completed development will improve the aesthetics and functionality of the area. There will be a new sidewalk and bicycle amenities that enhance pedestrian safety and connectivity. The building's architecture and landscape frontage will improve the visual appeal of the industrial park, signaling a higher standard of development.

By having local services available, we expect a reduction in the number of vehicle trips from Veneta to Eugene, which has ancillary benefits such as reduced traffic and emissions. In the long run, the project will have increased the taxable value of the property significantly,

contributing to the tax increment financing mechanism that the Urban Renewal Agency can reinvest in other projects.

Achieve Financial Sustainability and Growth:

- ***Objective**:* Reach break-even profitability within the first 6 months of operations and achieve steady revenue growth thereafter. This involves building a solid customer base, managing costs, and utilizing the grant support effectively to reduce initial financial strain. By year 3, the goal is for Delphi Engineering to be a self-sustaining enterprise with healthy financial metrics.
- **Outcome:** With the aid of the grant funding lowering our startup costs, we anticipate that our monthly fixed costs will be such that achieving ~60 billable hours of work per month will cover expenses – a threshold we are confident we can meet given the pent-up demand for our services. Meeting this break-even early will set the stage for profitability. As the company grows its revenues through expanded services and client outreach, we intend to reinvest profits into additional machinery and possibly facility expansion (Phase 2) when needed, without further grant dependency. The long-term presence and growth of our company will continue to add jobs and industrial capacity in Veneta, magnifying the initial investment's impact.

Each of these objectives will be continuously pursued and tracked. They reflect a combination of immediate outputs (construction completion, business launch), short-term outcomes (jobs created, clients served, break-even achieved), and longer-term impacts (innovation projects, economic growth, and community enhancements). Together, they encapsulate what success looks like for this project from both a business perspective and a community perspective.

Project Methods and Design

Our project implementation plan is well-defined and already underway. This section describes how we will achieve the project objectives – covering both the construction of the facility and the operational plan for launching the business. It also highlights design considerations and the use of grant funds in the project's execution.

Project Planning and Preparations

We have completed most preliminary steps prior to construction. The industrial lot in Veneta was purchased outright by the owner in late 2023. A professional survey and site plan have been completed, and we have been working closely with the City's planning department on permitting. We anticipate final site plan approval by early July 2025. We have already procured a 3,000 sq. ft. prefabricated steel building kit, which includes the structural frame, roof and wall

panels, and basic insulation. This building package is scheduled for delivery to the site by mid-August 2025.

We have also lined up licensed contractors for critical tasks: a site work contractor for excavation, grading, and concrete foundation; an electrical contractor for power installation; and a general contractor familiar with erecting steel building kits. By investing in planning up front and scheduling contractors and materials in advance, we have set the stage to move quickly once approvals are in place. This proactive approach will help us keep to our tight timeline and reduce carrying costs.

Construction Timeline

The construction and site development will proceed in stages over roughly five months, as outlined below:

- **July 2025 – Site Preparation:** Upon receiving site plan approval, we will immediately commence site preparation. The lot, currently bare ground, will be cleared of any brush and graded to the proper elevation and drainage contours. Trenches will be excavated for utility lines. We will form and pour a reinforced concrete slab foundation sized for the building. By late July, we expect the foundation slab to be poured and curing, underground utilities in place stubbed up, and initial site grading done. We will also begin installation of required stormwater management features during this phase, drainage swales, to ensure compliance with the city's stormwater standards.
- **August 2025 – Infrastructure and Building Delivery:** In early August, focus shifts to completing site infrastructure. The electrical utility will install a new transformer and bring three-phase power onto the site, a critical step to support our equipment's power needs. Simultaneously, a gravel sub-base for the driveway and parking area will be prepared. By mid-August, the prefabricated steel building kit will arrive on site. If time permits in late August, we may start erecting the frame, but primarily this month is about ensuring all supporting infrastructure is ready for the building construction to begin in earnest.
- **September 2025 – Building Erection and Framing:** In September, the steel building will be erected on the prepared slab. The frames and columns will be anchored to the foundation, then the roof beams and wall girts assembled. By mid-September, we expect the building's shell to be up, creating a weather-tight structure. Once the shell is complete, interior build-out will begin. Contractors will frame interior walls for a small office, storage, and a restroom within the building. Mechanical and electrical rough-in will take place – running conduit, wiring, and plumbing lines inside the building. We will also start constructing the storefront façade elements: this includes framing out the

front entrance area to accommodate large windows and a customer entry door and preparing attachment points for the decorative wood cladding that will accent the street-facing exterior wall.

- **October 2025 – Exterior Finishes and Interior Build-Out:** October will see the project shifting into finish work. On the exterior, we will install the chosen façade improvements: applying wood cladding (such as locally sourced timber siding or cedar planks) on the front façade to create a warm, inviting appearance, and installing the large glass windows and door at the entrance. The remainder of the building exterior will be completed with durable metal siding panels on the side and rear elevations.

  At the same time, significant progress will occur inside: electricians will install lighting, power outlets, and the main electrical panel; HVAC contractors will put in heating/cooling systems appropriate for industrial space; and plumbers will install fixtures in the restroom. The shop floor will be finalized – we may pour additional interior concrete pads or epoxy coat the floor in certain areas to ensure it can support and preserve the precision equipment. By the end of October, the building will be essentially complete on the outside and functional on the inside, pending final fixtures.

- **November 2025 – Site Finishing and Equipment Setup:** In November, we will wrap up all remaining site improvements. The parking lot and driveway will be paved with asphalt and then striped to mark parking stalls (providing adequate parking for employees and visitors, including an ADA-accessible space). We will install streetscape amenities along our frontage: a concrete sidewalk running the length of the property boundary, street trees or shrubs in a small, landscaped strip between the sidewalk and property line, and a bicycle rack near the building entrance to encourage bike access.

  These improvements fulfill our obligations to enhance the public realm and have been partly planned with the City's Streetscape grant in mind. Landscaping will be completed around the building – planting drought-tolerant shrubs, maybe a couple of ornamental trees, and placing ground cover or gravel as needed for a neat appearance. Also in November, we will move in and install our major equipment. Our CNC milling machine and lathe (already procured via lease or purchase agreements) will be delivered and anchored in place inside the shop.

  Ancillary equipment like an air compressor, workbenches, tool cabinets, and computers for CAD work will also be set up. We will calibrate and test all the machinery to ensure everything is operational. By late November, we anticipate being ready for final inspections and any punch list items. The building interior will get final paint and trim, and signage installation will occur.

- **December 2025 – Final Inspections and Opening:** In early December, we will schedule final inspections with the City's building officials for structure, electrical, plumbing, and site compliance. We will address any minor corrections if needed and then obtain the Certificate of Occupancy. Concurrently, we will erect our business signage – a professionally designed sign bearing "Delphi Engineering" and our logo.

  Our plan is to create a monument-style sign near the street or mount a large sign on the front facade; either way it will be done in compliance with local sign codes and with an eye-catching design (we intend to fabricate some parts of the sign ourselves as a showcase of our CNC capability). Once occupancy is approved and the sign is up, we will officially open for business. We anticipate a soft opening in mid-December 2025, allowing us to begin serving a few initial customers and iron out operations, with a formal grand opening to follow in January 2026.

Design and Grant Integration

It is worth noting how the design of our project is enhanced by and intertwined with the grants we are seeking:

- **City of Veneta Grants: Total requested: up to $ 50,000**, broken down by the program as follows:

  - **Commercial Development Incentive Program:** We would like to utilize the Commercial Development Incentive Program to help offset the cost of utility and transportation-related fees required by the City of Veneta for our new facility. These costs include System Development Charges (SDCs) for water, sewer, transportation, and drainage, totaling approximately $26,157.95, as outlined by city planning. If eligible, we request that the $25,000 grant be applied toward these development fees to help reduce the upfront financial burden and support the timely progress of our project.

  - **Business Grant Program:** We intend to apply the $25,000 awarded through the Business Grant Program directly toward offsetting the construction costs of our new facility—specifically, to help cover the cost of the steel building structure. While these funds will not be used for direct payroll expenses, the investment is essential to enabling job creation. By reducing the financial burden of construction, we can expedite project completion, begin operations sooner, and allocate more resources toward hiring skilled employees within the first year.

In terms of project management, Steve Georgiou will serve as the project manager throughout construction, coordinating between contractors, the City, and grant program administrators. We will keep detailed records of expenses, progress, and compliance with any grant requirements.

In summary, our methods and design strategy for this project are comprehensive and action oriented. We have laid out a clear timeline, engaged the necessary resources, and considered both the practical and qualitative aspects of development. The support from the Redevelopment Toolkit is woven into the plan to ensure that every dollar of grant funding translates into a tangible improvement or risk reduction for the project. With this plan of action, we are confident in our ability to deliver the project successfully and fulfill the objectives we have set forth.

Budget

The following section details the project budget, including a breakdown of all major costs and an outline of how those costs will be financed. We present the total project cost and then identify the sources of funds: owner equity (already invested), bank loan financing, and the requested City grants. Our aim is to demonstrate a clear and feasible financial plan where the City's contribution is leveraged with substantial private investment to complete the project.

Total Project Cost

The total cost to develop Delphi Engineering's facility is estimated at $340,000 (approximately). This figure may range from about $313,500 on the low end to $380,600 on the high end, accounting for contingencies and variability in contractor bids. The cost components include:

- **Land and Pre-Development:** $59,500 (already incurred). This includes $52,000 for purchasing the industrial lot in Veneta (paid in full by the owner) and about $7,500 for site surveying, geotechnical analysis, and professional site planning/design fees (also paid by the owner).
- **Building Structure (Materials):** $47,000 (procured). This is the cost of the 3,000 sq. ft. prefabricated steel building kit (including basic insulation)
- **Site Work and Civil Improvements:** Estimated $50,000 – $65,000. This covers preparing the site and installing required infrastructure:
    - **Earthwork & Foundation:** $20,000 – $25,000 for excavation, grading, and pouring the concrete slab foundation for the building.

    - **Parking & Driveway:** $10,000 – $15,000 for laying the gravel base, asphalt paving, and striping of a small parking lot and driveway.
    - **Stormwater Management:** $3,000 – $15,000 for drainage infrastructure
    - **Sidewalk & Streetscape:** $15,000 – $20,000 for constructing a concrete sidewalk along the property frontage and installing street trees, curb ramp tie-ins, and a bike rack.
- **Utility Connections and Fees:** Estimated $25,000 – $30,000. This includes trenching and laying water and sewer lines from the street to the building, installing a water meter and backflow preventer, connecting to the sewer main, and critically, the
- **System Development Charges (SDCs)** estimate for SDCs and related permit fees for water/sewer is in the $25k range. *Status:* We intend to utilize the SDC Fee Reduction program to cover up to $25,000 of these costs.
- **Electrical Service Installation:** $35,000 – $50,000. This is the cost to extend sufficient electrical power to the site. It involves the utility company (EPUD) setting a new transformer and connecting three-phase power, plus onsite main electrical panel and trenching conduit from the transformer to our building. This is a high but essential cost for running CNC equipment.
- **Building Assembly & Construction Labor:** $20,000 – $30,000. This covers the hired labor and contractor services to erect the steel building, fasten all components, and do the interior framing and build out work
- **Façade and Exterior Enhancements:**
    - **Storefront Wood Cladding:** $10,000 – $15,000 for materials (wood siding, weatherproofing) and installation on the primary façade.
    - **Front Windows & Glass Door:** $5,000 – $8,000 for purchase and installation of large storefront windows and a commercial grade entrance door.
    - **Exterior Paint/Trim:** Minor cost included within other budgets for finishing touches.
- **Exterior Siding:** $8,000 – $10,000. This is for the metal siding panels or equivalent finish on the sides and back of the building that are not part of the special façade.
- **Interior Build-Out and Systems:** $15,000 – $20,000. This includes:
    - **Electrical & Lighting Inside:** Wiring, outlets, LED light fixtures, etc. (some costs overlap with electrical service but additional for interior).

  - **Plumbing:** Rough in and fixtures for one restroom, utility sink, etc.
  - **HVAC:** Installing a heating and cooling system suitable for office space.
  - **Insulation Upgrade:** The kit includes basic insulation, but we may add energy efficiency.

- **Landscaping and Site Finishing:** $5,000 (approx.). This covers topsoil, plants (trees, shrubs), mulch/groundcover, and any small site fixtures like outdoor benches.
- **Permits and Fees:** $3,000 – $4,000 (estimated). City building permit fees, planning review fees, utility connection application fees.

Funding Sources:

To finance the total project cost, we are combining owner equity, bank financing, and City grants. The mix is roughly as follows:

- **Owner Equity:** $100,000
  Already invested in land acquisition, site planning, and building materials. This amount represents approximately one-third of the total project cost based on the midpoint budget. These funds are secured and spent, demonstrating the owner's commitment and serving as the equity foundation for loan considerations.
- **Bank Financing**: $140,000
  The owner has secured a personal loan through a bank to support construction and capital equipment purchases.
- **401(k) Loan**: $50,000
  A portion of the project is being funded through a self-directed 401(k) loan, adding to the total equity available.
- **Personal Savings**: $10,000
  Additional capital from the owner's savings is being used to support startup costs and contingencies.
- **City Grants**: Up to $50,000
  We are applying for four City of Veneta grants: the $25,000 Business Grant Program, $25,000 Commercial Development Incentive, and smaller contributions for signage and streetscape improvements.