

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES
OCTOBER 28, 2024**

**DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF
MARION, STATE OF OREGON, OCTOBER 28, 2024**

CONVENED The meeting convened at 6:45 p.m. with Chair Lonergan presiding.

ROLL CALL

Chair Lonergan	Present
Member Schaub	Present
Member Cornwell	Present
Member Cantu	Present
Member Morris	Present – via video conferencing
Member Cabrales	Present
Member Wilk	Present

Staff Present: City Administrator Derickson, City Attorney Granum, Special Projects Director Wakeley, City Recorder Pierson, Community Development Director Kerr, Community Services Director Cuomo, Economic Development Director Johnk, Human Resources Director Gregg, Public Affairs and Communications Manager Guerrero, Finance Director Turley, Assistant City Attorney Killmer

CONSENT AGENDA

A. Urban Renewal Agency minutes of October 14, 2024.

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

PUBLIC HEARING

FY 2024-25 Supplemental Budget Request for Authority to Appropriate \$1,360,000 for the Purchase of Land and a Transfer of Appropriation Authority from Contingency to Debt Service of \$90,100 in the Urban Renewal Fund. The Revenue for the Purchase of the Land Will Be Through an Interagency Loan from the General Fund

Chair Lonergan declared the hearing open at 6:48 p.m. for the purpose of hearing public input on the FY 2024-25 Supplemental Budget Request for Authority to Appropriate \$1,360,000 for the Purchase of Land and a Transfer of Appropriation Authority from Contingency to Debt Service of \$90,100 in the Urban Renewal Fund. The Revenue for the Purchase of the Land Will Be Through an Interagency Loan from the General Fund. City Administrator Derickson provided a staff report. No members of the public wished to speak in either support or opposition of the supplemental budget request. Chair Lonergan declared the hearing closed at 6:51 p.m.

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET AND APPROVING APPROPRIATION OF \$1,360,000 FOR THE PURCHASE OF LAND AND A TRANSFER OF APPROPRIATION AUTHORITY FROM CONTINGENCY TO DEBT SERVICE OF \$90,100 IN THE URBAN RENEWAL FUND. THE REVENUE FOR THE PURCHASE OF THE LAND WILL BE THROUGH AN INTERAGENCY LOAN FROM THE GENERAL FUND

City Administrator Derickson provided a staff report. **Schaub/Cabrales...** approve the resolution. The motion passed unanimously.

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**A RESOLUTION AMENDING SECTION 700, PART TWO OF THE WOODBURN URBAN
RENEWAL PLAN AND AUTHORIZING THE PURCHASE OF REAL PROPERTY**

Economic Development Director Johnk and City Attorney Granum provided a staff report. **Schaub/Cabrales...** approve the resolution. The motion passed unanimously.

**INTERGOVERNMENTAL AGREEMENT WITH CITY OF WOODBURN FOR LOAN OF
\$1,360,000 TO BE USED FOR THE AGENCY'S PURCHASE OF THE YOUNG STREET
PROPERTY**

City Administrator Derickson provided a staff report. **Schaub/Cabrales...** approve an Intergovernmental Agreement with the City of Woodburn. The motion passed unanimously.

ADJOURNMENT

Schaub/Cabrales... move to adjourn. The motion passed unanimously. Chair Lonergan adjourned the meeting at 6:55 p.m.

APPROVED _____
FRANK LONERGAN, CHAIR

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

February 24, 2025

TO: Woodburn Urban Renewal Agency (URA)
 FROM: Downtown Advisory Review Subcommittee (DARS)
 Jamie Johnk, Economic Development Director
 SUBJECT: **URG #2025.01 – 211 N. First Street | E. Marquez**

RECOMMENDATION:

The Downtown Advisory Review Subcommittee (DARS) recommends the Woodburn Urban Renewal Agency (URA) consideration of approval for the Building Improvements Program Grant Application (Program) from the owner of the property located at 211 N. First Street, Enrique Marquez (Applicant), in the amount of **\$2,645**; 50% of the overall cost for the replacement of the dilapidated garage door and repair of the window with a total project cost of **\$5,290**.

BACKGROUND:

The building is occupied by Mr. Marquez’s auto repair business. The building has a garage door that is in poor condition and in need of replacement. Mr. Marquez has checked with Woodburn’s Planning and Building Department on the type of replacement door that can be installed and has submitted bids supporting his application. In addition, the building has a broken front window, and Mr. Marquez is including the materials portion of the repair for \$240, which does not require multiple bid process.

DARS approved the Application at their February 13, 2025, meeting and voted to refer approval to the URA.

PROPOSAL:

The Applicant has provided three (3) estimates and would like to accept the lowest estimate from H & M Overhead Doors, Inc. for \$5,050.

- H & M Overhead Doors Inc. \$5,050
- Oregon City Garage Doors \$5,750
- Prolift Garage Doors \$8,897

	<u>Total</u>	<u>URA Portion</u>	<u>Owner Portion</u>
Garage Door Replacement	\$5,050	\$2,525 (50%)	\$2,525 (50%)
Window Repair	\$ 240	\$ 120 (50%)	\$ 120 (50%)

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

FINANCIAL IMPACT:

The FY 2024-25 Urban Renewal Building Improvements Program budget has sufficient funds to approve this \$2,645 grant request.

Program Criteria:

- The property is located at 211 N First Street and within the Urban Renewal District.
- The proposal complies with the Woodburn Development Ordinance. Any necessary permits will be obtained from the city.
- The project encourages greater marketability of the Urban Renewal District.
- The proposal will complement the existing and surrounding community. The project will be complimentary to the existing building as well as the surrounding buildings.
- The Urban Renewal Program specifically identifies façade repairs and window upgrades as an eligible improvement within Woodburn's Urban Renewal District.

Summary and Conclusion:

The Program is intended to encourage and assist business and property owners to invest in the Urban Renewal District. This Application reflects the intent of the program by making improvements to the property and maintaining the useful life of the building.

Conditions of Approval:

1. Invoices must be submitted for reimbursement. No grant money will be disbursed until the project is completed and is approved by the Agency.
2. Grant funds may be used for materials and services provided by licensed contractors.
3. Projects shall be completed within one year of approval to be eligible for reimbursement. Grants provide for a single payment after receipts are provided and all completed work is accepted by the City.
4. Licensed contractors will complete all work.

Attachments:

- Building Improvements Application



City of Woodburn

Building Improvements Program

APPLICATION Exterior Grant Interior Grant Design Services

APPLICANT INFORMATION

Name:	Jose Enrique Marquez
Phone:	503-710-0717
Tax ID number:	542-41-2959

FOR OFFICE USE ONLY

Application Date:
Approval Date:
Amount Awarded:

PROPERTY OWNER INFORMATION

Property Address:	211 N First St Woodburn OR 97071		
Name:	Jose Enrique Marquez	Phone/Email:	Casa.Marquez@HotMax.com
Address:	5970 SW Erickson Ave	City:	Beeverton St: OR Zip: 97005
Owner's Signature:		Date:	11-03-2024

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	Business Owner's Name:	
Address:	Phone:	
City:	State:	Zip:
Type of Business:	Upper Floor Use:	

PROPOSED IMPROVEMENTS


Improvements Type:	<input checked="" type="checkbox"/> Interior Improvements <input type="checkbox"/> Exterior Improvements <input type="checkbox"/> Other
Description:	Remove and install new garage door because it's falling \$8897.00 \$5050
	② Remove and install a new roof because it's leaking all over the building. IT has had repairs for the last 3 years and continues to leak
Estimated Cost of Improvements: \$	\$70,000.00

Replace broken window (materials only) \$240

CERTIFICATION BY APPLICANT

The Applicant certifies that all information provided in this application is true and complete to the best of the Applicant's knowledge and belief. The Applicant represents to the City that this Agreement has been duly authorized by all necessary action on the part of the Applicant and no other corporate or other action on the part of the Applicant is legally required. If the Applicant is not the owner of the property to be rehabilitated, the Applicant certifies that it has the legal authority to sign and enter into an agreement to perform the proposed work on the building. Evidence of this legal authority must be attached.

Applicant acknowledges and agrees the Agency shall have no obligation to pay any persons providing materials or performing labor or to cause the release of any mechanics or other liens that may be recorded against the above property in connection with the proposed improvements.



Applicant's Signature

11-03-2024
Date

ACKNOWLEDGMENT BY PROPERTY OWNER (if different than Applicant)

The Property Owner hereby acknowledges all the above terms of this application and agrees that the Agency shall have no obligation to pay any persons providing materials or performing labor or to cause the release of any mechanics or other liens that may be recorded against the above property in connection with the proposed improvements.



Property Owner's Signature

11-03-2024
Date



10.18.2024

Quote for Enrique Marquez

Job Location: 211 N First St Woodburn

Job Description:

Option #1:

- Remove & Haul Existing Door,
 - Install New 13'3x10'6 CHI Model 3285 Commercial Microgrooved Panel Door,
 - Door Color in Brown,
 - Row of Full View Glass w/ Brown Powder Coated Frames,
 - **Insulated, R-Value 10.29, Metal Back, 2-Sided Steel,**
 - 12" Standard Radius Tracks,
 - White Nylon Rollers,
 - 11G Hardware,
 - Brown Climate Seal,
 - Installed: \$4100
- + 950 = 5050*

Option #2:

- Remove & Haul Existing Door,
- Install New 13'3x10'6 CHI Model 3240 Commercial Ribbed Panel Door,
- Door Color in Brown,
- Row of Full View Glass w/ Brown Powder Coated Frames,
- **NON-Insulated,**
- 12" Standard Radius Tracks,
- White Nylon Rollers,
- 11G Hardware,
- Brown Climate Seal,
 - Installed: \$3785

P.O. BOX 1065 | MOLALLA, OR 97038 | PHONE 503.829.8814 | FAX 503.829.3286

QUALITY INSTALLATION, SERVICE & REPAIR

WWW.HMOVERHEADDOORS.COM



Opener:

- Install New 12' Model 8587 Liftmaster Chain Drive Opener,
- Safety Eyes,
- Wall Button,
- Remote,
 - Installed: \$950

Prices are good for 30 days. Lead times are 3-4 weeks. Lead times are subject to change due to weather/travel conditions. Track/door size modifications are subject to change the price. 50% Deposit is required to proceed with the order.

Thank you,

Chelsie

H&M Overhead Doors

503-829-8814

P.O. BOX 1065 | MOLALLA, OR 97038 | PHONE 503.829.8814 | FAX 503.829.3286

QUALITY INSTALLATION, SERVICE & REPAIR

WWW.HMVERHEADDOORS.COM



Hello, this is your estimate

Location: 211 North 1st Street, Woodburn, OR, 97071

JOB ID
70097074

Shop Door

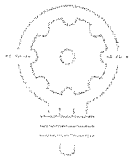
Your Price
\$5,750.00

Accept Estimate

Summary

Enrique Marquez
503-710-0717
casa.marquez@hotmail.com

Clopay Commercial



Your Price
\$5,750.00

~~~~Shop Door~~~~

---Supply and...

[View More](#)

|              |                   |
|--------------|-------------------|
| Subtotal     | \$5,750.00        |
| Tax          | \$0.00            |
| <b>Total</b> | <b>\$5,750.00</b> |



ProLift Garage Doors of Salem  
 Salem, OR  
 541.971.5195  
 gpeace@proliftdoors.com  
 CCB #236064

Estimate 9309332  
 Job 9299476  
 Estimate Date 1/27/2023  
 Customer PO

**Billing Address**  
 Enrique Marquez  
 211 North First Street  
 San Jose, OR 97071 USA

**Job Address**  
 Enrique Marquez  
 211 North 1st Street  
 Woodburn, OR 97071 USA

**Estimate Details**

NDE

| Task #          | Description                                                                                                                                                                                                                                                                                                                                                                                                         | Quantity | Your Price | Your Total |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|------------|
| Fuelmisc 1      | Fuel / Misc                                                                                                                                                                                                                                                                                                                                                                                                         | 1.00     | \$75.00    | \$75.00    |
|                 | This covers any items associated with garage door installation, garage door repairs, and/or garage door opener installation and repairs. The most common items include nuts, bolts, hardware, angle iron, garage door removal, garage door opener removal, and disposal fees for items hauled away by ProLift Garage Doors. Fuel costs fluctuate, so will the fuel/misc. charge to cover these costs appropriately. |          |            |            |
| DRDF - Nonmetal | Door Disposal Fee (non-metal)                                                                                                                                                                                                                                                                                                                                                                                       | 1.00     | \$175.00   | \$175.00   |

**Materials**

| Material         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Quantity | Your Price | Your Total |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|------------|
| LI300013'6"x11GD | 13'6"x11 Garage Door                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1.00     | \$7,798.00 | \$7,798.00 |
|                  | <b>Amarr Lincoln LI3000, Insulated- R value 9.05</b><br><b>Triple layer 2" 27/27ga with polystyrene insulation</b><br><b>Warranty: Paint- Limited Lifetime / Material, Workmanship- 3 yr</b> <ul style="list-style-type: none"> <li>• Door Design: Short Panel</li> <li>• Color: White</li> <li>• Windows: Clear, Middle 3 panels</li> <li>• Stop Molding</li> <li>• Struts: Qty. 2</li> <li>• Slide Lock: No</li> <li>• Torsion Spring</li> <li>• 2" Nylon Rollers</li> <li>• Horizontal Angle- 162"</li> <li>• Horizontal Radius- 12"</li> </ul> |          |            |            |
| Marantec380      | Marantec Synergy 380                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1.00     | \$849.00   | \$849.00   |
|                  | <ul style="list-style-type: none"> <li>• 1.1 HP</li> <li>• Rail: 12'</li> <li>• Limited Lifetime Warranty on the motor, gears, and rail assembly.</li> <li>• The ultra-quiet belt drive operation</li> <li>• Soft Start and Soft Stop functionality</li> <li>• HomeLink™ compatible</li> <li>• Includes: 1 Remote</li> <li>• Includes: 1 Wall button</li> </ul>                                                                                                                                                                                    |          |            |            |

|                  |                   |
|------------------|-------------------|
| <b>Sub-Total</b> | \$8,897.00        |
| <b>Tax</b>       | \$0.00            |
| <b>Total</b>     | <u>\$8,897.00</u> |

Thank you for choosing ProLift Garage Doors of Salem

TERMS AND CONDITIONS

I. DESCRIPTION OF WORK. ProLift Garage Doors will furnish all labor, materials, equipment, tools, and services necessary for the proper installation of a new garage door at the address listed on this contract. This work will include removing and disposing of existing garage door, if any, installing new tracks, torsion system, panels, and all other hardware provided by the manufacturer.

II. CUSTOMER RESPONSIBILITY. It is the responsibility of the customer to have an adult (18 years or older) at the home at the agreed upon installation time. This person must be able to let the installer into the garage and be able to tender payment upon completion. THE CUSTOMER IS RESPONSIBLE FOR HAVING THE GARAGE CLEARED OF ANY OBSTACLES OR OBSTRUCTIONS 10' BACK FROM THE GARAGE DOOR OPENING AND THE ENTIRE WIDTH OF THE GARAGE. This includes removal of any cabinets, shelves, or other fixtures that may be in the way of the garage door operators, such as lighting or fans. If the installer arrives and finds the area is not cleared, the customer agrees that ProLift Garage Doors is hereby authorized to reschedule the garage door installation for a date and time at their discretion. If no one is home to let the installer in within a reasonable amount of time, the customer agrees that ProLift Garage Doors is hereby authorized to reschedule the garage door installation for a date and time at their discretion. If ProLift Garage Doors must reschedule the garage door installation due to an uncleaned garage, or customer not being home, then ProLift Garage Doors is hereby authorized to charge the customer a trip fee of \$250 plus the balance of the door purchase price prior to rescheduling the installation, to be paid in cash or with credit card (AMERICAN EXPRESS is NOT accepted). In addition, the customer is responsible for moving any vehicles, motorcycles, boats, or any other items normally kept in the garage or driveway out of the installer's way. The installer must be able to park his truck in the driveway directly in front of the garage door opening. Any other vehicles must be parked a safe distance away from the garage and the installer's truck. Customers are fully responsible for any and all fees associated with missed inspections or expired permits.

III. FUEL/MISC. This charge covers miscellaneous items for which ProLift Garage Doors does not charge individually for. This covers any item with garage door installation, garage door repairs, and/or garage door opener installation and repairs. The most common items include nuts, bolts, hardware, angle iron, spray lubricants, rags, garage door / opener removal and disposal fees for items hauled away by ProLift Garage Doors. As fuel costs and Tariff fees fluctuate, so will the fuel/misc. charge to cover those costs appropriately.

IV. PAYMENT. The customer must provide a minimum deposit of 50% of the total installation price up front at the time of the order. This deposit covers our costs of ordering the product and reserves an installation date. If the customer elects to cancel the door as listed in section V below, the full deposit amount will be refunded. If the customer elects to cancel but does not cancel in the specified time or manner as listed in section V below, ProLift Garage Doors is hereby authorized to retain the full deposit. Customer agrees that the total price listed on this contract represents the final negotiated price and includes all discounts and coupons available. No coupons or discounts will be accepted after this contract is signed. The balance of the installation price is immediately due upon completion. Payments can be made by cash, check, or credit card (Except American Express). All returned checks are subject to a \$30.00 service fee. The installer will collect the balance after the garage door is installed and the person present at the job site has had an opportunity to inspect the installation. ProLift Garage Doors reserves the right to request the balances of the installation to be paid prior to the installation of the garage door, and by specific payment types when necessary. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days.

V. BUYER'S RIGHT TO CANCEL This is a home solicitation sale, and if you do not want the goods or services, you may cancel this agreement by providing written notice to the seller in person or by email. This notice must indicate that you do not want the goods or services and must be delivered before midnight of the next business day after this agreement is signed. If you cancel this agreement after the deadline, the seller may keep all or part of any down payment.

(Oregon law permits property owners to cancel any initial contract for construction, improvement, or repair of a residential structure with one day's notice. A residential property owner has the right to cancel any construction contract, for any reason, if he or she notifies the contractor by midnight of the next business day following the date the contract was made. The owner must notify the contractor in writing. Notice may be transmitted by fax or email)

VI. WARRANTY. New garage doors come with a 1-year warranty against defects in installation from ProLift Garage Doors unless an upgraded warranty package is purchased by the customer. Additionally, each garage door comes with a standard manufacturer warranty against defects, which varies according to brand and model of the garage door purchased. Any and all warranties are only valid if the garage door and/or operator has been properly maintained and periodically adjusted by a ProLift Garage Doors technician. Damage and misuse, improper maintenance, vehicle damage, chemical storage, or any acts of God are not covered under warranty. The manufacturer warrants against defects on materials and parts for varying periods of time between different models. Minor dents, dings, and scratches are not considered defects on new garage doors and are replaceable under warranty as the manufacturer sees fit. Any defects within existing operators are not ProLift Garage Doors responsibility to repair. New operators are warrantied for 1 year unless a protection plan has been purchased by the customer. Damage from misuse, chemical storage, or acts of God are not covered under operator warranty.

VII. WORK BY OTHERS. Other work for the project, which is concurrent with the contract, is being performed by Other Contractors. ProLift Garage Doors does not provide framing, frame repairs, jambs, spring pads, wiring to motors and control stations within walls, unless otherwise stated in the estimate.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

