



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY
CITY OF THE DALLES

AGENDA

Columbia Gateway Urban Renewal Agency
City Hall Council Chambers
313 Court Street, The Dalles, Oregon

Meeting Conducted in a Handicap Accessible Room

Monday, September 26, 2016
Immediately Following City Council Meeting

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - A. Approval of July 25, 2016 Regular Meeting Minutes
 - B. Approval of the August 8, 2016 Special Meeting Minutes
 - C. Approval of the September 6, 2016 Joint Meeting Minutes
5. ACTION ITEMS
 - A. Approval of the Craig's Building Façade Grant
6. ADJOURNMENT

Prepared by:
Izetta Grossman
City Clerk

MINUTES

COLUMBIA GATEWAY URBAN RENEWAL AGENCY
REGULAR MEETING
September 26, 2016

CITY COUNCIL CHAMBERS
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Chair Steve Lawrence

AGENCY PRESENT: Dan Spatz, Tim McGlothlin, Linda Miller, Russ Brown, Taner Elliott

AGENCY ABSENT: None

STAFF PRESENT: City Manager Julie Krueger, City Clerk Izetta Grossman, Project Coordinator Daniel Hunter, City Attorney Gene Parker

CALL TO ORDER

The meeting was called to order by Chair Lawrence at 6:59 p.m.

ROLL CALL

Roll call was conducted by City Clerk Grossman; all members present.

APPROVAL OF AGENDA

It was moved by Spatz and seconded by McGlothlin to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF MINUTES

It was moved by Spatz and seconded by Elliott to approve the minutes of July 25, 2016 Regular Meeting Minutes; August 8, 2016 Special Meeting Minutes; and September 6, 2016 Joint Meeting Minutes as submitted. The motion carried unanimously.

ACTION ITEMS

Approval of Craig's Office Building Façade Grant

Project Coordinator Hunter reviewed the staff report.

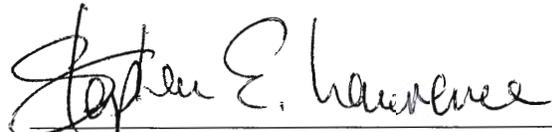
It was moved by Elliott and seconded by Miller to approve the Craig's office building façade grant. The motion carried unanimously.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:03 p.m.

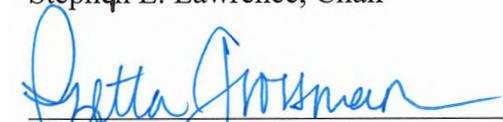
Submitted by/
Izetta Grossman
City Clerk

SIGNED:



Stephen E. Lawrence, Chair

ATTEST:



Izetta Grossman, City Clerk

MINUTES

Columbia Gateway Urban Renewal Agency
City Hall Council Chambers
Monday, July 25, 2016
Immediately Following City Council Meeting

PRESIDING: Chair Steve Lawrence

AGENCY PRESENT: Dan Spatz, Linda Miller, Russ Brown, Taner Elliott,
Timothy McGlothlin

AGENCY ABSENT: None

STAFF PRESENT: City Manager Julie Krueger, City Attorney Gene Parker,
City Clerk Izetta Grossman

CALL TO ORDER

The meeting was called to order by Chair Lawrence at 7:21 p.m.

ROLL CALL

Roll call was conducted by City Clerk Izetta Grossman; all members present

APPROVAL OF AGENDA

It was noted the title of the action item should be Exclusive Negotiating Agreement. It was moved by Miller and seconded by Elliott to approve the agenda as amended. The motion carried unanimously.

APPROVAL OF MINUTES

It was moved by Elliott and seconded by Miller to approve the July 11, 2016 Regular Meeting Minutes. The motion carried unanimously.

ACTION ITEMS

Exclusive Negotiating Agreement with Tokola

City Manager Krueger reviewed the staff report.

It was moved by Miller and seconded by Elliott to approve Exclusive Negotiating Agreement between the Columbia Gateway Urban Renewal Agency and Tokola Properties for a mixed-use development at the old Tony's Town & Country site. The motion carried unanimously.

Spatz asked when the Housing Study would be complete. City Manager Krueger said she thought it was a nine month process.

Mayor Lawrence said he had talked with Joel at the Housing Authority and assured him his concerns would be addressed in the study.

ADJOURNMENT

Having no further business the meeting was adjourned at 7:25 p.m.

Submitted by:
Izetta Grossman
City Clerk

SIGNED: _____
Stephen Lawrence, Chair

ATTEST: _____
Izetta Grossman, City Clerk

MINUTES

SPECIAL MEETING COLUMBIA GATEWAY URBAN RENEWAL AGENCY

Monday, August 8, 2016
5:30 pm
City Hall Council Chambers
313 Court Street
The Dalles, Oregon

Present: Chair Steve Lawrence, Dan Spatz, Tim McGlothlin, Linda Miller, Taner Elliott

Staff Present: City Manager Julie Krueger, City Attorney Gene Parker, Project Coordinator Daniel Hunter

CALL TO ORDER

The meeting was called to order by Chair Lawrence at 5:30 pm

ROLL CALL

City Manager Krueger called roll. All agency members present.

PLEDGE OF ALLEGIANCE

Chair Lawrence lead the pledge of allegiance.

APPROVAL OF AGENDA

It was moved by Elliott and seconded by McGlothlin to approve the agenda as presented. The motion carried unanimously.

EXECUTIVE SESSION

Chair Lawrence recessed to Executive Session in Accordance With ORS 192.660 (2) (e) to Conduct Deliberations With Persons Designated by the Governing Body to Negotiate Real Property Transactions at 5:35 pm.

Reconvene to Open Session at 6:10 pm

It was moved by Spatz and seconded by Brown to direct the Agency Manager to proceed with negotiations subject to conditions on redevelopment of the Granada Block properties, excluding the Granada Theatre and agreed upon closing date and have the property developed and operational. The motion carried unanimously.

ADJOURNMENT

The meeting was adjourned at 6:15 pm.

Submitted:
Julie Krueger
City Manager

Signed: _____
Steve Lawrence, Chair

Attest: _____
Izetta Grossman, City Clerk

MINUTES

COLUMBIA GATEWAY URBAN RENEWAL AGENCY
And URBAN RENEWAL ADVISORY COMMITTEE SPECIAL MEETING
OF
September 6, 2016
5:30 P.M.

THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Chair Steve Lawrence

AGENCY PRESENT: Dan Spatz, Linda Miller, Russ Brown, Taner Elliott

AGENCY ABSENT: Tim McGlothlin

COMMITTEE PRESENT: Gary Grossman, Phil Lewis, John Nelson, Steve Kramer, Atha Lincoln

COMMITTEE ABSENT: Greg Weast, Jennifer Dewey, John Willer

STAFF PRESENT: City Manager Julie Krueger, Project Coordinator Daniel Hunter, Business Development Director Gary Rains

CALL TO ORDER

Chair Lawrence called the meeting to order at 5:37 p.m.

PLEDGE OF ALLEGIANCE

Chair Lawrence lead the Pledge of Allegiance.

EXECUTIVE SESSION

Chair Lawrence recessed the meeting to Executive Session at 10:00 a.m., in accordance with ORS 192.660 (2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

MINUTES (Continued)
Special Council Meeting
January 14, 2016
Page 2

Atha Lincoln arrived 6:13 p.m.

Reconvene to Open Session

The meeting reconvened to open session at approximately 7:12 p.m.

It was moved by Spatz, and seconded by Brown to direct the City Manager to negotiate an agreement for sale fo the Granada Theater with Gomez Productions. The motion carried unanimously.

ADJOURNMENT

The meeting adjourned at 7:15 p.m.

SIGNED:

Stephen E. Lawrence, Chair

ATTEST:

Izetta Grossman, City Clerk



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY
CITY OF THE DALLES

AGENDA STAFF REPORT

URBAN RENEWAL AGENCY

Meeting Date: September 26, 2016

TO: Urban Renewal Agency

FROM: Eric Nerdin, Urban Renewal Consultant

DATE: September 13, 2016

ISSUE: Urban Renewal Property Rehabilitation Façade Improvement Application

BACKGROUND:

On February 1, 2016 staff received an application from Craig Development, LLC for a façade improvement grant under the Urban Renewal Property Rehabilitation Program for the building commonly known as the Craig Building located at 323 E. 2nd Street, The Dalles, Oregon. The Urban Renewal Advisory Committee has previously approved this grant with a broader scope and higher cost.

At the Agency Board meeting February 22, 2016 the Board rejected the previous request. They requested the applicant revise the scope to include only the facade. Some previous items appeared to include work on the roof, which is not covered by the Façade Program.

A revised grant request of \$23,755 was presented to, and recommended for, approval by the Urban Renewal Advisory Committee at its March 15, 2016 meeting. This revised grant request was approved by the Agency Board at its March 28, 2016 meeting. All work contained in this revised request was considered eligible under the Façade Program.

On August 4, 2016, Craig Development, LLC submitted another revised UR façade improvement program grant application due to the scope of work changing after the Agency Board approval of Craig Development LLC's previously revised application. The August 4, 2016 revised application is for a \$21,168.63 grant request. The most significant change to the scope of work is replacing the awning instead of removing the awning and replacing the glass tiles. This change is due to the glass tiles no longer being available and the work involved to replace them is too expensive to complete at this time,

as it would require rebuilding much of the lower façade of the building. The total project amount is revised from \$48,755 to \$44,168.63 and the applicant match is revised from \$25,000 to \$23,000.

On January 27, 2016 the applicant's request was reviewed by the Historic Landmarks Commission and received unanimous approval.

This revised application and matching funds meet the Urban Renewal Façade Program guidelines and on September 7, 2016 was unanimously recommended by the Urban Renewal Advisory Committee to the Urban Renewal Agency for approval.

BUDGET IMPLICATIONS

Detailed information was provided with the original grant request showing the Agency had sufficient funds to grant the request. As this request is less than the originally approved amount and less than the previously approved revised amount, there are more than sufficient funds to meet this request.

This fiscal year there was \$200,000 budgeted for new Property Rehabilitation Projects, including façade improvement grants. Thus far, the Agency has approved \$46,157 in grants for façade improvement and \$16,250 for Civic Improvement Grants. If this revised Craig Development, LLC façade improvement grant application of \$21,168.63 is approved; the total amount granted this budget cycle (fiscal year 2017) will be \$83,575.63, with \$116,424.37 remaining for future applications.

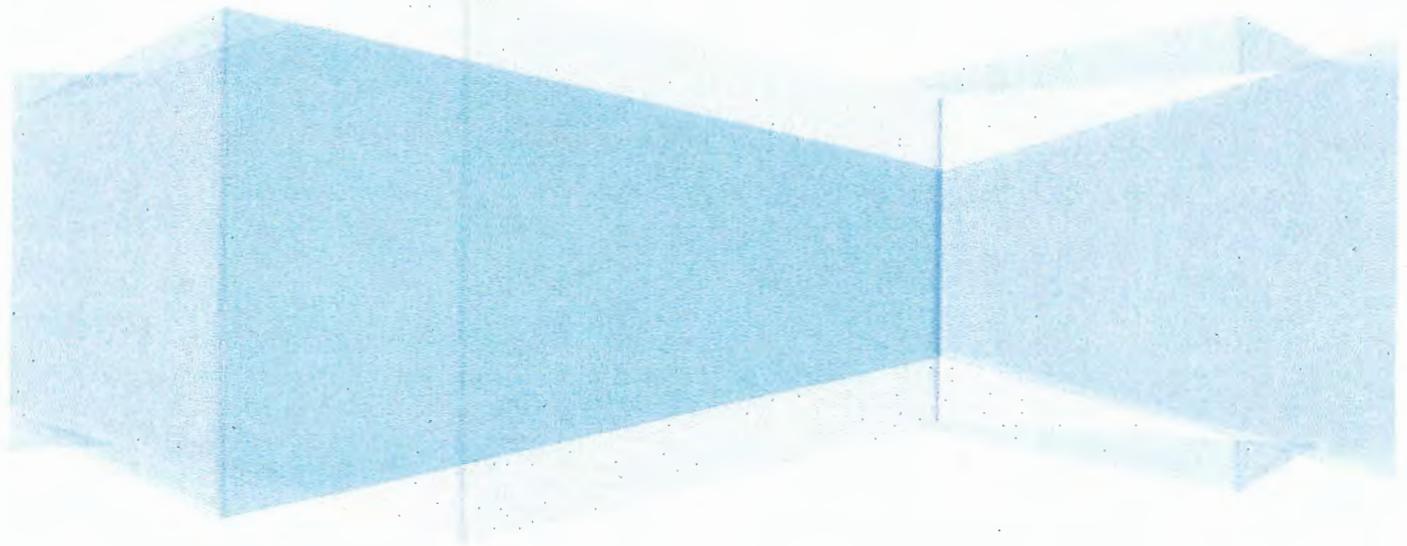
BOARD ALTERNATIVES

1. Move to recommend to the Agency Board, approval of grant funds to Craig Development, LLC in an amount not to exceed \$21,168.63.
2. Deny the request for a recommendation

APPLICATION

THE DALLES

URBAN RENEWAL AGENCY



MAY CONTAIN CONFIDENTIAL INFORMATION

The Dalles Urban Renewal Agency
Property Rehabilitation Grant and Loan Programs
-APPLICATION-

REVISED 8-4-2016
Application Date: _____

Application Number: _____

PROGRAM APPLYING TO (Check One)

- Historic Design and Restoration Program
- Redevelopment of Unused & Underused Property Program
 - Loan Interest Subsidy Program
 - Demolition Loan Program
- Civic Improvements Grant Program
- Façade Improvement Grant Program
 - Residential Structure

APPLICANT INFORMATION

Applicant Name: Craig Development

Contact Person: Jim Craig

Mailing Address: 4337 S Via DeFebrero
Green Valley, Arizona 85622

Applicant is: Owner Leaser

Phone Number: 541-993-7667 Email: jwc819@gmail.com

Federal Tax ID or Social Security Number: NA 47-4572140
(If none, check box)

Bank of account and contact: NA
(If none, check box)

Name of Business: Craig Development LLC

Business Mailing Address: 323 E. 2nd St.
The Dalles, OR 97058

The Dalles Urban Renewal Agency
Property Rehabilitation Grant and Loan Programs
-APPLICATION-

Name of Principle: Jim Craig

Site Address

323 E 2nd St.
The Dalles, OR 97058

Legal Description

1N 13E 3 BD 2400

HISTORIC PROPERTY (STAFF USE) YES **NO** (If yes, requires IILC approval)

PROJECT INFORMATION

Building Age: 1910 Building Square Footage: 18,000

Building Current Use: Retail/Office

Building Planned Use: Retail/Office

Project Description Outline:

The Craig Building is one of the best historic buildings in Downtown The Dalles. Its Chicago style windows and white brick are an iconic symbol of the past, and when renovated will be the finest example of what is possible for other buildings throughout Downtown.

This facade grant will make possible removal of the dated, torn awning which has covered up much of the front of the building for decades. Behind this awning are large decorative tiles which are broken and missing. You can see them on the corner posted. They are cracked and in need of restoration. They will be replaced with new porcelain tiles to restore the original look. The window sills have pulled away from the building. New metal sill caps will be fabricated and installed. The top four rows of bricks will be prepped, sealed and painted. And finally, the Chicago style windows have original wood sashes and trim. All of the window trim will be renovated, including being scraped, cracks and defects filled, chemically treated, primed and repainted to look original.

The end result of this project will be the restoration of the Craig building to what it looked like as a new building in 1912 when it was the Pease and Mays Mercantile.

This is in addition to the renovation of the entire inside of the building by Craig Development to accommodate two new tenants and a total of 75 employees in Downtown.

The Dalles Urban Renewal Agency
 Property Rehabilitation Grant and Loan Programs
 -APPLICATION-

PROPOSED SOURCES OF FUNDING (loans)

<u>Source</u>	<u>Amount</u>	<u>Rate</u>	<u>Term</u>	<u>Match</u>
Urban Renewal Loan	\$ _____			
Equity (applicant)	\$ _____			
_____ Bank	\$ _____	_____ %	_____	

PROPOSED SOURCES OF FUNDING (grants)

Urban Renewal Grant	\$ <u>21,168.63</u>			
Applicant Match	\$ <u>23,000.00</u>			
Other Source _____	\$ _____	_____ %	_____	<input type="checkbox"/>
Other Source _____	\$ _____	_____ %	_____	<input type="checkbox"/>
Other Source _____	\$ _____	_____ %	_____	<input type="checkbox"/>
Total	\$ 44168.63			

(Must equal total expected costs)

The Dalles Urban Renewal Agency
Property Rehabilitation Grant and Loan Programs
-APPLICATION-

Applicant hereby certifies that all information contained above and in exhibits attached hereto are true and complete to the best knowledge and belief of the applicant and are submitted for the purpose of allowing the full review by The Dalles Urban Renewal Agency and its agents for the purpose of obtaining the financial assistance requested in this application.

Applicant hereby consents to disclosure of information herein and the attachments as may be deemed necessary by MCEDD and its agents for such review and investigation.

I Craig Development have read and understood the guidelines of The Dalles Urban Renewal Agency Property Rehabilitation Grant and Loan Programs and agree to abide by its conditions.

James W. Craig Owner
Signature and Title if appropriate

8/5/16
Date

Signature and Title if appropriate

Date

Signature and Title if appropriate

Date

Signature and Title if appropriate

Date

The Following Items Are Required Before A Loan Is Approved Or Grant Project Can Begin:

A. Loans and Grants

1. Certificate of approval from agency (if required).
2. Letter of approval from Historic Landmarks Commission (if required).
3. A summary of the project outlining the work to be done.
4. Complete plans and specifications.
5. Costs estimates or bids from a licensed contractor.
6. Evidence that building permits or any other required permits are in place.
7. Preliminary commitment of any other funds to be used in the project.

B. Loans Only

1. Amount of loan requested and proposed terms being requested.
2. Bank's loan application and any other information the bank requires, such as current financial statements, including balance sheets and income statements.

For Applicants Under The Civil Improvements Grant Program:

The grants will be awarded semi-annually on a competitive basis and based on the selection criteria in your narrative and attach it to this application form. The deadlines for applications are July 31 and January 31 of each year.

Bob's Glass, Inc.

2424 W. 7th St.
The Dalles, Oregon 97058
Oregon CCB# 36618

541-296-2468 / 296-3549
fax 541-296-2189
Washington CCB# BOBSGI*01006

Revised IV PROPOSAL

3/1/16

ADAMS DESIGN CENTER

307 E. 2nd St.
The Dalles, Oregon 97058
541-296-0074
Attn: Dave

Jobsite: Craigs Bldg. (Upstairs Remodel)
The Dalles, Oregon

Regarding Upstairs existing windows:

Wood panels will be removed by others so we can install the following new glass in those panels... Then the panels will be re-installed back in window openings by others..

Supply & Install.

1 - 44 x 40 - 3/16 clear glass

1 - 52 x 40 - 3/16 clear glass

Putty

Supply & Install in existing windows:

3 - 16 x 20 - 1/8 clear glass

Putty

Supply & Install in East window:

2 - 52" x 102" - 1/4" clear tempered mono glass

1 - 102" clear anodized division bar

FOR THE SUM OF \$ 2,721.63

NO OTHER ITEMS INCLUDED IN THIS PROPOSAL EXCEPT WHAT IS LISTED

(If any additional insurance is required, beyond the Oregon Contractors Board, please call as it may change the the cost above)

Please sign, date, fax or email a copy to us... Thank You...

Signature _____

Date _____

Bob's Glass, Inc.

2424 West 7th Street
The Dalles, Oregon 97058-4163
541-296-2468 fax 296-2189

Invoice

Date 2/29/2016
Invoice # 4355

Bill To

Adams Design Center
307 E. 2nd St.
The Dalles, Oregon 97058
541-296-0074

Ship To

Craig Bader
The Dalles, Oregon 97058

P.O. Number Terms Rep Ship Via F.O.B. Project
Date 2/29/2016

Quantity	Item Code	Description	Price Each	Amount
	Commercial	Supply & Install in east window: 2 - 52" x 102" 1/4" clear tempered glass 1 - 102" clear anodized division bar	1,179.00	1,179.00

We Do Not Send Statements ...
Please Pay on Receipt of Invoice... Thank You

Total 51,179.00

Bob's Glass, Inc.

2424 West 7th Street
The Dalles, Oregon 97058-4163
541-296-2468 fax 296-2189

Invoice

Date: 3/27/2016
Invoice #: 1393

Bill To

Adams Design Center
507 E. 2nd St.
The Dalles, Oregon 97058
☎ 541-296-0074 Dave 541-288-6336

Ship To

Will Call our shop

P.O. Number Terms Rep Ship Via F.O.B. Project

Brandon

3/28/2016

Quantity	Item Code	Description	Price Each	Amount
	Commercial	Supply 1 - 31 3/4 x 54 - 1/2" clear annealed glass five seams title ms # 592011 for Will Call signature	64.00	64.00

*Thank you, Dave
We appreciate it.
Bob*

We Do Not Send Statements ...
Please Pay on Receipt of Invoice.. Thank You

Total

64.00

Bob's Glass, Inc.

2424 West 7th Street
The Dalles, Oregon 97058-4163
541-296-2468 fax 396-2189

Invoice

Date: 4/12/2016
Invoice #: 4196

Bill To

Adams Design Center
307 E. 5th St
The Dalles, Oregon 97058
O 541-296-0974 Dave 541-288-6336

Ship To

Crates 194p
The Dalles

F.O. Number Terms Rep Ship Via F.O.B. Project
Dave 4/12/2016

Quantity	Item Code	Description	Price Each	Amount
	Commercial	Supply & Install, 1 - 26" x 38" clear tempered insulated glass Low-E, argon, acolor and labor in excess of exterior floor	258.00	258.00

*Thanks very much Dave
We appreciate it.
Bob
GC*

**We Do Not Send Statements ...
Please Pay on Receipt of Invoice.. Thank You**

Total \$258.00



QUOTATION

Date: June 10, 2016

FROM THE DESK OF: **KEN SPEARING** | **ken@pikeawning.com**

7300 SW LANDMARK LANE PORTLAND, OREGON 97224
(503) 624-5600 | (800) 866-9172 | Fax: (503) 968-5440 | www.pikeawning.com

SUBMITTED TO:

Craig Development

SITE:

323 E 2nd
The Dalles, OR

Attn: Gary Rains

Phone: 541.386.5351

Email: gary@garyrains.com

INCLUDES:

1 - Fabric awning recover complete and installed

Height: 7' 8"

Projection: 4' 0"

Width: Corner with legs of 78' and 12'

Fabric: Sunbrella, ten-year warranty

Color: #4894 Motive Dusk on top and #4684 Slate on valance

Seams: Welded

Thread: Tenera by Gortex, lifetime warranty

Cost: \$7,850

Graphics: Copy on valance "Adams Design Center" & "MCMC Financial Services"

Color: Off white

Cost: \$570

EXCLUDES:

Existing fabric ceiling to be removed and given to building owner

Total: \$8,420 _____

Sales Terms: 1/3 down and balance due upon completion

Accepted by: _____

Date: _____

Price good 90 days

Oregon CCB# 32364

Craftsmanship & Creativity Since 1891

WA #PIKETAC 033DF



Craigs
323 East 2nd St
The Dalles OR 97058

Date: 6/10/2016
Proposal #1825

We Hereby submit specifications and estimate for: Exterior Windows Paint.

Prep-Work:

- > Pressure wash building exterior windows and trim.
- > Scrape, putty lite sand and caulk windows and sashes where needed.
- > Mask all (26) windows to be painted.

Paint:

- > Sherwin-Williams Primer RX Peel Bond Primer, helps even out less than perfect surfaces for smoother finish.
- > Sherwin-Williams SuperPaint, withstands the elements and resists peeling and blistering, apply (2) coats (color TBD).

Equipment:

- > Rental of man-lift.

Total Project Cost: \$23,035.00

Any alterations or deviations from work to be performed will involve extra cost of materials and labor above the sum mentioned in this contract which does not include the cost of any permits that may be involved, plumbing, or electrical unless specifically stated in the above proposal. All agreements must be in writing. Note: This proposal may be withdrawn by us if not accepted within 30 days.

Authorized by

TERMS

50% deposit via cash / check / credit card required at time of acceptance, 50% due at time of substantial completion.

Credit card payments will incur a processing fee of 2.5% of total project cost.

Total Down \$ _____ **Check #** _____ **Verification** _____ / _____

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which

_____ agrees to pay the proposed amount, according to the terms above.

Accepted

Date _____

(541) 296-4242

1215 E. 18th Street • The Dalles, OR 97058

CCB# 160249 • WA# ADAMSCL956JL

D&R MASONRY RESTORATION, INC.



8890 SE McLoughlin Blvd.
Milwaukie, OR 97222

CCB#99196 (WA) DRMASRI006BS

Phone (503) 353-1650
Fax (503) 654-1291

www.drmasonry.com

June 14, 2016

Dear Gary,

D&R MASONRY RESTORATION, INC. proposes to furnish all materials and perform all labor necessary to complete the Masonry Cleaning and Painting of the windows located at 327 East 2nd Street in The Dalles, OR..

SCOPE OF WORK SOUTH AND EAST ELEVATIONS FOR THE CLEANING AND SEALING:

- * Set up to perform work below
- * Provide a lift to perform the work below
- * Pressure clean the exterior to remove the dust and biological growth from the masonry
- * Apply an clear breathable water repellant as per manufacturer's spec.
- * Clean mess up and haul away

\$9,719.00

If any masonry repairs need to be done, D&R will provide a proposal for the additional work.

SCOPE OF WORK SOUTH AND EAST ELEVATIONS PAINTING OF THE WINDOWS:

- * Set up to perform work below
- * Provide a lift to perform the work below
- * Hand scrape with a tool the wood window frames to remove loose paint
- * Prime all bare wood window frames
- * Apply two coats of paint to the window frames
- * Remove the deteriorated caulking around the perimeter of the windows
- * Install the correct backing rod/bond breaker tape as per manufacturer's spec.
- * Install a Urethane paintable caulking as per manufacturer's spec.
- * Clean mess up and haul away

\$16,104.00

I can be contacted at 503-353-1650 with any questions.

Sincerely,
Ray Elkins
Ray Elkins
Estimator
ray@drmasonry.com

Proposal accepted: _____

Date: _____

