



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

**AGENDA**  
**COLUMBIA GATEWAY**  
**URBAN RENEWAL ADVISORY COMMITTEE**

Conducted in a Handicap Accessible Meeting Room

Tuesday, April 20, 2004  
5:30pm  
City Hall Council Chambers  
313 Court St.  
The Dalles, OR

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Approval of Minutes of: February 17, 2004
- VI. Public Comment
- VII. Action/Recommendation
  - A. Chamber of Commerce Site Scope of Work and Contract Approval
- VIII. Discussion
- IX. Next Meeting Date: May 18, 2004
- X. Adjourn



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

## **Columbia Gateway Urban Renewal Advisory Committee Minutes**

**Tuesday, February 17, 2004**

City Hall Council Chambers  
313 Court Street  
The Dalles, OR 97058  
*Conducted in a handicap accessible room.*

### **CALL TO ORDER**

The meeting was called to order by Chair, Dan Ericksen at 5:34 P.M.

### **ROLL CALL**

Administrative Secretary Denise Ball conducted roll call.

Present members: Dan Ericksen, Jack Evans, Dick Elkins, and Ken Farner

Absent members: Randy Carter, Chris Zukin, and Nikki Lesich

Staff present: Nolan Young, City Manager, Gene Parker, City Attorney, Dan Durow, Community Development Director, Steve Schafroth, Consultant, Denise Ball, Administrative Secretary

### **PLEDGE OF ALLEGIANCE**

Ericksen lead the group in the Pledge of Allegiance.

### **APPROVAL OF AGENDA ITEMS**

Ericksen asked if there were any changes or additions to the amended agenda. Farner moved to approve the agenda as submitted and Elkins seconded. The motion carried unanimously with Carter, Zukin, and Lesich absent.

### **APPROVAL OF MINUTES**

Ericksen asked if there were any corrections or additions needed for the minutes of October 21, 2003. There were none. Farner moved to approve the minutes and Evans seconded the motion. The motion passed unanimously with Carter, Zukin, and Lesich absent.

## **PUBLIC COMMENT**

None

## **ACTION/RECOMMENDATION**

### **A. Property Rehab. Grant and Loan Program Application**

Steve Schafroth presented the Staff Report on the Second Wasco County Courthouse/Masonic Lodge request for Urban Renewal Grant monies in the amount of \$62,000. The Masons will be providing the balance of \$41,370. The request is for roof replacement and rewiring to meet safety and code requirements. Schafroth asked if there were any questions.

Evans asked why the Brown Roofing proposal shows a bid of \$32,870 but the grant application is requesting \$38,370.

Schafroth explained that the additional \$5,500 pertains to item number 2 on the proposal regarding structural repairs. This is a fair estimate of what can be expected.

Evans asked if that \$5,500 was part of the additional work mentioned in the Brown Roofing letter of April 17, 2003.

Schafroth said it is not. The \$5,500 would cover removal of chimneys and re-sheathing those chimney areas as well as inside gutter covering and duct repair.

Jerry Frazier, representative for the Masonic Lodge, explained how the building has had numerous roof patches and repairs but it is now time for a new roof. With declining and maturing membership, the Lodge will need to rely heavily upon grants to maintain the building.

Farner said he feels this is an excellent application and the building is a historic asset to the community. The building has been maintained but is showing fair wear and tear. It also is a facility that has and continues to generate a revenue stream. Farner went on to say that this years grant budget has already been spent so approving this application would take money from next years budget. Prioritizing eligible projects and properties is the only way to best utilize Urban Renewal's limited resources.

Chair Ericksen interrupted Farner and said Dan Durow should give his presentation on current budget changes.

Durow called everyone's attention to the list of Urban Renewal Projects included in the mail-out. Durow said these project priorities could shift due to opportunity driven situations, such as the \$2,000,000 EDA grant for the Union Street underpass. The Grant

and Loan Budget amount of \$80,000 for this year is not a solid number. Some of the costs are fixed, such as the interest buy down portion. However, the rest of the monies are based upon a best-guess estimation of who may apply. Monies can be moved from uncommitted funds into the grant and loan account.

Staff and Committee members briefly discussed current and future budget dollars and tax revenue forecasts. All agreed that Third Street Streetscape is a priority.

Ericksen said he believes there is nothing worse than water damage in a building to destroy value. Ericksen went on to say it is the Second Wasco County Courthouse, which is near and dear to his heart as County Judge. Wasco County is one of the few counties in the country that has all of its courthouses still intact. Preservation of the Second Courthouse is significant and is a worthy project.

Farner said he is comfortable with the application after Durow gave his report on the project budget for Urban Renewal.

Evans moved to recommend that the Urban Renewal Agency approve the request for a \$62,000 grant for phases 1, 2, and 3 to the Wasco Lodge #15 A.F. & A.M. Farner seconded the motion.

Discussion: Parker said funds would have to be moved into the Property Rehab. Grant and Loan budget account but that it is understood the Agency will need to take such action. The motion is fine as stated.

The motion carried with Carter, Zukin, and Lesich absent.

## **B. Grant Agreement Language**

City Attorney Parker presented proposed supplemental language for the Redevelopment Agreement for Property Rehab. Grant and Loan Program. This language allows for a specific time period to utilize awarded grant monies. At the end of the time period the monies will be rescinded if the project has not been completed.

Durow said the purpose is not to be threatening but rather to make sure grant monies are spent where they are needed, as quickly as possible. Someone may apply for and receive a grant but then not do anything with it while another applicant with a pressing need goes without.

Ericksen feels "an extension" should be changed to "one extension". If the applicant is requesting more than one extension, then the project has changed. The applicant should reapply for the next competitive grant cycle and provide information on what is different



with their project. Also, the sentence starting with "failure by the (name of grantee) to commence.." should be clarified to cover both the original deadline and any extension of that deadline.

Durow said both the Committee and Staff should evaluate how ready an applicant is to proceed.

The Urban Renewal Advisory Committee directed Staff to make the discussed administrative changes and notify the Agency.

### **C. Work Scope Approval for The Dalles Visitor Center and Park/Open Festival Area Conceptual Plan**

Durow presented the Staff Report and attached proposal. The request is for \$24,351 to complete the conceptual plan for the City owned property at Union and 1<sup>st</sup> Streets.

Durow also informed the Commission that the City would receive a Transportation Growth Management Grant through LCDC to do the design work on 1<sup>st</sup> Street, the downtown parking study and preliminary work, and to update the Transportation Master Plan. The original request was for \$100,000 but we will be receiving less than that so the City will need to come up with additional matching funds.

Ericksen asked how much of the original budget is committed to the projects on the list.

Durow said the Arco project is not committed yet. The Hilco site is on hold. The Mill Creek Project will not happen. The Civic Auditorium is committed. The 1<sup>st</sup> Street Parking is committed, and additional matching funds are needed. The Wasco Milling purchase has \$27,000 committed toward the purchase price of \$250,000. Durow said he is working on the development plan for the Milling property.

Robert McNary, City resident, asked if he could make public comment on this topic and Ericksen said he could.

McNary said he had appeared before City Council sometime back and questioned the park concept. McNary said the City Manager and the City Councilmen present assured him at that time that the City was not going to build a park at that location. That property was purchased for sewer development and sewer development funds were utilized for the purchase and demolition of the grain elevators. McNary went on to say the money was dedicated funds for sewer development and until the funds are replaced back into sewer development the land can only be used for sewer development.

City Manager Young said the sources of funding for the purchase of the property would be addressed at the City Council meeting. Young said in 2001 the plan was to leave that area of the site open and create a "festival area" so it would be available for future expansion of the sewer treatment plant. Young went on to say that a task force is looking at the sewer and Riverfront projects. The task force believes it may be possible to construct a building on the western end of the property.

Farner moved to recommend to the Urban Renewal Agency that an expenditure not to exceed \$24,351 be authorized to complete the conceptual plan for The Dalles Visitor Center/Park and Open Festival Area as proposed in the scope of work provided by CH2M Hill. Elkins seconded the motion.

Ericksen said the only caveat would be that the City must be amenable to using the property for a Visitor Center before the money is actually spent.

The motion carried unanimously with Carter, Zukin, and Lesich absent.

#### **D. Chamber of Commerce Request for the West Gateway/Transition Project Right-of-way Determination**

Durow presented the Staff Report. Durow said the Chamber is requesting this work to be done but ultimately the design work will need to be completed for the gateway project. This will just speed up the design phase and it is not money that would not need to be spent otherwise.

Evans said he would need to abstain due to his interest in the Chamber.

Farner moved to recommend to the Urban Renewal Agency that an expenditure not to exceed \$5000 be authorized to begin the final engineering design work for the West Gateway/Transition Project to allow for the determination of any excess right-of-way that could be made available to the Chamber through a vacation process. Elkins seconded the motion and it carried with Ericksen, Farner, and Elkins voting aye and Evans abstaining.

#### **DISCUSSION**

**Reports on Previously Awarded Grants** – Durow updated the Committee on the Art Center. A Notice to Proceed has not been issued and no grant monies can be paid until all the required contractor information has been submitted. Durow said the Art Association has been awarded two grants totaling almost \$140,000 and had indicated an urgent need for the funding. However, only \$12,500 in work has been performed during the past nine months. Durow said it was his fault payment had been made prior to the Notice to Proceed.

Durow said he is working with Mike Gougler to get the fire doors installed at the Granada. The new roof did it's job as there were no leaks from all the snow, ice, and rain. Durow updated the Committee on the dangerous Wasco Warehouse Milling building demolition.

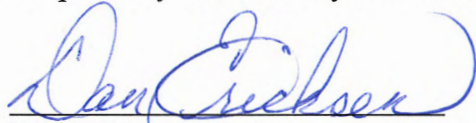
#### **FUTURE MEETINGS**

The next regular meeting scheduled for March 16, 2004 has been changed to March 30, 2004, at 5:30 P.M. Farner said he will not be able to attend but the rest of the Committee said they would be available.

#### **ADJOURNMENT**

The meeting was adjourned at 6:52 P.M.

Respectfully submitted by Denise Ball, Administrative Secretary.



Dan Ericksen, Chair

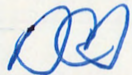



## AGENDA STAFF REPORT

### URBAN RENEWAL ADVISORY COMMITTEE

**DATE:** April 20, 2004

**TO:** Urban Renewal Advisory Committee

**FROM:** Dan Durow, Urban Renewal Manager 

**THRU:** Nolan Young, City Manager 

**ISSUE:** Recommendation to the Urban Renewal Agency to expend \$33,393 on the planning for the Chamber office and visitor center site, as part of the West Gateway/Transition Area conceptual plan and Gateway Project.

**BACKGROUND:** The Chamber of Commerce is currently looking at their existing site on which to locate a new office and visitor center but in order to make that decision more information needs to be obtained. The Chamber is asking that monies be spent on a conceptual plan that would provide the information needed for the location decision. Attached is the proposal from David Evans and Associates, Inc. (DEA) that details the work scope and budget amount.

Previous work done on conceptual planning for the West Gateway/Transition Design will be incorporated into this design work. The Urban Renewal Plan specifically allows expenditures for this project as part of the "Gateway Project". The plan project states, "West 2<sup>nd</sup>. Street... Street and Property Redevelopment, Redesign and Reconstruction", and further states "The urban renewal portion of the project is focused on West Second Street and associated properties."

**BUDGET IMPLICATIONS:** The Urban Renewal budget currently has approximately \$371,566 of uncommitted monies, which can be spent on this design work.

**RECOMMENDATION:** To recommend to the Urban Renewal Agency that an expenditure not to exceed \$33,393 be authorized to complete the conceptual plan for the



Gateway Project, The Dalles Visitor Center and Chamber Office, as proposed in the attached Scope of Work with DEA.

#### ALTERNATIVES

1. To modify the proposal and recommend approval as noted above.
2. To not recommend approval of the expenditure.



DAVID EVANS  
AND ASSOCIATES INC

**THE DALLES AREA CHAMBER OF COMMERCE  
STATEMENT OF WORK  
April 14, 2004**

**BACKGROUND**

The Chamber of Commerce is proposing to develop a new chamber office, visitor center, and community meeting space. The chamber's building committee has reviewed alternative sites and concluded that none of the sites were equal to, or better than the existing site now owned by the Chamber.

Studies of the existing building on site have determined it is not economically feasible to remodel and bring the building up to modern building codes and technological requirements for chamber use.

The facilities committee, building committee, and the board of directors have approved the replacement of the existing building. Subsequently, a conceptual building plan has been developed for the chamber to review.

The proposed study will develop a review of the site requirements for the chamber facility, spatial relationships of the facility to surrounding properties; chamber related traffic and parking requirements, utility analysis and grading, city code requirements, and incorporation of public agency plans for the area.

**TASKS**

**Task 1: Project Startup**

- A. Contractor shall meet with the Chamber Building Committee and City to review the building program and City expectations of the study.
- B. Inventory and Analysis
  - 1. Review building committee studies, conceptual building plans, and existing land uses.
  - 2. Review current and proposed Public Facility Plans for the area.
  - 3. Review code requirements for proposed use of this site.
  - 4. Review available as-built utility drawings.
  - 5. Review adjacent ROW and property for potential use.
  - 6. Review environmental conditions and requirements on the site.
  - 7. Develop base maps (AutoCAD) from existing City and Chamber information (a topographic survey is not proposed at this time).

- C. Contractor shall meet with Chamber Building Committee and City to present opportunities and constraints developed through the existing information and program requires gathered during the inventory and meetings with the Chamber and City.

***Task 1 Deliverables***

- *Technical report including: existing conditions, opportunities and constraints and program requirements for the building*

**Task 2: Develop Alternative Concepts**

- A. Contractor shall develop alternative concepts for chamber office facility.
1. Prepare a minimum of two (2) alternative concepts for review.
    - a. Alternatives to include adjacent parcels, circulation plans, and parking.
    - b. Develop plans and sections reflecting alternative concepts.
  2. Develop preliminary cost estimates.
    - a. Cost estimates to be prepared with enough detail to compare the alternative concepts.
    - b. Evaluate access and traffic circulation on the streets surrounding the chamber site.
- B. Meet with building committee and City to present alternatives concepts.

***Task 2 Deliverables***

- *Alternatives report that identifies analysis of a minimum of two alternative concepts*

**Task 3: Refine Alternative Concepts**

- A. Contractor shall refine alternative concepts and solutions to reflect comments received from the Chamber and City.
- B. Contractor shall refine cost estimates.
- C. Contractor shall present refined plans to Chamber Building Committee and City to select a preferred alternative concept.

***Task 3 Deliverables***

- *Analysis of alternative concepts to determine best fit (preferred concept) for the site*

**Task 4: Develop Preferred Site Plan**

- A. Contractor shall develop preferred alternative concepts identified at meeting with the Building Committee and City into the Preferred Site Plan
1. Show final circulation plan and recommendations for property acquisition and/or street vacation.
  2. Prepare final text and graphics
- B. Contractor shall prepare final cost estimates for the preferred site plan.

C. Contractor shall present final site plan to the Building Committee and City.

***Task 4 Deliverables***

- *Final Plan, recommendations and cost estimate*

**Fee Estimate**

Based on the above outlined tasks, the estimated fees for the project are \$30,673 per the following breakdown.

Task 1: \$10,266 (includes all meetings identified in the outline)

Task 2: ~~\$8,587~~ 11306

Task 3: \$5,517

Task 4: \$6,303

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**The Dalles Area Chamber of Commerce Site  
Project Budget**

	Tasks	Project Manager	Landscape Architect	Landscape Designer	St. Trans Engineer	Sr. Engineer	CADD	Admin Asst	
	Rates	\$119.28	\$95.42	\$65.04	\$113.32	\$92.44	\$68.59	\$56.66	
Task 1	Project Startup								
	Meeting with Chamber and City/site visit	6	6	6					\$ 1,678
	Inventory and Analysis		8	16					\$ 1,804
	Review existing studies and plans					4			\$ 370
	Review code requirements					4			\$ 370
	Review ROW and adjacent property					2			\$ 185
	Review environmental conditions								
	Develop base map		4	16		2	8		\$ 2,156
	Develop opportunities and constraints	2	6	12		4		8	\$ 2,415
	Meeting with Chamber and City to present findings	6	6						\$ 1,288
	<b>Subtotal</b>	<b>14</b>	<b>30</b>	<b>50</b>		<b>16</b>	<b>8</b>	<b>8</b>	<b>\$ 10,266</b>
Task 2	Develop Alternative Concepts								
	Prepare alternative concepts (including adjacent parcels, circulation, parking)	2	12	20					\$ 2,684
	Develop plans and sections		6	6		6	12		\$ 2,340
	Develop preliminary cost estimates		2	8		12			\$ 1,820
	Meet with Chamber and City to review concepts	6	6					8	\$ 1,741
	Evaluate access and traffic circulation on the streets surrounding the chamber site				24				\$ 2,720
	<b>Subtotal</b>	<b>8</b>	<b>26</b>	<b>34</b>	<b>24</b>	<b>18</b>	<b>12</b>	<b>8</b>	<b>\$ 11,306</b>
Task 3	Refine Alternative Concepts								
	Refine concepts based on comments	2	6	14		6	8		\$ 2,825
	Refine cost estimates		2	6		4			\$ 951
	Present refined plans to Chamber and City	6	6					8	\$ 1,741
	<b>Subtotal</b>	<b>8</b>	<b>14</b>	<b>20</b>		<b>10</b>	<b>8</b>	<b>8</b>	<b>\$ 5,517</b>
Task 4	Develop Preferred Site Plan								
	Develop Preferred Site Plan (including final circulation plans and recommendations for adjacent property and ROW)	2	6	8		6	8		\$ 2,435
	Prepare final text and graphics		4	8			4	4	\$ 1,403
	Prepre final cost estimate		2	4		4			\$ 821
	Present final plans to Chamber and City	6	6	2				4	\$ 1,645
	<b>Subtotal</b>	<b>8</b>	<b>18</b>	<b>22</b>		<b>10</b>	<b>12</b>	<b>8</b>	<b>\$ 6,303</b>
	<b>TOTAL</b>	<b>38</b>	<b>88</b>	<b>126</b>		<b>54</b>	<b>40</b>	<b>32</b>	<b>\$ 33,393</b>