



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

**Tuesday, December 21, 2010**

**5:30 PM**

City Hall Council Chambers

313 Court Street

The Dalles, OR 97058

*Conducted in a handicap accessible room.*

### **CALL TO ORDER**

Chair Ericksen called the meeting to order at 5:30 p.m.

### **ROLL CALL**

Present members: Jennifer Botts, Dan Ericksen, Chris Zukin, Ken Farner, Gary Grossman, Bill Dick

Absent members: Benjamin Hoey, Dick Elkins, Diana Bailey

Staff present: Dan Durow, Community Development Dept. Director, Denise Ball, Planning Tech.

### **PLEDGE OF ALLEGIANCE**

Chair Ericksen led the group in the Pledge of Allegiance.

### **APPROVAL OF AGENDA ITEMS**

Gary Grossman moved to approve the agenda and Chris Zukin seconded. The motion carried unanimously, Hoey, Elkins, and Bailey absent.

### **APPROVAL OF MINUTES**

Chair Ericksen asked if there were any corrections or additions needed for the minutes of November 16, 2010. Chris Zukin moved to approve the minutes as submitted and Ken Farner seconded the motion. The motion carried with five voting in favor, one abstention, and Hoey, Elkins, and Bailey absent.

### **PUBLIC COMMENT**

None

### **Executive Session**

Urban Renewal Advisory Committee  
Minutes – December 21, 2010

- A. Recess 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. (5:35 pm)
- B. Reconvene to Open Session (6:30pm).
- C. Recommendation from Executive Session: Gary Grossman moved to direct Staff to proceed with the Memorandum of Understanding as discussed in Executive Session. Chris Zukin seconded the motion and it carried unanimously, Hoey, Elkins, and Bailey absent.

### **ON-GOING PROJECTS**

Director Durow told the Committee:

- Third Street Streetscape: The dollar numbers on the crosswalks the Committee had requested at the last meeting will be obtained and presented at the next meeting.
- The Dock and Festival area are on hold until the MOU with the Warm Springs tribe is executed.
- Washington Street~1<sup>st</sup> Street project: 75% drawings are going through a three week review. 100% drawings are scheduled for April or May.
- The roundabout lighting project is in design phase, there are blue store bought LED lights in the globe and side panels of the obelisk.
- James Martin negotiations are underway for the outright purchase of the Sunshine Mill or a new purchase option.

### **FUTURE MEETINGS**

The next scheduled meeting is Tuesday, January 18, 2011. Chair Ericksen will not be available.

### **ADJOURNMENT**

The meeting was adjourned at 6:40 pm.

Respectfully submitted by Denise Ball, Planning Tech.

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Chris Zukin, Acting Chair

## PRESENTATION TO URBAN RENEWAL ADVISORY BOARD

The historic Civic Auditorium is set to launch its capital campaign to finish rehabilitation of the 1,050 seat theatre in 2011. In 2010, with a grant from the Ford Family Foundation, the Civic Board of Directors completed a capitalization and sustainability plan. It calls for substantial involvement from the community, both private and public and a complicated structure of committees and volunteers.

Urban renewal in The Dalles has looked at projects which it feels are vital to the community and which address the need to upgrade, improve or save older buildings in the downtown core area. The Civic Auditorium is more than just an older building. It is "the" Civic center, constructed in 1921 to honor veterans and to be the center of activities for the well being of the community, both culturally and socially. It has the potential, once completed, to bring strong events to The Dalles which will benefit the many businesses around the community, even beyond restaurants and hotels.

With the projected activity surrounding the Granada Theatre and the Recreation block, now is the time. In fact, there may only be this window in the next two years to garner the momentum needed to rehab the theatre. There have been three false starts in the past. Each time, small improvements have occurred but the final push did not come. The Civic Auditorium should be one of the top priorities in The Dalles, if not the number one priority. It should be seen as vital to the infrastructure of the community. Financially, restoration of the theatre represents the financial future of the Civic Auditorium and the key to its survival.

How best can the City of The Dalles and the Urban Renewal District participate in this important effort?

## THE DALLES COMMUNITY ENHANCEMENT PROGRAM

### Project Name:

Civic Auditorium Theatre Restoration

### Location of Project:

The Dalles, Oregon

### Vision and Community Benefit:

The historic Civic Auditorium has a number of spaces for events and community use. While the Ballroom, Fireside Room and Gymnasium have already been restored, the theatre auditorium remains unusable and requires major structural and design updates. This project would restore the theater to its 1921 glory with the addition of state-of-the-art theatre technology. The result would be a major venue for entertainment to serve The Dalles and the larger Mid-Columbia community and support the continued operations of the historic Civic Auditorium.

### Project Budget:

Total: \$4,050,000

Funded to Date: Since 1987, over \$1,700,000 has been received from individuals, corporations, memorials, public agencies and other non-profit funding. These dollars have been given for help to rehabilitate the entire building which has directly or indirectly contributed to the eventual use of a rehabilitated theatre in the Civic Auditorium.

Funding Still Needed: \$4,050,000. According to our Capitalization Plan, these funds are expected to come from the following: \$1,050,000 from local individual and business giving, \$300,000 from in-kind contributions, \$300,000 or more from governmental support and the balance from private foundations and trusts.

### Project Status and Support:

Restoration plans have been drawn and a bid received. Organization of specific fundraising techniques and committees is ongoing with initiation in the Fall of 2011. Support has been received from the City of The Dalles and veterans groups.

### How you can help:

Assist in identifying funding options.

### Project Partners:

City of The Dalles, Veterans groups

### Lead Sponsor:

Organization Name	Civic Auditorium Historic Preservation Committee
Contact Name / Title	Steve Lawrence
Address / State / ZIP	222 W 12 <sup>th</sup> Street, The Dalles, OR 97058
Phone / FAX / email	503-807-0724 phone/ selawrence1963@yahoo.com

**Scope of Work  
Design and Engineering  
The Dalles Civic Auditorium**

**Rehabilitation of the Auditorium:**

Review and adjust the specifications for plaster repair, painting, atrium construction, entry construction, tile work, carpet, doors, woodwork, and other miscellaneous work necessary to make the Auditorium functional.

**Acoustic Analysis and Design of the Auditorium:**

Perform a professional engineering acoustic analysis of the auditorium. Design and specify work and materials necessary to accomplish a reverberation time of consistent with use of the auditorium.

**Design of Auditorium Balcony for Simply Supported Beam:**

Redesign the balcony and support systems. The main balcony beams to support simply only at the walls, no supporting structures from the roof trusses, and no columns rising from the main floor. Analyze the present supporting columns and footings within the adjacent walls. Make necessary adjustments.

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Design and specify a new gridiron system for the stage scenery. Operation of the new gridiron will be from the stage floor. Maintenance access to the motors and machinery on the gridiron will be OSHA compliant. Specify the best available system for efficient manipulation of the stage scenery and theatrical effects.

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**Plans and Specifications for Dressing Rooms under the Stage:**

Design a set of dressing and preparation rooms under the stage with full access to enter the stage from either side. Dressing rooms include vanity sink, mirrors, and lighting necessary to support a full theatrical production. Provide restroom facilities either unisex or sufficient for both sexes. Provide rehearsal space isolated from the stage so a rehearsal and production may occur simultaneously.

**Plans and Specifications for Orchestra Pit:**

Design an orchestra pit with access from under the stage. Provide power supply for any electrically operated instruments, and lighting. Provide sound system access for full auditorium broadcast and integration.

**Plans and Specifications for a more Continuous Slope of Auditorium Floor:**

Plan and specify the construction of a more evenly sloped auditorium floor. Provide in floor electrical, sound system and communication conduits to support a fully functional and full range of ancillary services.

**Design and Specifications for Dumb Waiter from Basement to Ballroom:**

Design and specification for a dumb waiter to function between the basement level to the Ballroom floor level. The dumb waiter will have intermediate stops at the gymnasium level, and the mezzanine level. Dumb waiter shall be modular, upgradeable, and digital.

**Plans and Specifications for Commercial Kitchen in the Old Locker Room:**

Commercial Kitchen located in the old locker room space to include adequate power and fuel supply for full range of baking, burner top, ventilation, dishwasher, and appliance operation. Provide sufficient counter space and sufficient worktable space. Include commercial size and quality linen laundering capacity.

**Scan and Redraw of Original Drawings:**

Scan a full set of original building drawings into raster format. Redraw drawings #1, 2, 4, 16, 17, 22, 23, 26, and 29 into vector format.

**Utility Diagrams:**

Review existing drawings. Make necessary additions to provide a plumbing diagram, floor drain diagram, roof drain diagram, communication (voice and data) diagram, and one-line electrical circuit and load center diagram.

**Contract Ready Documents:**

Provide six sets of contract ready plans and specifications. Provide the Civic Auditorium with rights to use these documents to accomplish rehabilitation of the Civic Auditorium.

**Architect – Engineer Estimate of Construction Costs:**

Provide an architect/engineers estimate of each phase of the construction listed above. Build the estimate in such a fashion so the Civic may readjust the estimate to reflect inflation and time.



## THE DALLES CIVIC AUDITORIUM RESTORATION PROJECT

### SCOPE OF WORK

#### **ARCHITECTURAL: Architectural Resources Group (San Francisco, California)**

Review existing plans for compliance with ADA. Create revised Construction Documents for submission to local and state review bodies. Integrate plans from 'as built' provided by Yankee Design & Building as well as Philip R. McCurdy Architects, P.C. (Plan set supplied by owner, dated 1997)

#### **ENGINEERING: Froelich Engineering (Bend, Oregon)**

Create structural plans for integration with Construction Documents from Architectural Resources Group and Yankee Design & Building. Scope of structural to be limited to balcony support, wheelchair lift, shaft-way and fly-bridge re-support.

#### **PERMITS: Yankee Design & Building (Bend, Oregon)**

Yankee Design & Building will secure permits for all work to be performed including, but not limited to, Planning Department approval, structural engineering, Historic Commission reviews, State Elevators Inspection Division, and Building Departments, both local and state.

#### **HISTORIC REQUIREMENTS: Yankee Design & Building**

Yankee Design & Building will perform a Historic Code required window and door audit, to delineate extent of work required for window repair and/or replacement. Scope of audit will include windows and doors on entire first floor/south elevation, and entire first floor/east elevation.



**TEMPORARY SERVICES: Yankee Design & Building**

Yankee Design & Building will secure all site required temporary services. These will include, but will not be limited to heat, equipment rental, temporary sprinkler shut-down, activate any telephone requirements and temporary worksite lighting. Existing electrical and bathroom facilities are to be provided by building owner.

**SITE PREPARATION: Yankee Design & Building**

Yankee Design & Building will secure all work areas from unauthorized entry through means of using barricades, fencing and/or temporary lockable doors (though maintaining egress for all workers at all times) secure with owner, for the protection of existing lobby, or second floor areas for construction access to bathroom facilities.

**DEMOLITION: Yankee Design & Building**

Yankee Design & Building will demolish selected areas, materials and finishes of The Dalles Civic Auditorium. The work will consist of:

- Remove areas of framed walls and ceiling materials to enable the future construction of the new basement bathrooms, Green Room and wheelchair lift shaft way.
- Remove existing orchestra pit wall and floor, as well as adjacent auditorium floor to accommodate future enlarged orchestra pit.
- Remove a portion of the existing lobby wall and floor assembly as needed for companion seating area to be constructed.
- Remove floor areas as delineated by Engineer of Record for new footings if needed.
- Remove lobby floor if required to aid in ADA compliance.
- Remove sidewalk (if required) to match possible new height of lobby for ADA compliance.
- Demolish all plaster not able to be reused (per evaluation by plaster contractor).
- Remove area of Mezzanine floor for proposed new stairway in the western section of the existing lobby.
- Remove sections of balcony, per plans, for companion seating, ADA ramps, concession stand.
- Remove portion of stage (west end) to accommodate the shaft-way for the wheelchair lift.
- Remove portions of plaster, regardless of condition, to aid in the installation of blown in sound attenuating insulation in the entire east wall of the auditorium.

**FOUNDATION WORK: to be determined**

Pour new foundation (footings, point loads, uplift beams) as required by Engineer of Record. Secure special inspection (Carlson Testing, Bend, Oregon), as required by engineer.

**ROUGH PLUMBING: to be determined**

Install all under-slab (basement) drain-lines. Install, supply and drain concession stand(s). Rough in plumbing for all bathroom fixtures, and Green Room needs, and any storm water run-off needs.

**CONCRETE FLATWORK: to be determined**

Install new concrete at orchestra pit, lobby floor, exterior sidewalk (if removed) and if required by Architect, main floor over-pour for ADA Compliance, and any and all first floor ADA ramping.

**METAL FABRICATION AND INSTALLATION: Sunburst Fabrications (Bend, Oregon)**

Fabricate and install all structural steel required by engineer for re-support of existing balcony, and any required steel for shaft-way of wheelchair lift. SunBurst Fabrication will also supply alteration to the balcony rail, to meet the Oregon Structural Specialty code.

**FRAMING: Yankee Design & Building**

Basement Floor: Frame shaft-way at wheelchair lift, frame new bathroom, Green Room walls, infill existing walls for compliance with new plans and uses.

Auditorium: Frame components of lobby, companion seating area, new concession stand, new stairs, reframe sprinkler valve closet.

Mezzanine Level: Reframe and/or infill at floor (old stairway, removed by others), reframe based on engineer's work for re-support. Frame ramps, stairway landing, and concession stand. Reframe the surround at the fire control board per plans.

Balcony/Projection Booth: Reframe damaged and/or missing elements after removal of support rods and reworking of new steel balcony support. Infill, remove, reframe any section of the existing Projection Room to accommodate new projection and sound equipment.

Stage: Frame in repairs, as required by engineer, to the fly gallery, and on stage storage (west side). sister any stage elements that have been damaged over time, and reframe stairways to the auditorium floor and to the Green Room.

**STAIRS: Yankee Design & Building**

Build new stairway at west end of lobby per plans, with design elements matched to the original staircase in adjacent finished section of the Civic Auditorium building lobby. Materials are to match existing historic materials.

**INSULATION: Gorge Glass & Insulation (The Dalles, Oregon)**

Sound attenuating insulation to be added to the east wall of the auditorium, floor to ceiling, stage to lobby, as well as the floor assembly between the mezzanine and the first floor. Insulate stage floor and vertical walls from the basement to the stage.

**SPRINKLERS: Juniper Fire Suppression (Bend, Oregon)**

Relocate heads/strobes and alarms based on reworked configuration of the auditorium. Utilize existing (newer) system, upgrade components as required per code. Install all currently visible feed lines within walls, ceilings or chases. Plans to be completed by the installer. This Scope assumes that the system backflow device and meter sizing are adequate for the required flow. Fireflow analysis and upgrading of the existing components of the feed system are not included in this Scope.

**ELECTRICAL: Reynolds Electric Services, Inc. (Bend, Oregon)**

Utilizing existing (newer) service gear located under the stage, rework all electrical distribution systems for future configuration including, but not limited to, concession stand(s), lobby lighting, exterior lighting, flagpole lighting, heating/cooling equipment feeds, emergency lighting, state lighting and sound system feed (stage lighting and sound systems by others under this contract), Green Room(s), bathrooms (under stage area).

Electric plans and calculations by electrical contractor expanding the existing service gear is not included in this Scope, nor is the expansion of the system for any kitchen requirements in the adjacent section of the building, commercial or otherwise.

**HVAC: Quality Heating (Bend, Oregon)**

Rework distribution system from existing rooftop units for maximum sound attenuation. Establish heating/cooling for lobby, Green Room, under-stage bathrooms, and concession stand(s) through the addition of rooftop units. Oregon Energy calculations, plans and equipment sheets are to be provided by contractor. This work excludes any commercial hoods for kitchen assemblies.

**LIFT: EIA Technologies (Clackamas, Oregon)**

Install with a variance from the State of Oregon Elevator Inspection Division, a three-stop wheelchair lift: basement to auditorium floor, and finally to the stage floor level. The lift will have two access points, set 180 degrees apart and will meet all State elevator codes. The variance will be possible per recent conversations with the State of Oregon Elevator Inspector, based on the historic nature of the Civic Auditorium. Plans and shop drawings to be provided by lift contractor. This work excludes any dumb-waiter or similar kitchen conveyance device.

**WINDOWS: Yankee Design & Building**

Rebuild all existing windows, replacing elements as needed per Historic Code required window audit. Windows will be reconstructed, as needed, out of original materials, and manufactured to the exact specifications of the existing windows. Copies of the inventory will be submitted to local Historic Commission, State Historic Preservation office, Building Department and Owner.

**EXTERIOR DOOR REBUILD: Yankee Design & Building**

Rebuild previously purchased doors to better match existing doors on south face of the Civic Auditorium. Work is to be done to better accommodate the probable change in height of the lobby floor and adjacent City of The Dalles sidewalk.

**PLASTER REPAIR/REPLACEMENT: White Star Plaster (Bend, Oregon)**

Where possible, re-secure plaster on the auditorium's walls and ceilings, replace with matching thickness those areas where repair is not possible. Plaster replacement will match in thickness, skim coat and texture coat. Existing lath will be reused where possible, where lath is unusable, similar material will be used to maintain inherent sound attenuation and historic accuracy.

**PLASTER/WOOD ORNAMENTS: Yankee Design/Boston Ornamental (Boston, MA)**

All historic architectural details shown on the 1921 plans on the proscenium and the stage wing walls are to either be hand-carved of basswood by Yankee Design & Building, or in the case of the repeating garland, cast plaster from molds made based on the historic plans. Installation will be performed by Yankee Design & Building.

**PAINT: Yankee Design & Building (or to be determined)**

All interior surfaces, excluding wood floors, will be painted with a, to be agreed upon, palette of colors. Artistic license will be taken with plaster/wood details, though be period appropriate.

Exterior of windows and doors will be primed and painted to the original color revealed by feather edge sanding of historic elements per Secretary of the Interior Standards for rehabilitation guidelines.

**STAGE EQUIPMENT SPECIFICATION: Boston Light & Sound, Inc. (Boston, MA)**

Install new 35mm film projection system, projecting both 1.85:1 (flat) and 2.40:1 (cinemascope) prints. Included are keystone correcting offset collars and full Dolby digital and analog soundtrack reproduction system. A full stage lighting grid will be installed on stage, but out of the way of the backdrop fly assembly, movie screen and stage curtain, wing and balcony spotlights & hardware, as well as stage and orchestra sound amplification is included. Lighting and sound control to be within existing projection

booth in balcony, and will integrate podium, orchestra and stage sound as well as stage and house lighting.

**AUDITORIUM/LOBBY SEATING: Second Chance Upholstery (The Dalles, Oregon)**

All of the existing seating (currently stored off-site) will be rehabilitated for future use. Frames will be powder-coated in a color chosen by owner based on authenticity. Upholstery will be completely refurbished, samples of section materials to be agreed upon prior to beginning work. Seating will be installed by Yankee Design & Building.

Lobby seating to be designed, constructed, and installed by Yankee Design & Building. Upholstery is to be done by Second Chance Upholstery in a style similar to the historic theater seating.

## CHAPTER 5: KEY ACTIONS AND TIMELINE

The following is a timeline of key actions and a conceptual timeline for launching and completing the tasks that will enable the Civic Auditorium to accomplish its goals and objectives within the 18-month campaign duration.

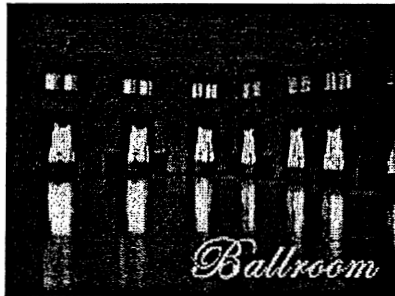
### Timeline

Timeline	Action Step	Outcome
June-August 2012	Recruit and train project advocates.	Provide capital campaign with local and regional volunteers to carry out local tasks.
June 2012	Invite Advisory Board member participation.	Establish high-profile leadership for campaign efforts. Bolster local commitment to this campaign.
June –August 2012	Implement training for capital campaign members.	Develop capacities and understanding of capital campaign committee members.
July 2012	Formalize core capital campaign committee members.	Launch capital campaign committee.
July 2012	Initiate silent campaign from identified local donors.	Launch silent campaign, and lay groundwork for public campaign.
July 2012	Advisory/board member contributions to the campaign	Secure stakeholder commitment to campaign goals and objectives. Leverage local commitment to outside funders.
July 2012-November 2013	Initiate direct donor contacts for cash and in-kind support throughout The Dalles and Wasco County.	Meet local giving, in-kind, and regional business fundraising milestones.
August 2012	<b>Silent Campaign: \$150,000 secured.</b>	<b>Fundraising goal achieved. Ready to launch public campaign.</b>
August 2012	Create and disseminate “case for support” brochure to canvas regional businesses and to create a media “buzz”.	Increase regional awareness of project.
September 2012	Official public launch of campaign, and 1 <sup>st</sup> community-wide fundraiser.	Invigorate local giving and bolster regional awareness of capital campaign.
October 2012	Launch digital and print campaign #1, “personal appeal.”	Build base of support to challenge the community and the region. Increase local participation on digital media sites.

<b>October 2012</b>	<b>In-Kind: \$150,000 secured.</b>	<b>First round of in-kind fundraising achieved.</b>
October 2012- March 2013	Launch “early-in” and “Letter of Inquiry” grantwriting campaign to governmental sources.	Meet first round of “governmental support” campaign milestone.
November 2012	Compile mailing lists from summer events and from within the community.	Create master direct mail campaign list for print and digital communication of the campaign.
December 2012	Organize 2 <sup>nd</sup> community-wide fundraiser to coincide with holiday season.	Maximize local momentum and achieve first round of fundraising milestones.
December 2012	Publish first issue of e-newsletter and issue holiday fundraising challenge to the community of supporters.	Maximize local momentum and achieve first round of fundraising milestones.
January 2013 – November 2013	Publish monthly e-newsletter to direct mailing contacts.	Sustain awareness of campaign and maximize opportunities for giving from the community.
<b>January 2013</b>	<b>Local giving: \$150,000 secured</b>	<b>1st milestone achieved.</b>
January 2013	Launch “full application” grantwriting campaign to “governmental support” grant programs.	Make applications to public funders.
<b>February 2013</b>	<b>Regional Businesses: \$300,000 secured.</b>	<b>1st milestone achieved. Ready to apply to private funders.</b>
February – May 2013	Launch “early-in” and “Letter of Inquiry” grantwriting campaign to private foundations/trusts.	Meet first round of “private foundations/trusts” campaign milestone.
<b>March 2013</b>	<b>Gov’t Support: \$300,000 secured.</b>	<b>Raised entire projected amount of Gov’t support.</b>
March-May 2013	Launch “full application” grantwriting campaign to private foundations/trusts.	Attract challenge grants to stimulate local giving.
May – August 2013	Launch “early-in” and “Letter of Inquiry” grantwriting campaign to private foundations/trusts.	Meet second round of “private foundations/trusts” campaign milestone.
June 2013	Organize 3 <sup>rd</sup> community-wide fundraiser to coincide with summer season.	Maximize local momentum and achieve second round of fundraising milestones.
<b>August 2013</b>	<b>Private foundations &amp; trusts: \$540,000 secured</b>	<b>1<sup>st</sup> milestone achieved.</b>
August – November 2013	Launch “full application” grantwriting campaign to private foundations/trusts.	Meet second round of “private foundations/trusts” campaign milestone.
<b>September 2013</b>	<b>Regional Businesses: \$300,000 secured.</b>	<b>2<sup>nd</sup> - and final - milestone achieved.</b>

October 2013	Organize 4 <sup>th</sup> community-wide fundraiser to “cap off” the capital campaign.	Maximize local momentum and achieve all of the campaign fundraising milestones.
October 2013	In-Kind: \$150,000 secured.	2 <sup>nd</sup> - and final - milestone achieved.
November 2013	Local Giving: \$300,000 secured.	2 <sup>nd</sup> - and final - milestone achieved.
November 2013	Private foundations & trusts: \$600,000 secured	2 <sup>nd</sup> - and final - milestone achieved.
December 2013	Capital Campaign concludes.	Construction begins.

Previously restored rooms of the Civic Auditorium:





# ? - Donated at no cost.  
\$800,000 + - More than any other building.

\$50K to do  
Engineering

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Design a set of dressing and preparation rooms under the stage with full access to enter the stage from either side. Dressing rooms include vanity sink, mirrors, and lighting necessary to support a full theatrical production. Provide restroom facilities either unisex or sufficient for both sexes. Provide rehearsal space isolated from the stage so a rehearsal and production may occur simultaneously.

**Plans and Specifications for Orchestra Pit:**

Design an orchestra pit with access from under the stage. Provide power supply for any electrically operated instruments, and lighting. Provide sound system access for full auditorium broadcast and integration.

**Plans and Specifications for a more Continuous Slope of Auditorium Floor:**

Plan and specify the construction of a more evenly sloped auditorium floor. Provide in floor electrical, sound system and communication conduits to support a fully functional and full range of ancillary services.

**Design and Specifications for Dumb Waiter from Basement to Ballroom:**

Design and specification for a dumb waiter to function between the basement level to the Ballroom floor level. The dumb waiter will have intermediate stops at the gymnasium level, and the mezzanine level. Dumb waiter shall be modular, upgradeable, and digital.

**Plans and Specifications for Commercial Kitchen in the Old Locker Room:**

Commercial Kitchen located in the old locker room space to include adequate power and fuel supply for full range of baking, burner top, ventilation, dishwasher, and appliance operation. Provide sufficient counter space and sufficient worktable space. Include commercial size and quality linen laundering capacity.

**Scan and Redraw of Original Drawings:**

Scan a full set of original building drawings into raster format. Redraw drawings #1, 2, 4, 16, 17, 22, 23, 26, and 29 into vector format.

**Utility Diagrams:**

Review existing drawings. Make necessary additions to provide a plumbing diagram, floor drain diagram, roof drain diagram, communication (voice and data) diagram, and one-line electrical circuit and load center diagram.

**Contract Ready Documents:**

Provide six sets of contract ready plans and specifications. Provide the Civic Auditorium with rights to use these documents to accomplish rehabilitation of the Civic Auditorium.

**Architect – Engineer Estimate of Construction Costs:**

Provide an architect/engineers estimate of each phase of the construction listed above. Build the estimate in such a fashion so the Civic may readjust the estimate to reflect inflation and time.



## **THE DALLAS CIVIC AUDITORIUM RESTORATION PROJECT**

### **SCOPE OF WORK**

#### **ARCHITECTURAL: Architectural Resources Group (San Francisco, California)**

Review existing plans for compliance with ADA. Create revised Construction Documents for submission to local and state review bodies. Integrate plans from 'as built' provided by Yankee Design & Building as well as Philip R. McCurdy Architects, P.C. (Plan set supplied by owner, dated 1997)

#### **ENGINEERING: Froelich Engineering (Bend, Oregon)**

Create structural plans for integration with Construction Documents from Architectural Resources Group and Yankee Design & Building. Scope of structural to be limited to balcony support, wheelchair lift, shaft-way and fly-bridge re-support.

#### **PERMITS: Yankee Design & Building (Bend, Oregon)**

Yankee Design & Building will secure permits for all work to be performed including, but not limited to, Planning Department approval, structural engineering, Historic Commission reviews, State Elevators Inspection Division, and Building Departments, both local and state.

#### **HISTORIC REQUIREMENTS: Yankee Design & Building**

Yankee Design & Building will perform a Historic Code required window and door audit, to delineate extent of work required for window repair and/or replacement. Scope of audit will include windows and doors on entire first floor/south elevation, and entire first floor/east elevation.

**TEMPORARY SERVICES: Yankee Design & Building**

Yankee Design & Building will secure all site required temporary services. These will include, but will not be limited to heat, equipment rental, temporary sprinkler shut-down, activate any telephone requirements and temporary worksite lighting. Existing electrical and bathroom facilities are to be provided by building owner.

**SITE PREPARATION: Yankee Design & Building**

Yankee Design & Building will secure all work areas from unauthorized entry through means of using barricades, fencing and/or temporary lockable doors (though maintaining egress for all workers at all times) secure with owner, for the protection of existing lobby, or second floor areas for construction access to bathroom facilities.

**DEMOLITION: Yankee Design & Building**

Yankee Design & Building will demolish selected areas, materials and finishes of The Dalles Civic Auditorium. The work will consist of:

- Remove areas of framed walls and ceiling materials to enable the future construction of the new basement bathrooms, Green Room and wheelchair lift shaft way.
- Remove existing orchestra pit wall and floor, as well as adjacent auditorium floor to accommodate future enlarged orchestra pit.
- Remove a portion of the existing lobby wall and floor assembly as needed for companion seating area to be constructed.
- Remove floor areas as delineated by Engineer of Record for new footings if needed.
- Remove lobby floor if required to aid in ADA compliance.
- Remove sidewalk (if required) to match possible new height of lobby for ADA compliance.
- Demolish all plaster not able to be reused (per evaluation by plaster contractor).
- Remove area of Mezzanine floor for proposed new stairway in the western section of the existing lobby.
- Remove sections of balcony, per plans, for companion seating, ADA ramps, concession stand.
- Remove portion of stage (west end) to accommodate the shaft-way for the wheelchair lift.
- Remove portions of plaster, regardless of condition, to aid in the installation of blown in sound attenuating insulation in the entire east wall of the auditorium.

**FOUNDATION WORK: to be determined**

Pour new foundation (footings, point loads, uplift beams) as required by Engineer of Record. Secure special inspection (Carlson Testing, Bend, Oregon), as required by engineer.

**ROUGH PLUMBING: to be determined**

Install all under-slab (basement) drain-lines. Install, supply and drain concession stand(s). Rough in plumbing for all bathroom fixtures, and Green Room needs, and any storm water run-off needs.

**CONCRETE FLATWORK: to be determined**

Install new concrete at orchestra pit, lobby floor, exterior sidewalk (if removed) and if required by Architect, main floor over-pour for ADA Compliance, and any and all first floor ADA ramping.

**METAL FABRICATION AND INSTALLATION: Sunburst Fabrications (Bend, Oregon)**

Fabricate and install all structural steel required by engineer for re-support of existing balcony, and any required steel for shaft-way of wheelchair lift. SunBurst Fabrication will also supply alteration to the balcony rail, to meet the Oregon Structural Specialty code.

**FRAMING: Yankee Design & Building**

**Basement Floor:** Frame shaft-way at wheelchair lift, frame new bathroom, Green Room walls, infill existing walls for compliance with new plans and uses.

**Auditorium:** Frame components of lobby, companion seating area, new concession stand, new stairs, reframe sprinkler valve closet.

**Mezzanine Level:** Reframe and/or infill at floor (old stairway, removed by others), reframe based on engineer's work for re-support. Frame ramps, stairway landing, and concession stand. Reframe the surround at the fire control board per plans.

**Balcony/Projection Booth:** Reframe damaged and/or missing elements after removal of support rods and reworking of new steel balcony support. Infill, remove, reframe any section of the existing Projection Room to accommodate new projection and sound equipment.

**Stage:** Frame in repairs, as required by engineer, to the fly gallery, and on stage storage (west side). Sister any stage elements that have been damaged over time, and reframe stairways to the auditorium floor and to the Green Room.

**STAIRS: Yankee Design & Building**

Build new stairway at west end of lobby per plans, with design elements matched to the original staircase in adjacent finished section of the Civic Auditorium building lobby. Materials are to match existing historic materials.



**INSULATION: Gorge Glass & Insulation (The Dalles, Oregon)**

Sound attenuating insulation to be added to the east wall of the auditorium, floor to ceiling, stage to lobby, as well as the floor assembly between the mezzanine and the first floor. Insulate stage floor and vertical walls from the basement to the stage.

**SPRINKLERS: Juniper Fire Suppression (Bend, Oregon)**

Relocate heads/strobes and alarms based on reworked configuration of the auditorium. Utilize existing (newer) system, upgrade components as required per code. Install all currently visible feed lines within walls, ceilings or chases. Plans to be completed by the installer. This Scope assumes that the system backflow device and meter sizing are adequate for the required flow. Fireflow analysis and upgrading of the existing components of the feed system are not included in this Scope.

**ELECTRICAL: Reynolds Electric Services, Inc. (Bend, Oregon)**

Utilizing existing (newer) service gear located under the stage, rework all electrical distribution systems for future configuration including, but not limited to, concession stand(s), lobby lighting, exterior lighting, flagpole lighting, heating/cooling equipment feeds, emergency lighting, state lighting and sound system feed (stage lighting and sound systems by others under this contract), Green Room(s), bathrooms (under stage area).

Electric plans and calculations by electrical contractor expanding the existing service gear is not included in this Scope, nor is the expansion of the system for any kitchen requirements in the adjacent section of the building, commercial or otherwise.

**HVAC: Quality Heating (Bend, Oregon)**

Rework distribution system from existing rooftop units for maximum sound attenuation. Establish heating/cooling for lobby, Green Room, under-stage bathrooms, and concession stand(s) through the addition of rooftop units. Oregon Energy calculations, plans and equipment sheets are to be provided by contractor. This work excludes any commercial hoods for kitchen assemblies.

**LIFT: EIA Technologies (Clackamas, Oregon)**

Install with a variance from the State of Oregon Elevator Inspection Division, a three-stop wheelchair lift; basement to auditorium floor, and finally to the stage floor level. The lift will have two access points, set 180 degrees apart and will meet all State elevator codes. The variance will be possible per recent conversations with the State of Oregon Elevator Inspector, based on the historic nature of the Civic Auditorium. Plans and shop drawings to be provided by lift contractor. This work excludes any dumb-waiter or similar kitchen conveyance device.

**WINDOWS: Yankee Design & Building**

Rebuild all existing windows, replacing elements as needed per Historic Code required window audit. Windows will be reconstructed, as needed, out of original materials, and manufactured to the exact specifications of the existing windows. Copies of the inventory will be submitted to local Historic Commission, State Historic Preservation office, Building Department and Owner.

**EXTERIOR DOOR REBUILD: Yankee Design & Building**

Rebuild previously purchased doors to better match existing doors on south face of the Civic Auditorium. Work is to be done to better accommodate the probable change in height of the lobby floor and adjacent City of The Dalles sidewalk.

**PLASTER REPAIR/REPLACEMENT: White Star Plaster (Bend, Oregon)**

Where possible, re-secure plaster on the auditorium's walls and ceilings, replace with matching thickness those areas where repair is not possible. Plaster replacement will match in thickness, skim coat and texture coat. Existing lath will be reused where possible, where lath is unusable, similar material will be used to maintain inherent sound attenuation and historic accuracy.

**PLASTER/WOOD ORNAMENTS: Yankee Design/Boston Ornamental (Boston, MA)**

All historic architectural details shown on the 1921 plans on the proscenium and the stage wing walls are to either be hand-carved of basswood by Yankee Design & Building, or in the case of the repeating garland, cast plaster from molds made based on the historic plans. Installation will be performed by Yankee Design & Building.

**PAINT: Yankee Design & Building (or to be determined)**

All interior surfaces, excluding wood floors, will be painted with a, to be agreed upon, palette of colors. Artistic license will be taken with plaster/wood details, though be period appropriate.

Exterior of windows and doors will be primed and painted to the original color revealed by feather edge sanding of historic elements per Secretary of the Interior Standards for rehabilitation guidelines.

**STAGE EQUIPMENT SPECIFICATION: Boston Light & Sound, Inc. (Boston, MA)**

Install new 35mm film projection system, projecting both 1.85:1 (flat) and 2.40:1 (cinemascope) prints. Included are keystone correcting offset collars and full Dolby digital and analog soundtrack reproduction system. A full stage lighting grid will be installed on stage, but out of the way of the backdrop fly assembly, movie screen and stage curtain, wing and balcony spotlights & hardware, as well as stage and orchestra sound amplification is included. Lighting and sound control to be within existing projection

booth in balcony, and will integrate podium, orchestra and stage sound as well as stage and house lighting.

**AUDITORIUM/LOBBY SEATING: Second Chance Upholstery (The Dalles, Oregon)**

All of the existing seating (currently stored off-site) will be rehabilitated for future use. Frames will be powder-coated in a color chosen by owner based on authenticity. Upholstery will be completely refurbished, samples of section materials to be agreed upon prior to beginning work. Seating will be installed by Yankee Design & Building.

Lobby seating to be designed, constructed, and installed by Yankee Design & Building. Upholstery is to be done by Second Chance Upholstery in a style similar to the historic theater seating.

## CHAPTER 5: KEY ACTIONS AND TIMELINE

The following is a timeline of key actions and a conceptual timeline for launching and completing the tasks that will enable the Civic Auditorium to accomplish its goals and objectives within the 18-month campaign duration.

### Timeline

Timeline	Action Step	Outcome
June-August 2012	Recruit and train project advocates.	Provide capital campaign with local and regional volunteers to carry out local tasks.
June 2012	Invite Advisory Board member participation.	Establish high-profile leadership for campaign efforts. Bolster local commitment to this campaign.
June –August 2012	Implement training for capital campaign members.	Develop capacities and understanding of capital campaign committee members.
July 2012	Formalize core capital campaign committee members.	Launch capital campaign committee.
July 2012	Initiate silent campaign from identified local donors.	Launch silent campaign, and lay groundwork for public campaign.
July 2012	Advisory/board member contributions to the campaign	Secure stakeholder commitment to campaign goals and objectives. Leverage local commitment to outside funders.
July 2012-November 2013	Initiate direct donor contacts for cash and in-kind support throughout The Dalles and Wasco County.	Meet local giving, in-kind, and regional business fundraising milestones.
August 2012	<b>Silent Campaign: \$150,000 secured.</b>	<b>Fundraising goal achieved. Ready to launch public campaign.</b>
August 2012	Create and disseminate “case for support” brochure to canvas regional businesses and to create a media “buzz”.	Increase regional awareness of project.
September 2012	Official public launch of campaign, and 1 <sup>st</sup> community-wide fundraiser.	Invigorate local giving and bolster regional awareness of capital campaign.
October 2012	Launch digital and print campaign #1, “personal appeal.”	Build base of support to challenge the community and the region. Increase local participation on digital media sites.

<b>October 2012</b>	<b>In-Kind: \$150,000 secured.</b>	<b>First round of in-kind fundraising achieved.</b>
October 2012- March 2013	Launch "early-in" and "Letter of Inquiry" grantwriting campaign to governmental sources.	Meet first round of "governmental support" campaign milestone.
November 2012	Compile mailing lists from summer events and from within the community.	Create master direct mail campaign list for print and digital communication of the campaign.
December 2012	Organize 2 <sup>nd</sup> community-wide fundraiser to coincide with holiday season.	Maximize local momentum and achieve first round of fundraising milestones.
December 2012	Publish first issue of e-newsletter and issue holiday fundraising challenge to the community of supporters.	Maximize local momentum and achieve first round of fundraising milestones.
January 2013 – November 2013	Publish monthly e-newsletter to direct mailing contacts.	Sustain awareness of campaign and maximize opportunities for giving from the community.
<b>January 2013</b>	<b>Local giving: \$150,000 secured</b>	<b>1st milestone achieved.</b>
January 2013	Launch "full application" grantwriting campaign to "governmental support" grant programs.	Make applications to public funders.
<b>February 2013</b>	<b>Regional Businesses: \$300,000 secured.</b>	<b>1st milestone achieved. Ready to apply to private funders.</b>
February – May 2013	Launch "early-in" and "Letter of Inquiry" grantwriting campaign to private foundations/trusts.	Meet first round of "private foundations/trusts" campaign milestone.
<b>March 2013</b>	<b>Gov't Support: \$300,000 secured.</b>	<b>Raised entire projected amount of Gov't support.</b>
March-May 2013	Launch "full application" grantwriting campaign to private foundations/trusts.	Attract challenge grants to stimulate local giving.
May – August 2013	Launch "early-in" and "Letter of Inquiry" grantwriting campaign to private foundations/trusts.	Meet second round of "private foundations/trusts" campaign milestone.
June 2013	Organize 3rd community-wide fundraiser to coincide with summer season.	Maximize local momentum and achieve second round of fundraising milestones.
<b>August 2013</b>	<b>Private foundations &amp; trusts: \$540,000 secured</b>	<b>1<sup>st</sup> milestone achieved.</b>
August – November 2013	Launch "full application" grantwriting campaign to private foundations/trusts.	Meet second round of "private foundations/trusts" campaign milestone.
<b>September 2013</b>	<b>Regional Businesses: \$300,000 secured.</b>	<b>2<sup>nd</sup> - and final - milestone achieved.</b>

October 2013	Organize 4 <sup>th</sup> community-wide fundraiser to “cap off” the capital campaign.	Maximize local momentum and achieve all of the campaign fundraising milestones.
October 2013	In-Kind: \$150,000 secured.	2 <sup>nd</sup> - and final - milestone achieved.
November 2013	Local Giving: \$300,000 secured.	2 <sup>nd</sup> - and final - milestone achieved.
November 2013	Private foundations & trusts: \$600,000 secured	2 <sup>nd</sup> - and final - milestone achieved.
December 2013	Capital Campaign concludes.	Construction begins.

Previously restored rooms of the Civic Auditorium:

