

SUPPLEMENTAL AGENDA

COLUMBIA GATEWAY URBAN RENEWAL AGENCY BOARD

May 20, 2025

5:30 p.m.

City Hall Council Chambers
313 Court Street, The Dalles, Oregon

Via Zoom

<https://us06web.zoom.us/j/86259459367?pwd=Z0Nnd3E4bkxBUVhXQkRKTKjCdeJ6QT09>

Meeting ID: **862 5945 9367** Passcode: **292293**

Dial: 1-669-900-6833 or 1-253-215-8782

ITEM TO BE ADDED TO THE AGENDA

9. ACTION ITEMS:

- D. Incentive Program Grant Request: 100 W 2nd Street (Historic Post Office Upper Floor Renovation)

Meeting conducted in a room in compliance with ADA standards.

Prepared by/
Crystal Sayre, Administrative Assistant
Community Development Department



AGENDA STAFF REPORT AGENDA LOCATION: 9.D.

MEETING DATE: May 20, 2025

TO: Chair and Members of the Urban Renewal Agency Board

FROM: Jacob Anderson
Economic Development Officer

ISSUE: Incentive Program Grant Request: *100 W 2nd Street (Historic Post Office Upper Floor Renovation)*

BACKGROUND

CREZ Partners, LLC (**Applicant**) submitted an application under the Agency's Incentive Program (**Program**) seeking \$97,275 in Program funds to assist with the redevelopment of the second floor of the historic Post Office located at 100 W 2nd Street (**Property**). The building is listed on the National Register of Historic Places and currently houses AmeriTitle on the ground floor. The second floor (approximately 2,500 SF) has been unoccupied for over three decades and remains in a deteriorated state.

The proposed work includes asbestos abatement, plumbing and electrical upgrades, flooring replacement, fixture removal, wall and millwork repairs, and the addition of a small lounge. The renovated space is intended to house a local family museum (Rooms 204–206) and offer office suites for lease (Rooms 209–213).

The total project cost is estimated at \$270,850, with Applicant committing over \$173,000 in private match funding (64%). Work is anticipated to begin June 1, 2025 and be completed by September 30, 2025.

STAFF REVIEW:

Staff identified the following key considerations for the Board's review:

- **Eligibility of Project:** The project qualifies as an eligible commercial improvement under the Program Guidelines, including upper-floor reuse and interior infrastructure upgrades. The building is taxable, and the applicant is not seeking other public funds at this time.
- **Compliance with Guidelines:**
 - No work has commenced.

- Applicant submitted a complete application, including project narrative, detailed budget, photos, and title report.
- The funding request does not exceed the \$100,000 threshold for a Public Benefits Statement.
- **Historic Significance and Reuse:** The project advances the adaptive reuse of a long-vacant upper floor in a historic downtown structure, consistent with Urban Renewal goals for economic vitality and preservation.

BOARD ALTERNATIVES:

1. ***Staff Recommendation: Move to approve the application and authorize the Agency Manager to execute an Incentive Program Grant Agreement with CREZ Partners, LLC in an amount not to exceed \$97,275, consistent with the Program Guidelines and submitted application.***
2. Move to approve the application with additional conditions (e.g., revised timeline, modified budget), and authorize the Agency Manager to execute an Incentive Program Grant Agreement with CREZ Partners, LLC as amended.
3. Move to deny the application on the grounds that the Board determines the proposed project does not meet sufficient Program goals or priorities at this time.

Attachment:

- **Attachment 1** – Urban Renewal Incentive Program Application, *100 W 2nd Street*

Urban Renewal Incentive Program APPLICATION



Property address: 100 W 2nd Street, The Dalles, OR 97058

Incentive requested: Commercial Project Mixed Use Project New Residential Project
(check all that apply)

Applicant

Katie Cordrey, Project Coordinator
Contact person and title

CREZ Partners LLC
Business name

541-993-2029 cell 541-296-9684 office
Phone number(s)

kcordrey@meadowoutdoor.com
Email Address

PO BOX 331
Mailing address

The Dalles
City

Oregon 97058
State ZIP Code

CREZ Partners LLC 4 years | JR ZUKIN Corporation dba Meadow Outdoor Advertising 45 years.¹

Website URL

Years in Business / Years in The Dalles

Are you current on business taxes? Y N

In which state are your incorporation &/or organization documents filed: Delaware

Ownership status: I own the property
 I own the property with others

I am purchasing the property*
 I lease the property*
* Owner Authorization form required (attached)

Property Owner *(Required if different than Applicant.)*

The Owner is the Applicant
Owner name / contact

Owner business (if applicable)

Phone number(s)

Email Address

Mailing address

City

State ZIP Code

Do you expect property owner to be the same at time of project completion? Y N

1. CREZ owns real estate on behalf of JR Zukin Corporation members. The companies have the same ownership and share the physical Oregon business address of 1201 Bargeway Road, The Dalles. They also have offices in CA: PO Box 1810, Los Gatos, CA 95031.

Application Submittal

Minimum Requirements

To be eligible for Program funds, the following minimum requirements must be met:

- (1) The subject real property (**Property**) must be located within the Area;
- (2) Applicant must be the Property's current owner or must obtain the owner's prior written consent on the Application;
- (3) Applicant must not be delinquent on any City accounts (e.g., utility accounts) and real property taxes concerning the Property must be paid in full at the time of Application submission and all fund disbursements. If the Applicant is not the Property's current owner, both the Applicant and owner must not be delinquent on any City accounts and be current on their real property taxes;
- (4) The Property must not be subject to any tax abatements reducing its assessed market value (including, without limitation, tax credits, property-related subsidies, or any other tax exemption); provided, however, the Property may receive tax abatement or subsidies from The Dalles Vertical Housing Development Zone without impacting its eligibility under this Program;
- (5) The project for which Program funds are sought must be an Eligible Project meeting and seeking to advance Plan goals and objectives; and
- (6) Applicant must timely apply for Program funds on Agency's then-current Program application and in such manner as the Agency Manager (**Administrator**) may then prescribe.

Attachments

Separately attach the following documents:

- All relevant plans and specifications;
- Current photographs of the Property and adjacent buildings;
- Project schedule;
- Information concerning the Property, including ownership information and legal description;
- Title report to determine the extent of any existing liens or other encumbrances impacting the Property;
- Current property tax information for the Property; and
- All other information and/or documentation the Administrator deems necessary or appropriate to enable Agency to review the application and determine eligibility for the Program funds.

Public Information Notice

All documents and information contained in documents submitted by an Applicant to this Program are public records subject to the Agency's disclosure pursuant to the Oregon Public Records Law (ORS 192.311 *et seq.*) except such portions the Agency deems exempt from disclosure pursuant to ORS 192.345, 192.355, and other Oregon statutes or federal law. An Applicant may request the Agency consider portions of the Application *confidential* by submitting an analysis of the applicability of ORS 192.355(4) to the City Attorney prior to submission of this Application or any documents or information.

Property and Project Description

Property Description

Briefly describe the current use(s) and condition of the Property. This may include utility information, existing improvements, business uses and names of current commercial/industrial tenants, and number of current residential units.

100 W 2nd is the former The Dalles United States Post Office, constructed in 1916 as the city's first federal building and one of nine built in Oregon during that decade. Added to the National Register of Historic Places in 1985, the building underwent restoration in 2002 under the oversight of the Oregon State Historic Preservation Office. The project preserved the original public lobby while modernizing the main floor's interior workspaces, conference rooms, and offices. A new HVAC system replaced the original coal boilers, and repairs were made to roof gutters and drainage systems. Interstate Roofing performed preventative maintenance in October 2024.

The basement houses mechanical systems and tenant storage. During the 2002 restoration, workers disabled all plumbing fixtures, water supplies, and drain systems in the basement and second floor. Amerititle has leased the ground floor since 2013 and remains the anchor tenant.

The second floor, approximately **2,500 SF total** (including stairwell, common areas, closets, and raceways) with **1,800 SF of office space**, has remained unoccupied for at least three decades and is in a **semi-abandoned state**. Some walls and ceilings show water damage from before roof repairs, and the drains and feedlines to the restrooms are non-viable. The fixtures do not meet current standards, and disused sinks remain in three offices. The second floor also contains **disconnected, non-working radiators**, and its office and lounge flooring is **asbestos-containing VCT**.

Millwork, including window muntins, mullions, sashes, and sills, shows signs of damage, with evidence of past leaks due to wind-driven rain or snow buildup along the south side. The electrical sub-panel is **likely mid-20th century** and inadequate for modern office use.

Project Narrative and Schedule

Briefly describe the proposed project and schedule of project completion. This may include business(es) committed to occupying the new/improved area, a description of the current development phase, estimated construction start/end dates, and type of work already completed.

The proposed project will make permanent improvements to the second floor, transforming the currently abandoned space into a functional and leasable area. Planned tasks include:

- Removing **2,000 SF** of asbestos flooring and replacing it with hardwood or equivalent flooring.
- Restoring plumbing by installing feedlines and drains for **two restrooms** (each with one toilet and sink) and a lounge sink.
- Removing disused radiators and plumbing fixtures.
- Upgrading electrical capacity by replacing the **antiquated 100-amp panel** with a 225-amp 120/240-volt panel using the existing basement feed.
- Installing a **submeter in the basement** to monitor second-floor electrical usage.
- Replacing ceiling-mounted fluorescent office light fixtures with **modern LED fixtures**.
- Adding new electrical feeds and duplex receptacles to meet contemporary office needs.
- Repairing damaged **walls, ceilings, and millwork**, including window muntins, mullions, sashes, and sills as needed.
- Upgrading Room 202 (Ladies' Lounge) into a **functional office break room** with counters and storage.
- Painting **all walls and ceilings** and polishing terrazzo and marble surfaces.
- Making the **fire escape window functional**.
- Removing an outdated PBX system.
- Repairing and rekeying **door locks** and **stairwell gate locks**.

The project is tentatively scheduled to begin **June 1, 2025**, with an estimated completion by **September 30, 2025**.

The owner, **CREZ**, has determined the project scope, gathered bids, interviewed contractors, and retained **Sustain Interiors** as the General Contractor. No other work has begun.

CREZ will lease **Rooms 204–206** to the **JR Zukin Corporation** for a (not NPO) historical museum and offer **Rooms 209–213** for lease to **professional service providers** or other suitable tenants.

Eligible Projects

Please choose all that apply.

- Development of new residential units.
- Restoration, reuse, or upgrades to historically listed buildings, including adapting historic or culturally significant existing buildings in the Area to new uses. Such improvements must first receive Historic Landmarks Commission approval prior to Application submission.
- Temperature or ventilation system upgrades (e.g., HVAC); however, *like-for-like* replacements are ineligible.

- ✓ Interior and exterior infrastructure upgrades (e.g., plumbing, mechanical, electrical, sidewalk, drive-approaches, etc.).
- ☐ Parking lot improvements.
- ✓ Permanent improvements for upper floors of existing Area buildings to make the space usable (if not currently in use).
- ☐ Demolition in conjunction with redevelopment of blighted properties.
- ☐ Safety and accessibility improvements (e.g., ADA access improvements, elevator installation, architectural lighting, seismic reinforcement systems, etc.).
- ☐ Fire suppression systems for new or reused spaces; however, fire suppression systems for existing uses are ineligible.
- ☐ Façade improvements, including: **(i)** restoration of masonry, brickwork, and/or wood and metal cladding; **(ii)** installation of new or replacement of existing replacement and/or repair of architectural features; **(iii)** installation of new or replacement of existing awnings; **(iv)** installation of new or replacement of existing exterior lighting; **(v)** installation of new or replacement of existing gutters and downspouts; **(vi)** installation of new or replacement of existing windows; **(vii)** entranceway modification and/or implementation of safety features; **(viii)** structural support for façade only; **(ix)** new construction for façade treatments; **(x)** painting of exterior walls when repairs to siding are made or part of new construction of the façade; and/or **(xi)** construction and installation of bike racks.
- ☐ *Design or engineering work leading to permanent and physical improvements.*
- ☐ Other permanent improvements and redevelopment aligned with Area and Agency goals as approved by the Administrator or Agency Board (as applicable), unless listed as an Ineligible Project.

Ineligible Projects

The following projects are not eligible for Incentive Program funding.

- Projects completed prior to grant funding award.
- Projects on land exempt from property taxes or otherwise by an Applicant or owner exempt from property taxes (e.g., non-profit organizations).
- General cleaning.
- Maintenance and *like-for-like* replacements.
- Roof repairs or replacements.
- Fire suppression systems for existing uses.
- Real property acquisition.
- Equipment acquisition
- Financing costs or debt and other similar operating expenses.
- Flooring.
- Interior electrical and plumbing fixtures.
- Paint and painting.
- Landscaping.
- Security system upgrades.
- Other non-permanent improvements or redevelopment not aligned with Area and Agency goals as denied by the Administrator or Agency Board (as applicable).

Project Budget

Budget Narrative

Please describe the project budget, including revenues and expenditures. Explain how cost estimates were obtained and how budget figures were derived, including cost control measures undertaken. Include any other relevant information that could assist the Agency in understanding better your investment proposal and project readiness.

Funding Sources: Funding will come from business savings on hand, assisted by this grant. The budget is described in the budget worksheet below and in the attached proposal.

Cost Estimates: We obtained bids from multiple subcontractors over the course of 18 months to establish reasonable subcontractor costs and to determine the practical project scope. We contacted one certified asbestos removal provider, one window-insert company, two HVAC providers, two Internet and telephony providers, two painters/finishers, three flooring contractors, six plumbers, and three electricians. We discarded bids that exceeded the lowest bid by more than 50% to establish a market range.

Project Scope Adjustments: After evaluating the projected costs, we opted to eliminate HVAC upgrades and leave Internet and telephone service to the future tenants. We then approached two general contractors for bids. Project costs were similar in both cases and aligned with our research findings.

General Contractor Selection: We selected Sustain Interiors as the General Contractor because of their experience base with vintage refurbishing and their interest in making the project a showcase of their work. Their project understanding best matched our goals of restoring the abandoned office space to usability without sacrificing the character of the building, but with an eye toward affordability.

Investment and Preparation: We invested well over four hundred hours and \$1000 in assessing the building's condition, systems, and floor plan; obtaining bids, vetting contractors, and exploring funding sources and historic building guidelines.

Permitting and Compliance: We spoke with City and County planning and permits departments to verify the permitting process and requirements. We have been in contact with the City's Economic Development Officer for guidance; the City's Community Development Director for information about office space inventories; Stantec and Oregon DEQ for evaluation of the asbestos removal plan, contractor, and possible funds; Business Oregon for possible funding or resources; and the Oregon State Historic Preservation Office for guidance on compliance with National Register Program guidelines.

Monitoring and Cost Control Measures: We have implemented several monitoring and cost control measures. Our project coordinator will have regular progress meetings, no less than weekly, with Sustain Interiors to review progress, address any issues, and make necessary adjustments to ensure the project remains on schedule and within budget. We will monitor expenditures and compare them against projected costs. We have budgeted a contingency fund to address any unforeseen costs or challenges that may arise during the project.

Budget Worksheet

Complete the budget chart below, detailing the total project cost estimate (excluding property acquisition and related expenses). Be as specific and detailed as possible. Add lines &/or extra pages as needed to provide sufficient detail. Please attach an additional sheet as needed.

Estimate of Total Project Costs

(excluding property acquisition and related expenses)

EXPENSE / ACTIVITY	CONTRACTOR OR VENDOR	ESTIMATED COST
Asbestos Abatement	Sustain Interiors	\$ 12775
Fixture Removal & Disposal	“ “	\$ 5000
Plumbing Rough & Finish	“ “	\$ 37000
Plumbing Fixtures	“ “	\$ 10000
Electrical Rough & Finish	“ “	\$ 15000
Electrical Fixtures	“ “	\$ 15000
Wall & Ceiling Repair	“ “	\$ 7800
Wall Paint	“ “	\$ 20000
Millwork Repair	“ “	\$ 13100
Flooring Installation	“ “	\$ 12600
Flooring Refinish	“ “	\$ 8000
Hardwood Flooring	“ “	\$ 14500
Lounge Labor & Materials	“ “	\$ 5600
Lounge Fixtures	“ “	\$ 1000

Keys & Hardware	“ “	\$ 2000
Carpentry	“ “	\$ 6000
Permits	“ “	\$ 2000
Project Manager	“ “	\$ 15000
Management Fee	“ “	\$ 38475
Contingency Fund	CREZ Partners	\$ 25000
EST. TOTAL PROJECT BUDGET		\$ 270850

Funding

Amount of Requested Incentive Grant Funding

Commercial Grant Request	\$ 97275
Mixed Use Grant Request	\$
Residential Grant Request	\$

Anticipated Financing

Grant funds will be committed prior to commencement of work but will not be disbursed until the Applicant provides proof of payment for the completed improvements (the Grant Agreement will have anticipated reimbursement schedule). Additionally, the Incentive Grant Program requires matching funds: Commercial Grant Applicants must fund at least 50% of total eligible project costs, Mixed Use Grants 30% of total eligible costs, and Residential Grants require the full project to be funded (through public and private sources) to take advantage of the SDC buydown. How will the improvements be financed?

- Bank / Credit Union Loan (name of lender): _____
- Other grant from City of The Dalles (list source, amount): _____
- Other Grant (list all grant sources): _____

- Other public funding (list source, amount, and whether secured/timing to secure): _____
- Other Urban Renewal Funding
- Private loan

- Equity Business Savings Personal Savings Gift Friend
- Other: _____

Eligibility of Proposed Project | Public Funding

Has the Property received other public funding or grants in the past five years? Is the Applicant or owner pursuing any other funding from City of The Dalles to carry out work on this property? Include details on source and amounts received or being pursued and note date of any public approvals.

The property has **not received other public funding or grants** in the past five years and the Applicant/Owner is **not pursuing other funding** from City of the Dalles to carry out work on this property.

Certification by Applicant

(Please initial and sign.)

APPLICANT AFFIRMATION

By initialing each below, the Applicant affirms the following statements in the event the Applicant is awarded any funding or credits under this Program for the Project:

- KC I understand I will enter into a contractual Grant Agreement with the Agency and a lien equal to the value of any awarded funds disbursed or credits applied will be assessed against the Property for fifteen (15) years from the date of Project completion. I further understand and commit to reimbursing the Agency the value of any awarded funds if the Property receives any Abatements in during the 15-year period other than abatements or subsidies through The Dalles Vertical Housing Zone.
- KC If I am awarded any Grants for a Commercial Project or Mixed-Use Project, I understand I am required to invest at least fifty percent (50%) of the improvement costs for Commercial Projects and at least thirty percent (30%) for Mixed-Use Projects.
- KC I understand any funding or credits may only be used for costs incurred (1) after award and (2) after the Agency executes the Grant Agreement. I further understand any costs incurred prior to award or the Agency's execution of the Grant Agreement are ineligible for reimbursement.
- KC I understand all awarded funds or credits must be applied toward permanent and physical improvements or design or engineering work leading to permanent and physical improvements.
- KC I understand the Project complies with The Dalles Municipal Code, the City's Land Use and Development Ordinance (including zoning and design standards), and historic review. I further understand I must secure all required land use approvals prior to submitting this Application.
- KC I understand the Property is current with its property taxes and agree the Property owner is expressly responsible for all taxes associated with any award.
- KC I authorize the Agency to request a title report on the Property subject to City Attorney review, and I understand the Agency may deny any awarded funding based on the title report and/or the number of liens assessed against the Property.

APPLICANT CONTACT CERTIFICATION

I, Katie Cordrey, the Applicant Contact, certify I am authorized to sign on behalf of the Applicant. I understand the Agency must approve the proposed Project by executing a Grant Agreement before I am eligible for any reimbursements. Certain changes or modifications to the Project may be required by the Agency prior to its final approval. A Letter of Commitment will not be issued before the Agency receives the necessary bids, proposals, and documentation for the approved work. Any work commenced before the Agency issues a Letter of Commitment is not eligible for reimbursement. If approved for award, I hereby authorize the Agency to use before-and-after images or photographs of the Property and Project, both in print and online. I certify all information in this Application, and all information furnished in support of this Application, is true and complete to the best of my knowledge. The Agency may verify any of the information contained in or supporting this Application from any available source.


Applicant Signature

05-14-2025

Date

AUTHORIZATION AND CONSENT OF OWNER

I, Michael Zukin on behalf of Crez Partnres LLC, am the owner of record for tax purposes of the Property addressed 100 W. 2nd Street The Dalles, OR 97058 in The Dalles, Oregon. I hereby authorize the Applicant, Same as owner, to alter my Property as described in this Application. I do not waive the right to review and approve and proposed Project before it commences.

I certify I have reviewed and understand the Incentive Program guidelines, including property tax abatement and credit restrictions that will be in effect for 15 years.

Crez Partners LLC by Michael Zukin

Print name of owner

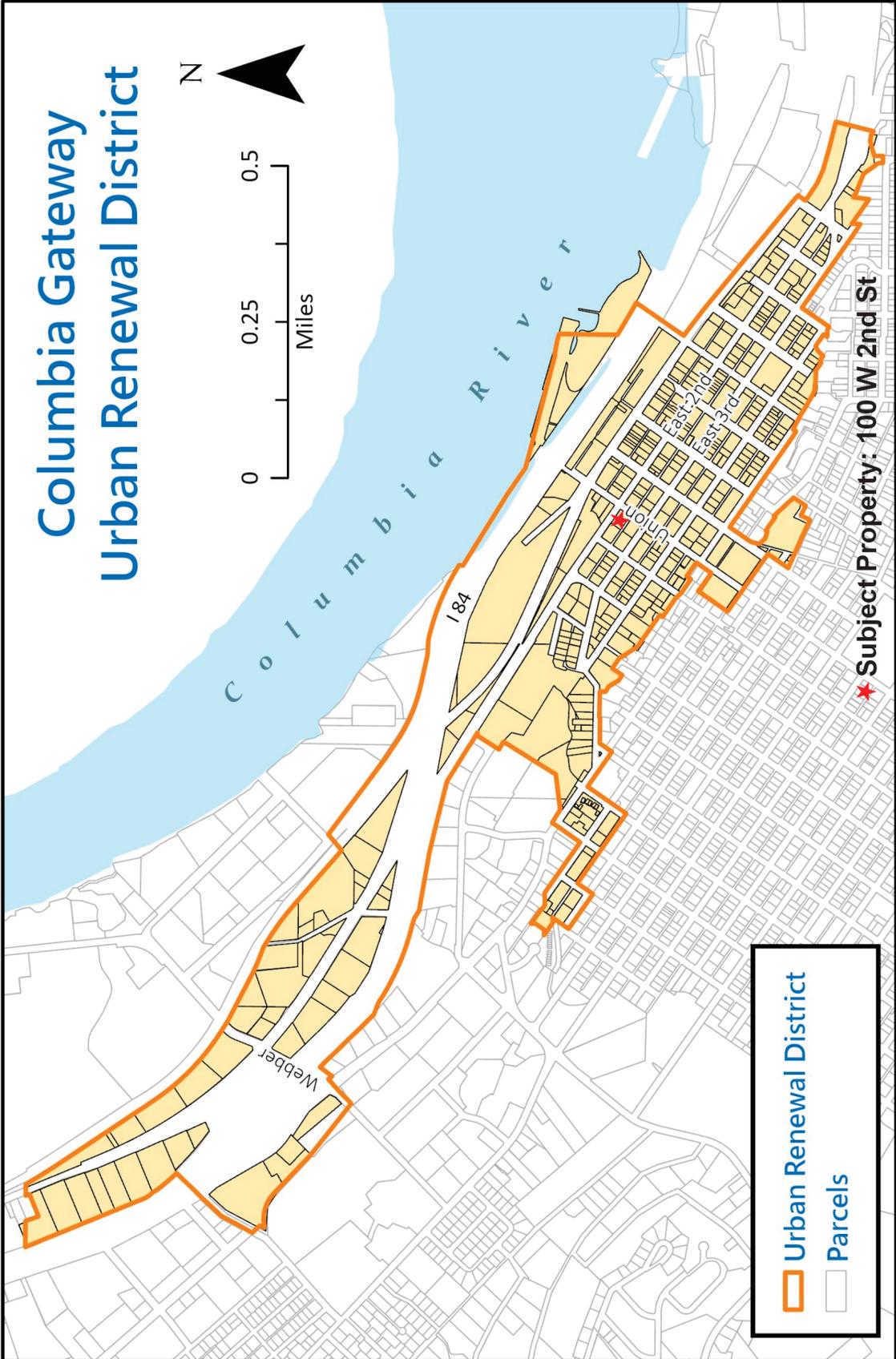


Owner Signature

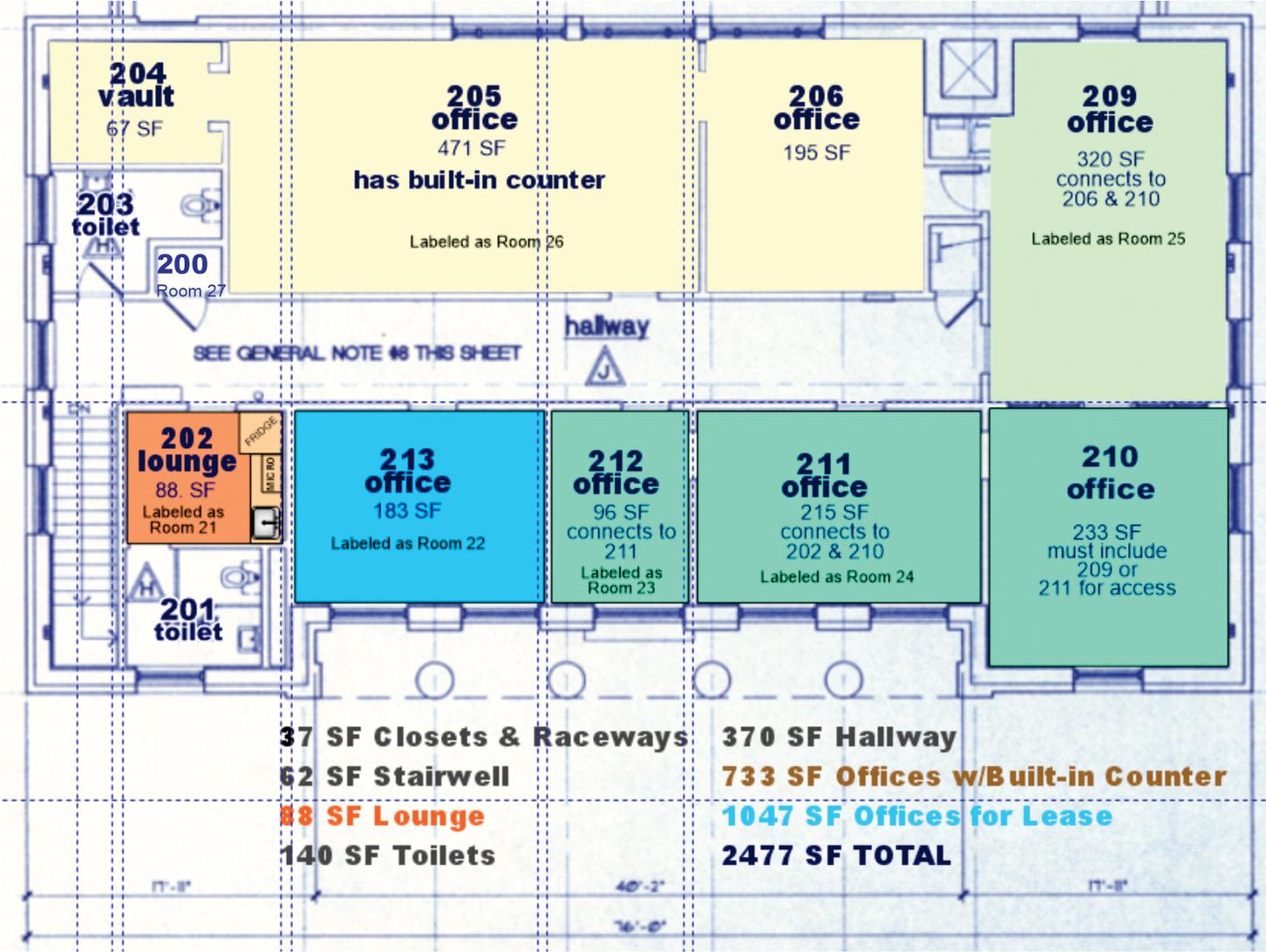
5-14-2025

Date

Attachment 1: Map showing property location within the Urban Renewal District



Attachment 2: 100 West 2nd Street Second Floor Floorplan



*Rooms 204 - 206 to be leased to JR Zukin Corporation
Rooms 209-213 to be offered for lease to professional service providers or others*

Attachment 3: 100 West 2nd Street Exterior Photos



North Face



West Face



South Face



East Face



Northeast Corner

Attachment 4 - page 1 of 4: 100 West 2nd Street 2nd Floor Interior Photos



Hallway Facing W



Rm205 Facing SE



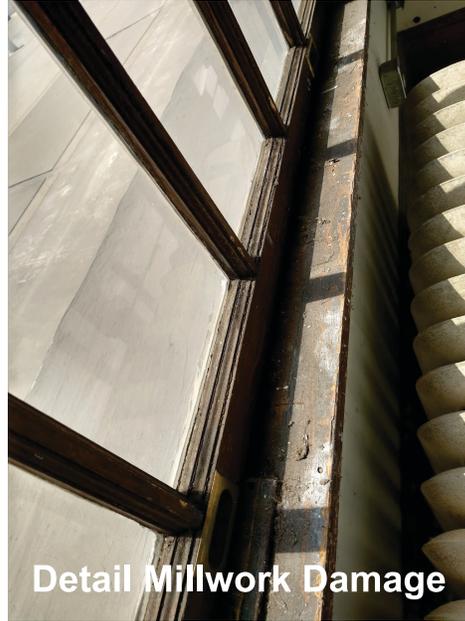
Rm205 Facing SW



Rm205 Facing E



Rm205 Facing E



Detail Millwork Damage

Attachment 4 - page 2 of 4: 100 West 2nd Street 2nd Floor Interior Photos



Rm205 Facing Rm 204



Rm204 (Vault)



Rm206 Facing NW



Rm209 Facing Rm 206



Rm210 Facing NW



Hallway Facing E
from Rm209



Ceiling Damage



Ceiling Damage

Attachment 4 - page 3 of 4: 100 West 2nd Street 2nd Floor Interior Photos



Attachment 4 - page 4 of 4: 100 West 2nd Street 2nd Floor Interior Photos



TABLE OF CONTENTS

Company Summary

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Proposed Budget

Project Specifications

Contact Information

ABOUT

Sustain | Design Build



We specialize in building beautiful spaces and solid relationships.

Our collaborative team stewards projects from concept to completion while providing exceptional service, communication and support. Since Sustain is design-lead, we always create and work to drawings and specifications. This takes ambiguity out of the construction process, improves timelines, and reduces rework. Our use of cutting edge construction management software allows for subcontractors and clients to have visibility on what is happening every day on the jobsite, from anywhere in the world. The way we work earns us preferred status with the best sub-contractors in The Gorge, further allowing us to provide exceptional service and manage uncertainty. At the core of it all, we pride ourselves on being there for our clients before, during, and after construction.

Project Outline

Design and Renovation of Zuki Family Museum and Commercial Offices within The Historic Post Office in The Dalles, Oregon

Asbestos Abatement



Removal of hazardous materials for occupant and worker safety creates long term value to historic buildings. 2nd floor asbestos VCT tile to be abated by Oregon DEQ certified specialty contractor.

Fixture Removal



Radiators and sink fixtures in offices to be deleted.

Plumbing Phase



Renovation and Updating plumbing infrastructure supplying 2 bathrooms and addition of wet bar.

Electrical Phase



Rough Electrical to include new sub meter and new panel.

Finish Electrical including new ceiling light fixtures and outlets.

Walls and Paint



Walls Repaired and Refreshed with New Paint.

Floors



New hardwood composite flooring to replace existing VCT.

Historic marble and stone finishes to be polished.

Lounge Addition

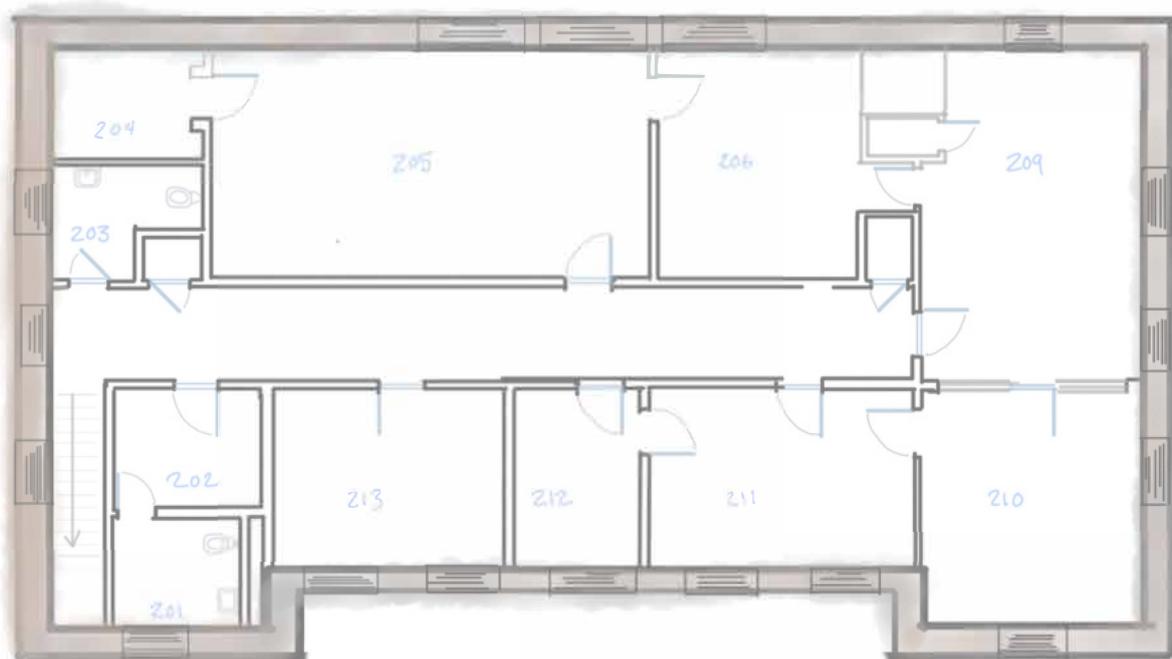


New space features counter, cabinetry, sink, fridge and microwave.

Hardware: Locks and Keys



New and matching access.



Proposed Budget

This proposed budget is based on preliminary site visits conducted with our contractors.

The final price will be determined based on the actual labor and materials required to complete the specific phase of work.

Phase		Projected Cost
Asbestos Abatement		\$12,775
Fixture Removal & Disposal		\$5,000
Plumbing Rough In & Finish		\$37,000
Plumbing Fixtures Allowance		Allowance (See Below)
Electrical Rough In & Finish		\$15,000
Electrical Fixtures		Allowance (See Below)
Wall Repair and Paint		\$27,800
Mill Work Restoration & Refinish		\$13,100
Flooring - New Composite Hardwood Install Labor		\$12,600
Flooring - Terrazo and Marble Refinish		\$8,000
Lounge Addition Labor		\$1,600
Lounge Materials / Fixtures		Allowance (See Below)
Keys and Hardware		\$2,000
Finish And Project Completion Carpentry		\$6,000
Waste & Disposal		\$5,000

<p>Sub Total of Projected Labor & Included Costs</p>		<p>\$145,875</p>
<p style="background-color: #cccccc;"></p>		
<p>Fixture Allowances</p>		
<p>The final cost will be determined by the actual finishes and fixtures selected, as well as any adjustments to labor and materials to install.</p>		
<p>Plumbing Fixtures</p>		<p>\$10,000</p>
<p>Electrical Fixtures</p>		<p>\$15,000</p>
<p>Hardwood Flooring</p>		<p>\$14,500</p>
<p>Lounge Finishes</p>		<p>\$5,000</p>
<p>Variable Allowance Subtotal:</p>		<p>\$44,500</p>
<p style="background-color: #cccccc;"></p>		
<p>Permits Cost Allowance:</p>		<p>\$2,000</p>
<p>Sustain Project Manager @ 120hrs</p>		<p>\$15,000</p>
<p style="background-color: #cccccc;"></p>		
<p>Sustain Management Fee 20%</p>		<p>\$38,475</p>
<p>Projected Cost with variable allowance:</p>		<p>\$245,850</p>
<p>The cost allowance is designated for final finishes, including, but not limited to, overhead lighting fixtures, hardwood flooring, plumbing fixtures, and cabinetry selections. The actual cost will be determined by the specific choices made for these items. An allowance has been provided as a general estimate for these costs.</p> <p>Sustain Interiors manages projects for a fee of 20% of the total labor and material costs of the project.</p>		

Project Specifications & Timeline

Phase 01

Projected Duration: 4-5 Days

Abatement

- Asbestos Abatement

Phase 02

Projected Duration: 3-4 Days

Fixture

Removal &

Disposal

- Removal, Termination, Disposal

Projected Duration: 10-15 Days

Phase 03

Plumbing

- Updating Supply Lines for 2 Existing Bathrooms
- Updating Drain Lines for 2 Existing Bathrooms
- 2 New Toilets
- 3 New Sinks
- New Supply, Vent, Drain for Lounge Addition

Projected Duration: 5-7 Days

Phase 04

Electrical

- Removal and Updating of Upstairs 100 amp panel
- Install 225 amp 120/240volt 42 spot 3phase panel with 100amp main breaker using existing feed from basement
- Installation of 11 New Duplex Receptacles
- Remove 15 fluorescent light fixtures and install 19 new LED fixtures

Projected Duration: 30-35 Days

Phase 05

Walls & Paint

- Wall repair for failing lath and plaster with new gypsum wall board
- Wall repair for downstairs space used as access for Rough In Plumbing

- New paint applied to ceilings and walls in 2nd floor spaces and stairwell
- Trim to be refinished painted

Projected Duration: 8-10 Days

Phase 06

Flooring

- Vapor Barrier to be installed
- New composite hardwood to be installed where there is no terrazzo or marble
- Existing terrazzo and marble to be polished for restoration

Phase 07

Lounge Addition

Projected Duration: 3-4 Days

- New cabinet, counter, sink and fixture for wet bar to be installed

Phase 09

Hardware & Access

Projected Duration: 3-5 Days

- Rekey 6 Door Locks
- Repair 2 Door Locks
- Repair Stairwell Gate and Lock



Contact Information

Jason Mann - Sustain Owner

Jason@SustainInteriors.com

(706) 247-2100

Gabriel Juzon - Sustain Project Manager

Gabe@SustainInteriors.com

(541) 399-1777



100 W Second St., The Dalles, OR 97058
PHONE (541) 296-9194 FAX (541) 296-5534

STATUS OF RECORD TITLE

Katie Cordrey
Meadow Outdoor Advertising
PO Box 331
The Dalles, OR 97058
Your Reference No.

May 7, 2025
Title Number: 677452AM
Title Officer: Megan Kaufman
Fee: \$300.00

We have searched the status of record title as to the following described property:

The East half of the North half of Block "B", TREVITT'S ADDITION TO DALLES CITY, in the County of Wasco and State of Oregon.

Vestee:

CREZ Partners LLC, a Delaware limited liability company

and dated as of **April 14, 2025** at 7:30 a.m.

Said property is subject to the following on record matters:

1. Personal property taxes, if any.
2. The assessment roll and the tax roll disclose that the premises herein described were specially assessed as Historic Property. If the Land becomes disqualified for the special assessment under the statute, an additional tax may be levied for the last fifteen (15) or lesser number of years in which the Land was subject to the special land use assessment and may be subject to penalties and interest.
3. City liens, if any, of the City of The Dalles.
4. Right, title and interest of the public in and to those portions of the Land lying within roads, streets or highways.
5. An unrecorded lease with certain terms, covenants, conditions and provisions set forth therein and such other exceptions as may appear necessary upon recording thereof,
Lessor: NLD Title, LLC
Lessee: AmeriTitle
Disclosed by: Wasco County Tax Rolls

Order No. 677452AM
Page 2

6. An unrecorded lease with certain terms, covenants, conditions and provisions set forth therein and such other exceptions as may appear necessary upon recording thereof,
Lessor: Crez Partners LLC
Lessee: AmeriTitle,LLC
Disclosed by: Memorandum of Lease
Date: January 24, 2013
Recorded: April 12, 2022
Instrument No.: [2022-001268](#)

7. A Deed of Trust, including the terms and provisions thereof, to secure the amount noted below and other amounts secured thereunder, if any:
Amount: \$900,000.00
Trustor/Grantor: Crez Partners LLC,a Delaware limited liability company
Trustee: First American Title Insurance Company
Beneficiary: Columbia State Bank
Dated: April 4, 2022
Recorded: April 12, 2022
Instrument No.: [2022-001270](#)

Assignment of Rents, given in connection with the above Deed of Trust
Recorded: April 12, 2022
Instrument No.: [2022-001270](#)

NOTE: Any map or sketch enclosed as an attachment herewith is furnished for information purposes only to assist in property location with reference to streets and other parcels. No representation is made as to accuracy and the company assumes no liability for any loss occurring by reason of reliance thereon.

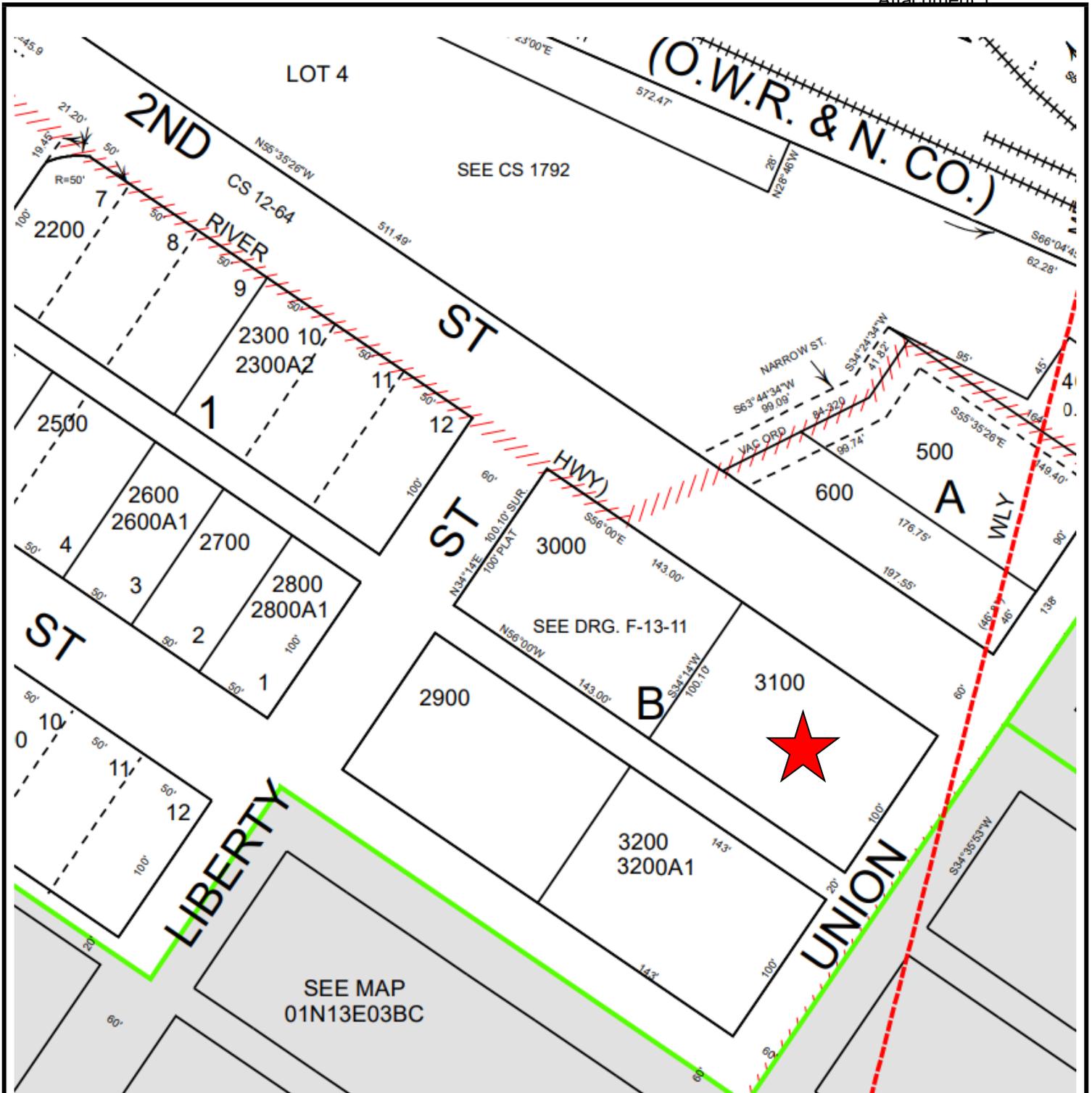
NOTE: Taxes assessed under Code No. 1211 Account No. 13959 Map No. 01N13E03BB-3100
The 2024-2025 Taxes: \$24,788.01, are paid.

NOTE: Taxes assessed under Code No. 1211 Account No. 60426 Map No. 01N13E03BB-3100
The 2024-2025 Taxes: \$758.78, Paid in Full.

NOTE: The following is the last deed of record affecting said Land,
Document: Statutory Warranty Deed
Grantor: Post Office Partners, LLC, an Oregon Limited Liability Company
Grantee: CREZ Partners LLC, a Delaware limited liability
Recorded: January 31, 2022
Instrument No.: [2022-000384](#)

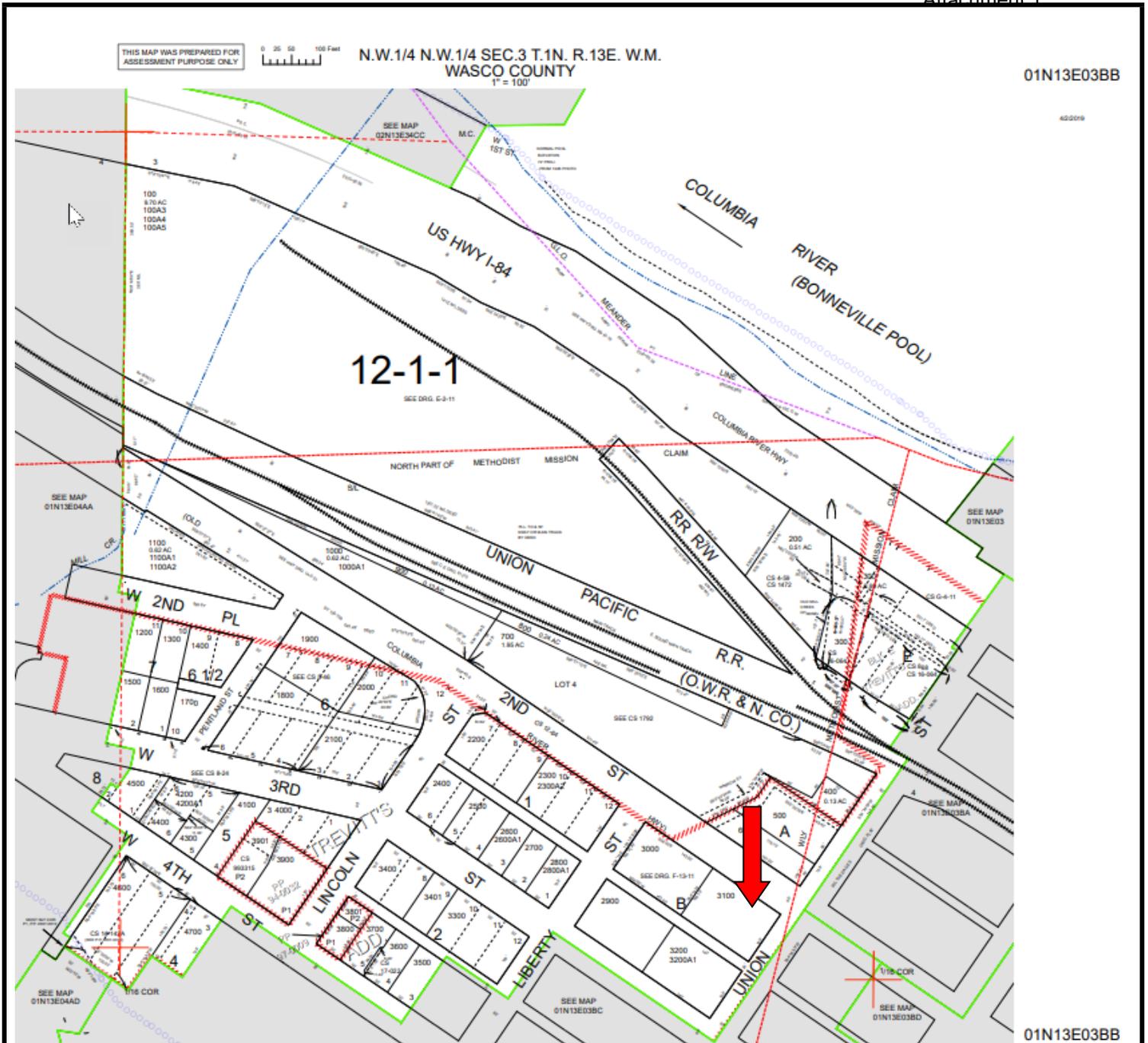
THIS IS NOT A TITLE REPORT, A COMMITMENT TO ISSUE TITLE INSURANCE OR A GUARANTEE OF ANY KIND. No liability is assumed with this report. The fee charged for this service does not include supplemental reports or other services. Further dissemination of the information in this report in a form purporting to insure title to the herein described land is prohibited by law.

"Superior Service with Commitment and Respect for Customers and Employees"



100 W 2nd St
The Dalles, OR 97058

THIS MAP IS FURNISHED AS AN ACCOMMODATION STRICTLY FOR THE PURPOSES OF GENERALLY LOCATING THE LAND. IT DOES NOT REPRESENT A SURVEY OF THE LAND OR IMPLY ANY REPRESENTATIONS AS TO THE SIZE, AREA OR ANY OTHER FACTS RELATED TO THE LAND SHOWN THEREOF



01N13E03BB

43209

01N13E03BB



100 W 2nd St
The Dalles, OR 97058

THIS MAP IS FURNISHED AS AN ACCOMMODATION STRICTLY FOR THE PURPOSES OF GENERALLY LOCATING THE LAND. IT DOES NOT REPRESENT A SURVEY OF THE LAND OR IMPLY ANY REPRESENTATIONS AS TO THE SIZE, AREA OR ANY OTHER FACTS RELATED TO THE LAND SHOWN THEREOF

WASCO COUNTY TAX COLLECTOR, 511 Washington St. Rm 208, The Dalles, OR 97058

http://www.co.wasco.or.us/departments/assessment_and_taxation/index.php

ACCOUNT # 13959

SITUS ADDRESS: 100 W 2ND THE DALLES, OR 97058
PROPERTY CLASS: 201
TAX CODE AREA: 1211 ACRES: 0.32
MAP & TAX LOT: 01N13 E03BB03100 00

CREZ PARTNERS LLC
PO BOX 1810
LOS GATOS, CA 95031

LAST YEAR'S TAX 24,066.04
See back for explanation of taxes marked with (*)

CURRENT TAX BY DISTRICT

Table listing current taxes by district: N WASCO CO SD 21 UR 1 (6,807.19), COLUMBIA GORGE ESD UR 1 (607.88), EDUC Totals (7,766.38), WASCO COUNTY UR 1 (5,524.77), etc.

Table comparing values: VALUES AS OF 01/01/2024, LAST YEAR, THIS YEAR. Includes REAL MARKET VALUE, M5 SPECIAL, ASSESSED VALUE, and TAXABLE VALUE.

Table listing GOVT Totals (16,205.66) and OTHER Totals (815.97) with sub-items like N WASCO CO PARKS & REC BONDS.

POTENTIAL ADDITIONAL TAX

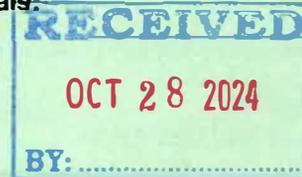
MORTGAGE CO:

If a mortgage company pays your taxes, this statement is for your records only.

TAX PAYMENT OPTIONS

(See back of statement for payment instructions)

Table showing tax payment options: Pay By, Discount, Net Amount Due for In Full, 2/3, and 1/3 terms.



2024-2025 TAXES BEFORE DISCOUNT 24,788.01

TOTAL TAX (After Discount) 24,044.37

Tear Here

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Tear Here

Tax Year 2024-2025

ACCOUNT #: 13959



Table with columns: Pay, Pay By, Discount %, Discount Amt, Net Amount Due. Shows payment options for In Full, 2/3, and 1/3 terms.

Enter Payment Amount box with a dollar sign symbol.

TOTALS INCLUDE DELINQUENT TAXES, IF ANY. DISCOUNT IS LOST & INTEREST APPLIES AFTER DUE DATE.



Please make checks payable to:

000317

CREZ PARTNERS LLC
PO BOX 1810
LOS GATOS, CA 95031

WASCO COUNTY TAX COLLECTOR
P.O. Box 6785
Portland, OR 97228-6785

Mailing address change on back

33000000139590002404437000161948300008262671

Payment instructions

Please send only a check or money order with your payment stub. **DO NOT** mail cash. Your cancelled check is proof of payment.

Property tax payments **MUST** be credited to the earliest year that taxes are due.

Tax statements for less than \$40 must be paid in full.

Discounts/payment schedule (choose one)

To receive a discount, payments **MUST** be delivered, U.S. post-marked, or transmitted by private express carrier on or before November 15. Returned checks may cause a loss of the discount.

To receive any applicable discount you **MUST** make:

- **Full payment**—Receive a three percent (3%) discount on the amount of current year tax, as shown on your tax statement, if full payment is delivered, U.S. postmarked, or transmitted by private express carrier by **November 15**.
- **Two-thirds payment**—Receive a two percent (2%) discount on the amount of current year tax paid, as shown on your tax statement, if two-thirds payment is delivered, U.S. postmarked, or transmitted by private express carrier by **November 15**. Pay the final one-third (with no discount) by **May 15** to avoid interest charges.
- **One-third payment**—No discount allowed. Pay one-third by **November 15**, followed by another one-third payment by **February 15**. Pay the final one-third balance by **May 15**.

Interest is charged at a rate of 1.333% monthly, 16% annually. Interest is accrued on past due installment payments accordingly:

- First one-third installment payment, interest begins accruing on **December 16**.
- Second one-third installment payment, interest begins accruing **February 16**.
- Remaining one-third payment, interest begins accruing on **May 16**.

If the 15th falls on a weekend or legal holiday, the due date will be extended to the next business day.

Delinquent taxes and lien dates

All personal property tax is delinquent when any installment is not paid on time. The responsible taxpayer can be served with a warrant 30 days after delinquency. Personal property can be seized and other financial assets can be garnished.

Real property tax is delinquent if not paid by ^{Attachment 1} May 15. Foreclosure proceedings on real property begin when taxes have been delinquent for three years.

(*) Accounts subject to foreclosure

Real property tax accounts with an unpaid balance for any tax year marked with an (*) on the front of this statement are subject to foreclosure if not paid on or before May 15. Payments **MUST** be applied to the oldest tax first.

Review your value

If you think your property value is incorrect or if there has been a change to the value that you did not expect or understand, review it with the county assessor's office. Many assessors provide value information online. Visit your county assessor's website or call them for more details.

Appeal rights

If you think the **VALUE** of your property as shown on this statement is too high, you can appeal. Your appeal is to the county property value appeals board (PVAB), except for state appraised industrial property. To appeal industrial property appraised by the Department of Revenue, you must file a complaint in the Magistrate Division of the Oregon Tax Court.

If you disagree with a **PENALTY** assessed for late filing of a real, personal, or combined property return, you may ask the county PVAB to waive all or a portion of the penalty. See www.oregon.gov/dor/property.

When and where to appeal to PVAB

File your petition by **December 31** with the county clerk in the county where the property is located. You can get petition forms and information from your county clerk, or at www.oregon.gov/dor/forms.

What to pay if you appeal

Follow the payment schedule to avoid interest charges and to receive applicable discounts. If your tax is reduced after appeal, any overpayment of property tax will be refunded.

Tax statement information is available in alternate formats, in compliance with the Americans with Disabilities Act (ADA). Contact your county tax collector.

Mailing address change request (Mailing address changes only. An address change requires the owner's signature. Additional documentation may be required for name changes.)

Date: _____ Account number(s): _____

Name: _____

New mailing address: _____

Phone: _____

Email: _____

Signature: X _____