



APPROVED: June 20, 2007

**CITY OF ALBANY**  
**Central Albany Revitalization Area**  
**Advisory Board**  
**City Hall Council Chambers, 333 Broadalbin Street SW**  
**Wednesday, May 16, 2007**

**MINUTES**

Advisory Board Members present: Chris Norman, Dan Bedore, Jeff Christman, Ray Hilts, Bessie Johnson, Doug Killin, Gordon Kirbey, Sharon Konopa, Ray Kopczyński, Dick Olsen, Cordell Post, Stella Reimers, Kim Sass

Advisory Board Members absent: Ralph Reid, Jr.

Staff present: City Manager Wes Hare, Urban Renewal Coordinator Kate Porsche, Administrative Assistant Teresa Nix

Others present: Approximately six others in the audience

**CALL TO ORDER**

Chair Chris Norman called the meeting to order at 5:15 p.m.

**APPROVAL OF THE APRIL 18, 2007, MINUTES**

**MOTION:** Cordell Post moved to approve the April 18 minutes as presented. Doug Killin seconded the motion, and it **passed** unanimously.

**SCHEDULED BUSINESS**

Business from the Public

None.

Subcommittee Reports

**Finance Subcommittee**

*Budget update/review reports (CARA Financial Statements):* Jeff Christman briefly reviewed the CARA financial statements as of May 11, 2007, noting that there were minimal changes to the documents reviewed at last month's meeting.

**MOTION:** Christman moved to accept the financial statements as presented. Post seconded the motion, and it **passed** unanimously.

*Borrowing update:* Urban Renewal Coordinator Kate Porsche provided a brief update on the process to borrow funds on a line of credit. She said funds are expected to be available the first week of July.

### **New Small Grant Subcommittee**

Porsche said the new Small Grant Subcommittee held its first meeting, during which it discussed a desire to move forward with the first allocation process as soon as possible. Due to timing issues, she said that the Subcommittee discussed the possibility of combining the two \$25,000 pots into one \$50,000 allocation process this first year to be held in mid-July. She asked for input from the Advisory Board.

**MOTION:** Gordon Kirbey moved to combine the two \$25,000 small grant allocation processes into one \$50,000 allocation process for this year only. Ray Hilts seconded the motion.

In response to inquiries from the Board, Porsche said the original intent was to have two allocation processes, one in early spring and one in early fall. Since it is too late to have a process in early spring, the Subcommittee suggested that the two processes be combined this year only. In response to further inquiry, she said it could be difficult for recipients to do outside work during the winter months. Brief discussion followed.

The motion **passed** unanimously.

### CARA Administrative Costs

Porsche drew attention to the staff report and draft resolution distributed in packets. She said the resolution outlines that ten percent of administrative costs be viewed as the goal for expenditures over the life of the district, rather than year by year, and that CARA will have the final say as to approval or denial of administrative costs, along with the annual budget.

Post questioned whether the resolution is needed. In discussion, Porsche noted that this issue arose during last month's joint meeting with the CARA Budget Committee. The ten percent figure was noted in a table created by CARA in 2001 of items that it might spend money on over the life of the district. Urban Renewal Consultant Jeff Tashman has indicated that there is no legal limitation on administrative costs. Chair Norman recalled that the table was intended to outline goals and concepts and he does not believe the ten percent figure was intended to be a limitation. He further noted that the annual budget process provides an opportunity for checks and balances. Several Board Members expressed that the resolution seems to be unnecessary. Christman noted that having this in written form would prevent the need to have this same conversation again in the future. Norman noted that the minutes provide a written record of discussion. Porsche advised that the City Clerk had suggested that this be put in resolution form. Kirbey said the current wording of the resolution seems to suggest that there is a goal to spend ten percent on administrative costs and he suggested that, if it is to be adopted, it be reworded to convey that it is acceptable to spend less than ten percent. The Board asked staff to revisit this issue.

### Marc Manley: Request Regarding Seismic Upgrades

Marc Manley expressed appreciation to CARA members. If not for CARA, he said that he and his wife would not have considered Downtown Albany as a viable place to invest and, if not for CARA assistance, he would not have been able to make the improvements to the Flinn and Ames Buildings. He briefly reviewed the work done to date, noting that he has settled with his insurer and begun the renovation work that will lead to a great restaurant in the Flinn Building.

Mr. Manley said that this is his first renovation project and that he is learning a lot. After working closely with a structural engineer on the possibility of a limited seismic upgrade, for which CARA had approved funding in the amount of \$34,000, he understands that limited upgrades could do more harm than good. A full seismic upgrade would likely cost more than \$1 million. He asked for approval to use the funds slated for seismic upgrades to pay for the engineering work done to date, as well as other ongoing projects, such as event hall restoration, offices on the second floor of the Ames Building, and the Ames consolidation project.

**MOTION:** Bedore moved to approve the request. Post seconded the motion, and it **passed** unanimously.

#### Viper NW: Request for Additional Funds for Fire Hydrant

Rolfe Stearns provided a brief update on the progress of construction. He reviewed the request for additional funds based on the Albany Fire Department's preference to have a fire hydrant within 40 feet of the fire connect box. He noted that the closest hydrant is currently located across Jackson Street, and there is concern that running a hose from that hydrant to the Viper NW building would close off one of the City's major emergency routes.

In response to inquiries from the Chair, Mr. Stearns affirmed that this request is due to a recommendation from the Albany Fire Department and is not related to a Code issue. Chair Norman asked for input from the Albany Fire Department.

Fire Marshal Mike Trabue advised that this is an operational issue. The additional hydrant would allow for a connection to boost water to the sprinkler system in case a fire grows to a point that the sprinkler system cannot be effective. He said this is not a Code requirement, and the Department could live with having to use the closest hydrant, which is at 13<sup>th</sup> and Jackson; however, that would present some operational issues.

Konopa said this request would seem to benefit not only Viper, but others in the area as well. She asked about the possibility of funding this request out of the Water Economic Development Fund. Killin said he wants to support this request, but he agreed that the Water Economic Development Fund may be a more appropriate funding source. Christman said this is a great project involving an existing employer going beyond its original proposal, and he wants them to be assured that this request will be paid for, regardless from where the money comes.

There was general agreement to ask that staff look into the possibility of using the Water Economic Development Fund for this proposal and report back at the next meeting.

#### Thad Olivetti: Request for Additional Funds for Additional Phase

Thad Olivetti provided a brief update on work done to date. He said he has decided he would like to do a full remodel, including restoration of the historic storefronts and transom windows above both the Ole Towne Café and Camas Creeks Antiques buildings, removal of the drop ceiling and restoration of the historic tin ceilings, and restoration and clean up to the rear of the building.

Porsche added that she is excited that Mr. Olivetti is considering this full remodel and is very supportive of this request. She noted that the CARA architect worked with Mr. Olivetti on the design.

**MOTION:** Bedore moved to approve the request. Kirbey seconded the motion.

In response to a request from Bedore, Porsche advised that this would be added to the amount previously committed and would be distributed in July 2007 upon receipt of the line-of-credit funds. She further responded that, upon passage of this motion, any funds Mr. Olivetti expends for the approved work would be eligible for reimbursement.

The motion **passed** unanimously.

### Design Guidelines Update

Porsche drew attention to the staff report and Design Guidelines distributed in the packets. She reviewed the process to date and noted that architect George Crandall has expressed approval for the guidelines as distributed. In response to an inquiry from the Chair, Porsche said she sought input from the development community at the beginning of the process, but she has not sought their input on the guidelines as drafted.

Killin drew attention to Page 21 of the Design Guidelines. He stated that, in his experience, murals can be tacky and trashy and suggested eliminating the recommendation for murals to enhance blank walls. Bedore said he has an artist friend who has done several murals, including the Oregon Trail in Springfield. He said he would not want to prohibit murals outright in all cases but would prefer to evaluate them as presented. Kirbey noted that there are currently a couple of murals downtown. He asked whether those are considered to be on public or private property, and Porsche responded that they are on private property. Reimers asked whether murals would be covered under the City's sign ordinance. Johnson said she likes the murals in Lebanon and Sweet Home, and she would not want to prohibit them outright. Konopa said she agrees with Killin and would prefer that murals not be allowed in the District. She questioned how design of murals could be regulated. Olsen agreed with Killin and Konopa and noted that the guidelines state that public art should be used sparingly. Brief discussion followed. Porsche agreed to find out if the sign ordinance would apply to murals.

Killin suggested removal of the photos and the sentence that recommends murals to enhance blank walls. There was general agreement.

Christman drew attention to the following sentence on Page 25: "The most important part of a building is its lowest 15' where the pedestrian experiences the building the most." He referred to discussions at the Council level about the Linn Benton Housing Authority building and said this sentence should be applied to that building. Brief discussion followed.

**MOTION:** Killin moved to approve the Design Guidelines as amended. Hilts seconded the motion.

In response to inquiries from the Board, Porsche said the Design Guidelines are intended to be fluid and that changes to the document can be made over time, as determined by CARA. She reviewed the process, wherein staff will review proposals based on the guidelines and discuss any major discrepancies with the applicant. If the applicant does not want to comply with the guidelines, the proposal will be referred to George Crandall for his professional opinion, which will then be brought before CARA for final review. City Manager Hare added that the Design Guidelines are not regulatory and that CARA will have discretion to make decisions on a case-by-case basis.

The motion **passed** unanimously.

## Projects Underway

Porsche provided an update and showed photos of the following projects:

### *Flinn/Ames Buildings*

Accomplishments - CARA funded: Completed restoration work on all 33 windows in both buildings, completed initial design study for reconfiguration of Ames ground floor retail, completed roof replacements.

Accomplishments - fire related, not CARA funded: Settled claim with insurance company, finalized plan for smoke and odor restoration, initial soda blasting, removed plaster, insulation and other materials holding smoke odors.

Current priorities: Renovation of the office suite on the second floor of the Ames Building and rebuilding one of the skylights to see if it can be repaired adequately.

### *Jordan Jewelers*

Major milestones met: Completed final finish work, opened apartments for the Upstairs Downtown Tour.

Current priorities: Rent the second apartment, close out CARA file.

### *Ironworks*

Major milestones met: Office building roof and framing is complete, heating and air conditioning is in, electrical is roughed in, sheet rocking and exterior painting has begun. Town homes framing and roofing has begun, one unit should be complete for the Summer Tour of Homes.

### *Oregon Furniture Mart*

Work complete: Phone and camera lines to upper floor.

Work underway: Trim for windows and concrete board on Lyon Street side, north side windows ordered and expected in June, working with the City to integrate seismic upgrades on the north side, pending Energy Trust audit.

### *Viper NW*

Major milestones met: Walls are up, roof framing is being finished, roof deck expected to be completed by the end of the week, the floor is poured.

## Staff Updates and Issues

Porsche advised that a preapplication meeting with RCM Homes was held this morning and that they would like to have their application heard by CARA as soon as possible. A previously scheduled special meeting had to be canceled due to conflicts by some Advisory Board members; she would like to schedule another meeting at this time. Following brief discussion, a special meeting was scheduled for Tuesday, June 5, 2007, at 5:15 p.m.

Porsche reported on discussions she has had with Jeff Senders regarding streetscape on Second Avenue during which an idea was raised about the possibility of CARA providing pedestrian amenities, i.e., benches and bike racks, as an interim solution. She asked for input from the Board. There was general approval of the idea, and staff was directed to bring back additional detail.

Porsche advised that while attending a conference in Seattle she came across a historic lighting company which had information on and can provide duplicates of the exact posts ordered by the City of Albany in 1926.

## BUSINESS FROM THE BOARD

In response to an inquiry from the Chair, Porsche said she understands that the Book Bin building has been sold and that the buyers may be interested in applying for CARA funds. Brief discussion followed regarding the status of the Labor Temple project.

Post advised that Shawn's on First will be open for lunch beginning next Tuesday.

Porsche advised that she and her husband have purchased the Chamberlain House on Seventh and Baker.

## NEXT MEETING DATE

A special meeting of the CARA Advisory Board is scheduled for Tuesday, June 5, 2007, at 5:15 p.m. in the Council Chambers.

The next regular meeting of the CARA Advisory Board is scheduled for Wednesday, June 20, 2007, at 5:15 p.m. in the Council Chambers.

## ADJOURNMENT

Hearing no further business, Chair Norman adjourned the meeting at 7:05 p.m.

Submitted by,

Reviewed by,

*Signature on File*

*Signature on File*

Teresa Nix  
Administrative Assistant

Kate Porsche  
Urban Renewal Coordinator