

NOTICE OF PUBLIC MEETING

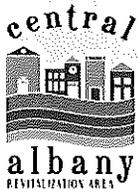
CENTRAL ALBANY REVITALIZATION AREA ADVISORY BOARD
City Hall, Council Chambers
Wednesday, April 16, 2008
Immediately Following the ARA Budget Committee Work Session

AGENDA

1. CALL TO ORDER (Chair Norman)
2. ROLL CALL
3. SCHEDULED BUSINESS
 - a. Business from the Public
 - b. Cash-flow update. [Handouts available at meeting.] (Porsche)
Action: _____
 - c. Recommendation of Small Grant Recipients. [Pages 1-3] (Porsche/Kirbey)
Action: _____
 - d. Funding of Blighted Single-Family Residential Projects Discussion. [Pages 4-8] (Porsche)
Action: _____
 - e. Staff updates and issues. [Verbal] (Porsche)
Action: _____
4. BUSINESS FROM THE BOARD
5. NEXT MEETING DATE: *Next regular meeting Wednesday, May 21, 2008*
6. ADJOURNMENT

City of Albany Web site: www.cityofalbany.net

The location of the meeting/hearing is accessible to the disabled. If you need special accommodations to attend or participate, please notify the Human Resources Department in advance by calling (541) 917-7500.



TO: CARA Advisory Board
FROM: Kate Porsche, Urban Renewal Coordinator *Kate Porsche*
DATE: April 9, 2008, for April 16, 2008, CARA Advisory Board Meeting
SUBJECT: Staff Report – Overview

As you are aware, we will be meeting with the ARA Budget Committee in a work session first, then adjourning and convening our regular CARA Advisory Board and Agency meetings.

With the inception of the new Oak Creek Urban Renewal Area (OCRA), this year's joint budget work session will be slightly different. Since OCRA is a very traditional urban renewal district, with just a few projects that are already defined as part of the plan, there will be no advisory board for this district. Because of this, we have structured the budget work session to reflect this structure.

The joint budget work session will be to review and discuss the CARA budget. This session will include the ARA Budget Committee and the full CARA Advisory Board. When completed, we will adjourn this work session, at which point the CARA Advisory Board members who are not part of the Albany Revitalization Agency (ARA) are free to take a break. We will then convene a work session of the ARA Budget Committee to discuss the OCRA budget. After this work session is complete, we will then regroup on the dais and hold our regular CARA Advisory Board meeting followed by the ARA meeting.

As some of you may remember from last year, the purpose of the joint work session is to give the ARA Budget Committee and yourselves the chance to review and discuss the information in the proposed CARA budget for FY2008-2009. Copies of the proposed budget are included in your packet for review prior to the meeting. The ARA Budget Committee Vice Chair, Steve Terjeson, will be leading the work sessions. I will be available to answer any questions as they arise.

After the two work sessions, we will head into our regular CARA meetings. This month's topics include funding for residential projects and recommendations from the Small Grants Subcommittee.

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APPROVED:

CITY OF ALBANY
Central Albany Revitalization Area
Small Grant Subcommittee (SGS)
City Hall Willamette Room, 333 Broadalbin Street SW
Thursday, April 3, 2008

DRAFT

MINUTES

Members present: Oscar Hult, Gordon Kirbey, Rick Rogers, David Pinyerd
Members absent: Rebecca Bond, Julie Jackson, John Pascone
Staff present: Kate Porsche, Urban Renewal Coordinator; Diana Eilers, Administrative Assistant I
Others present: Keith Sandberg, State Farm Insurance

CALL TO ORDER

The meeting was called to order at 5:21 p.m.

APPROVAL OF FEBRUARY 27, 2008, MINUTES

MOTION: Oscar moved to approve the minutes from February 27, 2008. Rick seconded the motion, and it passed 4-0.

SCHEDULED BUSINESS

Business from the Public

None.

Presentation of Grant Funding Requests

The Subcommittee decided to have Keith Sandberg of State Farm present first as he was the only applicant that attended the meeting.

State Farm/Sandberg (\$4,910)

Keith Sandberg said he appreciated the encouragement to turn in a request for grant money. He included one bid for the awnings but had originally received two bids. The bid he didn't include is more than one-year old and is comparable to the bid he submitted with his application. He will get more bids if needed. All five windows will get separate awnings. David said that from an aesthetic standpoint it would look best to have individual awnings as planned. The electrical work is to install lights to illuminate the signs. Keith mentioned State Farm has been in Downtown Albany since 1942.

Albany Civic Theater (\$5,000)

This request is for the reupholstering and painting of the seats in the ACT. Gordon's concern is that the seats are uncomfortable. Oscar said replacing the upholstery will make them much more comfortable. He also said that spray-paint will not last a long time, and he would feel better if the seats were powder coated. The theater volunteers will provide the labor to refurbish the chairs. Kate passed on the following information from Rebecca: She has concerns that it is all interior work and that the match is donated labor and not actual cash. Oscar said that he thinks the chairs date from the 1920s.

Rick thought it may be more like the 1950s. Gordon said that he is in favor of granting this because it makes the theater more viable and the downtown area more vibrant. Rick said that the theater is a piece of Albany history and it has been used as a theater since it originally opened.

DRAFT

Albany Downtown Association (\$1,000)

Rick said that the ADA is requesting funding to install GFIC boxes and outlets on the 24 poles on First Avenue. This will make it possible to hang and illuminate the snowflake decorations. The ADA will purchase the snowflakes and take care of them. The GFI's on the bottom are failing because they have gotten wet. They have installed five never-fail GFI's that work great, but they are about \$700 a piece. Gordon's concern is that the manufacturer or installer should be held accountable for the poles being put in wrong and the GFI's not working.

Charlie's Rhythm & Brews (\$3,000)

This request is for the repainting of the exterior building and construction and installation of an awning. Rick said that this building is going to be a deli and a coffeehouse. Rick wondered if the building has been painted or pressure washed because it looks pretty nice. Gordon said that all of the funding requested is for exterior improvements and that is what the subcommittee is looking for. Oscar said that he would like the Landmarks Advisory Commission (LAC) to approve the awning and paint or, at the very least, find out what colors will be used. Kate suggested asking the two LAC Commissioners on the CARA Advisory Board what they think and applying the design standards and have the funding be contingent on those two things.

Fortier Chiropractic (\$5,000)

This request is to refurbish the exterior of the building, roof repairs, new exterior paint, lighting and sign, as well as beautification of entry courtyard. Rebecca's comments on this was she thought the painting bid was a bit high and that the building isn't in that bad of shape to start. Rick said the building itself has an apartment on the second level and that it does indeed have a courtyard. Discussion followed regarding the entry courtyard.

Pix Theater (\$4,000)

This request is to replace the old, deteriorating awning material. Rick said the current awning is really old; and when it rains, patrons get dripped on when purchasing tickets. Rebecca's comments on this were: Yes, to definitely fund this. David and Oscar will look into the type of awning they want to purchase.

Deliberation and Funding Decisions

The group decided to deliberate on each request one at a time. Kate said they have more funds than they have requests for, but that doesn't mean all the requests have to be funded.

Albany Civic Theater

MOTION: Rick moved to grant the request and encourages the ACT to look into powder coating the chairs (this is not a contingency). Oscar seconded the motion, and it passed 4-0.

Albany Downtown Association

MOTION: Kate said that she will work with the ADA and the manufacturer and installer to get the issue resolved. Oscar moved to grant the request. David seconded the motion, and it passed 3-0, with Rick abstaining.

Charlie's Rhythm & Brews

MOTION: Rick moved to grant the request pending further review of the design of the awning and the paint colors. Oscar seconded the motion, and it passed 4-0.

DRAFT

Fortier Chiropractic

MOTION: Oscar said that it is a good project, but he would like more details to understand what it is going to look like. David moved to grant the request pending clarification of awning style and colors. Rick seconded the motion, and it passed 4-0.

Pix Theater

MOTION: Oscar wondered if the Subcommittee could give them up to \$5,000 if they will replace the awning frame with something more appropriate. Kate said that the offer can be made. Gordon said the materials can be approved. Kate suggested using the following wording: approval of a small grant for \$4,000 up to \$5,000 for a new awning structure if the applicant is agreeable. Kate called Jeff and put the call on speaker phone. Kate asked Jeff if the amount he was asking for was for a complete awning or just the fabric. Jeff said it was for the fabric replacement only, but he is willing to get more bids. Kate said that the Subcommittee was willing to grant the request up to \$5,000 if he would replace the complete awning. Jeff would like to get the correct type of awning and is willing to look into this further. Rick moved to grant the request for \$4,000 up to \$5,000 for a new awning structure contingent on the design and color review. David seconded the motion, and it passed 4-0.

State Farm/Sandberg

Motion: Oscar moved to grant the request. Rick seconded the motion, and it passed 4-0.

BUSINESS FROM SUBCOMMITTEE MEMBERS

Kate discussed the fall grant awards and asked the Subcommittee if they wanted to meet in August so the requesters can get work done before the weather gets bad. Oscar said July would be better. The Subcommittee decided to hear requests in July and have it finalized in August. David asked how much money they would be granting. Kate said it would be \$25,000 plus whatever is not used from this current round of grants.

NEXT MEETING

The next meeting is scheduled for July 2008.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Diana Eilers
Administrative Assistant I

Reviewed by,

Kate Porsche
Urban Renewal Coordinator



TO: CARA Advisory Board
FROM: Kate Porsche, Urban Renewal Coordinator
DATE: April 9, 2008, for April 16, 2008, CARA Advisory Board Meeting
SUBJECT: CARA Funding of Blighted Single-Family Residential

At a previous meeting we had discussed the possibility of using CARA funds to assist in the restoration of blighted single-family residences. Since that time I have worked to meet with developers, research how other urban renewal districts are handling their programs and get back to you.

From what I'm hearing it sounds as though the biggest gap for developers looking to take on these blighted properties is the ability to get financing to fix-up the properties. This may be one area in which CARA could assist. In my other conversations I've heard some reoccurring themes. First, is the desire to focus the funds on the rehabilitation of blighted historic properties. This would tie into the CARA goal of rehabilitating historic properties. Second, there seems to be a desire to focus the rehabilitation in the areas of Central Albany that need it the most. If you agree that the funding of historic properties is of top priority, then the logical place to look is in the three historic districts within the CARA boundaries. Of the three it is easy to see that the Hackleman district is the area most in need of help and with the larger collection of blighted properties.

If you were to go with the idea of assisting in the form of loans to get the repairs going here's some questions for you to consider:

1. With your remaining funding dwindling, do you want to spend money on single-family residential?
 - a. Pros: A loan, and the restoration of a couple of choice, severely blighted properties could make a big difference in a neighborhood. This could be the trigger for others to begin to fix up and change the neighborhood. The historic residential districts are key to the Central Albany Area.
 - b. Cons: if you choose to focus on the blighted historic properties, there is the possibility that they would be on the historic property-tax freeze, in which case there would be no tax increment.
2. If you do want to move forward, staff would recommend a larger pot of money, perhaps \$75,000-\$100,000 per project in the form of a loan to help with repairs, is this your desire? For security you could look at a couple of options:
 - a. Staff recommends keeping with the policy of putting a lien on the property
 - b. Perhaps make the loan have a short balloon payment (i.e. once repairs are done and the property is refinanced the CARA loan is paid in full, say at the three year point.)
 - c. Alternatively, you could offer a program wherein for each year the property is owner occupied you could forgive a percentage of the loan (this would encourage long-term owner occupied homes, and discourage house-flippers).
3. Would this money be only for owner-occupied buildings? (Staff would recommend so.)
4. How many projects would you like to fund per year?
5. Would you like to make it a competitive process (i.e. advertised and annual funds available, best project wins).
6. Are there other ground rules or policies you would like to implement in this program?

As an alternative, Anne Catlin has requested that CARA consider funding the Historic Preservation Grants program that she runs. She indicated that the funds from the state has become more and more competitive and thus is drying up for cities, such as our own. Her request would be to have CARA consider granting \$10,000 per year. For more information, please see the

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attached program outline from this year's round of grants. Funding of this program would help enable the historic preservation of our city's resources.

I realize that I have left you with more questions than answers, but I wanted to at least get the conversation going.

KCP:ldh

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CITY OF ALBANY

\$\$ RESIDENTIAL REHABILITATION MATCHING GRANTS \$\$

The City of Albany is pleased to be able to continue the residential rehabilitation grant program again this year, which started in 2005. We have \$10,000 in funds to award in matching grants up to \$3,000, depending on the scope of the project. Grant projects have averaged a total investment of approximately \$3 for every \$1 awarded in grant funds.

The grant is available to residential property owners for restoration, rehabilitation, and/or repair of historic contributing properties located within the National Register historic districts or listed on the Local Historic Inventory. The grant requires at least a 50% match and must be completed and paperwork submitted by Monday, August 25, 2008.

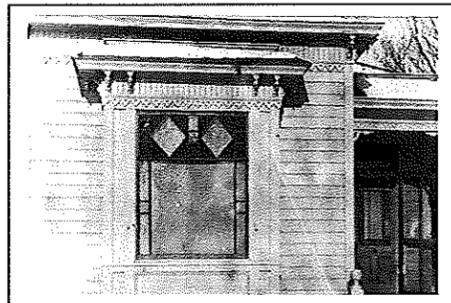
Grant applications are available online at <http://www.cityofalbany.net/comdev/historic/grants.php> and in the Community Development Department on the second floor of City Hall. Applications are **due Monday, April 1st, 2008 by 5:00 p.m.** Grant recipients will be notified in early April of their grant award.

Eligibility Requirements. The following standards must be met to be eligible for the matching grant:

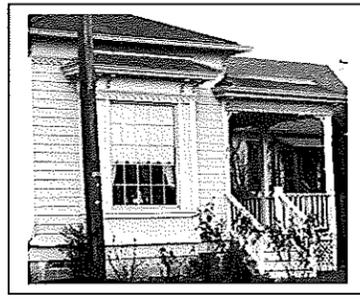
1. The building must be constructed before 1946 and in on Albany's Local Historic Inventory.
2. The building must be in residential or non-profit use only and may not be eligible for CARA funding.
3. Projects must be on the exterior, but excludes new construction/additions. Examples of eligible projects follow.
4. Projects must meet the Secretary of Interior's "Standards for Rehabilitation."

Eligible Projects and Funding Priority.

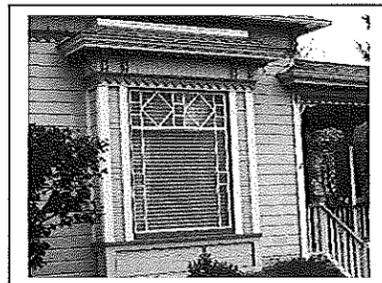
- Projects that restore integrity to the architectural style by removing incompatible features, alterations or additions and/or restoring missing or altered historic features on the front façade will be given **first priority**. Example projects include, but are not limited to: replacing documented missing features such as brackets; replacing in appropriate windows (aluminum, vinyl, non-wood) and front doors with wood windows and doors compatible to the house style; removing siding not original to the house and restoring the original siding.



Original



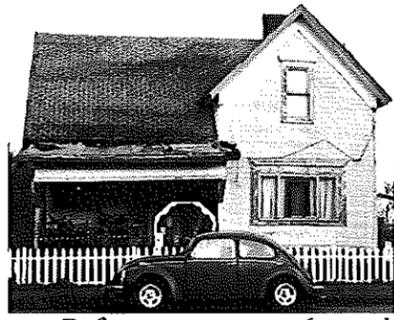
Altered



Reconstructed

The missing brackets in the bay window were recreated based on a historical photograph.





Before

639 3rd Ave SE



After

- Projects that restore and/or replace deteriorated historic features on the front façade will be given **second priority**. Examples of deteriorated or damaged features include, but are not limited to: decorative features, front doors, windows, porch parts, columns, stairs, balusters/handrails, newel posts, flooring and porch roofs.
- Projects that restore missing or deteriorated features on the side facades visible from the street will be given **third priority**.
- Priority will also be given to a project that has a particularly positive influence on other threatened or poorly maintained historic properties in the neighborhood.

Grant Conditions and Criteria

1. Grants must have a minimum match of 50% and may not exceed \$2,000. For example, if the entire cost of your project is \$1,500, then you may apply for up to \$750. Sweat equity may count towards your match only and will be credited at the current minimum wage (unless you are a licensed contractor). The cost of tools may not count towards the project budget.
2. Projects must meet the Secretary of Interior's Standards for Rehabilitation. Copies of the Standards are available in the Albany Planning Division and on the City's website: <http://www.cityofalbany.net/comdev/historic/grants.php>.
3. Projects that need historic review must be approved by the Landmarks Advisory Commission (LAC).
4. The repair and/or restoration of missing or altered historic features requires accurate replication of composition, design, texture, and other visual qualities substantiated by original plans, photographs, or other physical evidence.
5. **Before and after digital photographs must be submitted documenting the project. Photographs may be emailed to anne.catlin@cityofalbany.net or put onto a CD.**
6. If necessary, an inspection of your property by the City and or an LAC member will be made to understand the proposed work and determine eligibility.
7. A covenant and preservation agreement must be executed to ensure that after the grant-assisted work is completed, the owner(s) will maintain the premises for a minimum of 5 years so as to preserve the historical significance and integrity of the features, materials, appearance, workmanship, and environment that made the property eligible for listing in the National Register of Historic Places.
8. All necessary building permits must be obtained.
9. Any contractor performing work on the project must be licensed and bonded for the type of work planned.
10. A project sign identifying grant support must be displayed in a prominent location at each project site while project work is in progress. (The sign will be provided by the City of Albany.)
11. **All receipts and documentation of expenditures must be submitted with photographs of the completed project by Monday, August 25, 2008 at 5:00. Submit information in person or mail to: Anne Catlin, Community Development Department, 333 Broadalbin Street SW, Albany OR 97321.**

RESIDENTIAL REHABILITATION GRANT CRITERIA

Eligibility Requirements. The following standards must be met to be eligible for the matching grant:

1. The building must be constructed before 1946 and in on Albany’s Local Historic Inventory.
2. The building must be in residential or non-profit use only and may not be eligible for CARA funding.
3. Projects must be on the exterior, but excludes new construction/additions. Examples of eligible projects follow.
4. Projects must meet the Secretary of Interior’s “Standards for Rehabilitation.”

Eligible Projects and Funding Priority.

MAX ELIGIBLE POINTS (proposal only)

10	Projects that restore integrity to the architectural style by removing incompatible features, alterations or additions and/or restoring missing or altered historic features on the front façade will be given first priority . Example projects include, but are not limited to: replacing documented missing features such as brackets; replacing in appropriate windows (aluminum, vinyl, non-wood) and front doors with wood windows and doors compatible to the house style; removing siding not original to the house and restoring the original siding.
8	Projects that restore and/or replace deteriorated historic features on the front façade will be given second priority . Examples of deteriorated or damaged features include, but are not limited to: decorative features, front doors, windows, porch parts, columns, stairs, balusters/handrails, newel posts, flooring and porch roofs.
6	Projects that restore missing or deteriorated features on the side facades visible from the street will be given third priority .
4	NOT IN LIST ORIGINALLY – Other Maintenance projects that don’t hit Priority 2 or 3 – that may not be readily visible and painting
2	Priority will also be given to a project that has a particularly positive influence on other threatened or poorly maintained historic properties in the neighborhood.

OTHER CONSIDERATIONS (NEW)

MAX POINTS (proposal only):

- 6 VISUAL IMPACT – improves integrity of house architecturally or visually
- 6 PROJECT NEED – improves structural/overall integrity of house – as in, will the house sustain damage if the project is not completed?