



**NOTICE OF PUBLIC MEETING**  
**CENTRAL ALBANY REVITALIZATION AREA ADVISORY BOARD**  
City Hall, Council Chambers  
Wednesday, August 20, 2008  
5:15 p.m.

**AGENDA**

1. CALL TO ORDER (Chair Norman)
2. ROLL CALL
3. APPROVAL OF MINUTES  
    > July 16, 2008. [Pages 1-4]  
    Action: \_\_\_\_\_
4. SCHEDULED BUSINESS
  - a. Business from the Public
  - b. Cash-flow & Borrowing Update. [Handouts available at meeting] (Porsche)  
    Action: \_\_\_\_\_
  - c. Recommendation of Small Grant Recipients. [Pages 5-7] (Porsche/Kirbey)  
    Action: \_\_\_\_\_
  - d. Presentation of new residential funding requests. [Pages 8-10] (Porsche/Applicants)
    - 1) Catlin – 424 Montgomery Street SE (\$10,000 forgivable loan) [Pages 11-16]
    - 2) Eaton – 1638 First Avenue SE (\$25,000 forgivable loan) [Pages 17-21]
    - 3) van Rossmann – 526 Fifth Avenue SE (\$12,382 forgivable loan) [Pages 22-28]
    - 4) Vaughan – 532 Baker Street SE (\$28,900 forgivable loan) [Pages 29-39]
  - e. Deliberation and Funding Decisions
    - 1) Catlin – 424 Montgomery Street SE  
    Action: \_\_\_\_\_
    - 2) Eaton – 1638 First Avenue SE  
    Action: \_\_\_\_\_
    - 3) van Rossmann – 526 Fifth Avenue SE  
    Action: \_\_\_\_\_
    - 4) Vaughan – 532 Baker Street SE  
    Action: \_\_\_\_\_
  - f. Manley/Flinn Building (\$400,000 developer partnership) [Pages 40-53] (Porsche/Applicant)  
    Action: \_\_\_\_\_
  - g. Discussion: CARA Review Criteria. [Verbal] (Porsche)  
    Action: \_\_\_\_\_
  - h. Staff updates and issues. [Verbal] (Porsche)  
    Action: \_\_\_\_\_
5. BUSINESS FROM THE BOARD
6. NEXT MEETING DATE: *Next regular meeting Wednesday, September 17, 2008*
7. ADJOURNMENT

City of Albany Web site: [www.cityofalbany.net](http://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.*



APPROVED: \_\_\_\_\_

CITY OF ALBANY  
Central Albany Revitalization Area Advisory Board  
City Hall Council Chambers, 333 Broadalbin Street SW  
Wednesday, July 16, 2008

MINUTES

Advisory Board Members present: Chris Norman, Dan Bedore, Jeff Christman, Floyd Collins, Loyd Henion, Bessie Johnson, Gordon Kirbey, Sharon Konopa, Ray Kopczynski, Dick Olsen, Cordell Post, and Ralph Reid, Jr.

Advisory Board Members absent: Oscar Hult and Kim Sass

Staff present: City Manager Wes Hare, Finance Director Stewart Taylor, Transportation Analyst Ron Irish, Urban Renewal Coordinator Kate Porsche, and Administrative Assistant Teresa Nix

Others present: Seven others in the audience

CALL TO ORDER

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

APPROVAL OF MINUTES

June 18, 2008

**MOTION:** Dan Bedore moved to approve the June 18 minutes as presented. Ralph Reid, Jr., seconded the motion, and it **passed** unanimously.

SCHEDULED BUSINESS

Business from the Public

Michael Kinney, 1231 Sherwood Place NW, said that he is an Albany Area Habitat for Humanity ReStore volunteer and advisory board member. He introduced store director Jackie Saling and advisory board member Mike Baylor. He said the CARA grant of over \$62,000, along with community donations, has allowed the ReStore to open with a savings to the organization amounting to the cost of providing a Habitat for Humanity home. He expressed appreciation to CARA for their assistance.

Cash-Flow Update

Urban Renewal Coordinator Kate Porsche drew attention to the cash-flow update distributed in the packets. CARA has approximately \$887,000 available for project funding. She advised that she will be meeting with the Finance Director to talk about CARA's line-of-credit status. There may be an opportunity for CARA to establish another line of credit if it so chooses. She will report back after that discussion.

Funding Request: David Johnson, Developer Partnership, \$302,750

Porsche drew attention to the staff report. She advised that David Johnson, developer of the Wheelhouse project, is requesting a developer partnership to assist with costs of bringing sewer and water lines up Jackson Street. The lines would serve his property, as well as the property owned by Scott Lepman.

David Johnson, 421 Water Avenue NE, expressed appreciation for the funds previously provided by CARA. He said that he feels like an early explorer on this project. He was surprised with the cost to bring utilities and infrastructure to the site. He stated that, although Lepman does not yet have a project ready to go, it makes sense to bring in sewer, water, electricity, and storm drains for both pieces of property at the same time. He said that costs associated with the railroad crossing and Water Avenue improvements are still unknown.

Floyd Collins noted that the cost of boring a private water line is considerably more than the cost of open cutting a public water line. He encouraged Johnson to have his engineers talk to staff about the possibility of this being a public water line, in which case the railroad would come in and lift the track for cutting. Johnson said that his estimates are based on boring because that is the worst case scenario. He noted that his request is for a "not to exceed" amount and that CARA would only reimburse him for actual costs. He said that the railroad crossing issue is unresolved. The City Manager has encouraged him to proceed and see what the railroad does.

City Manager Wes Hare said that the City will meet with the railroad on July 29 and that one issue of discussion will be the extension of utilities. A bigger issue will be who would pay for any required safety improvements to the crossings. The City's position is that there is no need for crossing improvements for the kind of development that will be going in. If improvements are required by ODOT Rail, the City believes they would be the responsibility of the railroad. The City cannot guarantee an outcome, but it is working to reduce developer costs and risks. Hare said that he is very supportive of this request.

Porsche said she will discuss Collins' suggestion with the Public Works Director.

In response to inquiries from Christman, Johnson said that he expects it will take a year or more to fully lease the building. The project would not be in jeopardy if it takes longer.

**MOTION:** Bedore moved to approve the request for funding not to exceed \$302,750. Post seconded the motion.

Christman said that he supports the motion. He noted that the summary of project costs and return provided in the staff report is based on both the Johnson and Lepman properties. He understands the intent, but the Lepman project is not before CARA. He would like the calculations to be based on this project alone. Porsche agreed to recalculate the summary for the file.

In response to an inquiry from Ray Kopczynski, Johnson said that none of the inquiries he has received from potential tenants have been from businesses currently located in Albany.

The motion passed unanimously.

#### Funding Request: Glen Rea, Short-Term Loan, \$240,000

Porsche advised that, after distribution of the staff report, she spoke with urban renewal consultant Jeff Tashman about the possibility of CARA assisting Glen Rea with a short-term bridge loan. Tashman was clear that urban renewal dollars cannot be used for this purpose because the project has already been built. She has explained the situation to Rea. She asked Council members of the Board to consider other creative ways that the City or other community organization may be able to assist Rea bridge the gap until all of the units are sold.

#### Discussion: CARA Review Criteria

Porsche said that she took the Board's previous input and incorporated it into the decision criteria matrix distributed in packets. She reviewed the changes and requested feedback.

Collins asked if Porsche had checked with other urban renewal districts regarding their decision criteria. Porsche recalled that she provided information last month about Salem's urban renewal district. Many districts target specific lots and then put out an RFP for development. Most districts do not operate as CARA does, but that is not to say that CARA should operate differently.

Post said that he would like to see a definition for *sustainable building*. He asked how job creation could be

verified or confirmed. Porsche noted that Kim Sass had asked that the sustainable building definition not be specific to LEEDs, but perhaps some of the same concepts could be utilized.

Collins stated that, if funding was provided as loans rather than grants, CARA could require verification on the number of jobs created and have interest penalties if the number is lower than was presented. This is similar to the process used in the Enterprise Zone.

Bedore expressed concern about creating additional bureaucracy. Norman said that job creation may be something CARA does not want to quantify. Christman said that he thinks job creation should be on the matrix but maybe it should carry a set point amount rather than points based on number of jobs.

Porsche suggested the possibility of having a separate point system and threshold for economic development projects. Konopa said that she likes that idea. Norman agreed that it is difficult to compare economic development and historic restoration. Bedore suggested that CARA individually consider any economic development projects that come forward.

Porsche clarified that she envisions the point system as an initial filtering system and that CARA has not decided to use the point system for decision making. Several Board members expressed support for using the point system as a way for staff to filter projects that come to CARA rather than as a decision-making tool.

Norman initiated discussion about the focus area. Discussion followed regarding the possibility of placing different levels of priority or funding different percentages of projects based on their location.

Hare said that he has a concern with CARA officially designating a focus area. The urban renewal district is a legal entity, and he is not sure that the Board should state that one area of the taxing district has priority. He suggested that Porsche get more information on this issue. It was noted that CARA does have the right to establish criteria about the projects it will fund.

Hare complimented the Board on its good work. He said that it is rewarding to see how effectively the group works together, the thought that goes into decisions, and the quality of the decisions that are made.

Post suggested that Porsche talk to Tashman and/or City Attorney Delapoer about the concept of a focus area. He would like to keep that as a criterion if it is allowable. Bedore stated that eliminating a project based solely on its location does not appeal to him; he would like to eliminate that criterion. Olsen agreed with Bedore, noting that Viper NW is a good example of a worthwhile and unique project that was outside of the focus area. Porsche agreed to research this and report back.

Norman initiated discussion about the criterion regarding elimination of blight. Post said that this is one of the most nebulous criterion presented. Bedore said that he thinks the issue of blight could be left to the judgment of the Board. Konopa said she thinks blight should be included in the criteria. Norman noted that blight has always been part of the decision criteria. He recalled that some of the early documentation may have included information about what constitutes blight. Porsche agreed to look for that information.

In discussion, Porsche clarified that she is attempting to develop filtering criteria that would allow her to bring in quality projects. She noted that she has received feedback from the Board that it has difficulty denying requests and that she is trying to take on some of that burden. Kopczynski said that he thinks CARA has worked with applicants whose projects did not meet the criteria until they made revisions that made them acceptable. Konopa stated that the Board gave Porsche direction to come up with a point system, and she has done a great job without much direction.

Porsche initiated discussion about the criterion of people attractor. She said she envisions downtown as an area with restaurants, art galleries, etc. It was noted that CARA has encouraged specific types of business such as restaurants. Collins suggested that the market should decide what types of businesses locate downtown. Bedore said CARA members have an idea of what they want downtown, but it may not need to be defined in the decision criteria. Norman stated that, if CARA succeeds in making the area attractive for the types of businesses it wants, the desired development should come.

Porsche initiated discussion about whether to include criteria related to residential development. She said residential was a previous goal; but, with the 160 units provided by RCM homes, she wonders whether the Board would now prefer to focus on mixed use. Bedore said that he supports mixed use.

Porsche will revise the criteria based on input and report back.

#### Staff Updates and Issues

Porsche said she will be preparing staff reports for two possible policies for the Board's consideration.

The first policy for consideration relates to properties that CARA funds that are later put up for sale. There is currently nothing in the contract that prevents recipients from selling their properties. Porsche would like to provide an analysis, including the possibility of providing all funding via forgivable loans with specific criteria.

The second policy for consideration would make funding recipients responsible for coming in every three months to show photographs, discuss progress, and answer any questions from the Board.

Porsche said that the deadline for applications for the next round of small grant allocations is July 21. The Small Grant Subcommittee will have a recommendation for consideration at the August 20 CARA meeting.

Porsche showed a folder she provides to applicants for blighted single-family residential grants. The folder includes a press release, application, map, and her business card. The deadline for applications for this funding cycle is August 8. This issue will also be on the agenda for consideration at the August 20 meeting.

#### BUSINESS FROM THE BOARD

Norman asked for an update on Second Avenue streetscape improvements. Porsche said that she has worked with Rick Rogers to map out where items will go and that she will be working with Public Works staff to place an order next week.

Norman said that he will continue in his role as Chair until January 2009. He would like to have nominations for Vice Chair in August or September with the goal of that person stepping in as Chair in January.

#### NEXT MEETING DATE

The next meeting of the CARA Advisory Board will be held on Wednesday, August 20, 2008, at 5:15 p.m., in the Council Chambers.

#### ADJOURNMENT

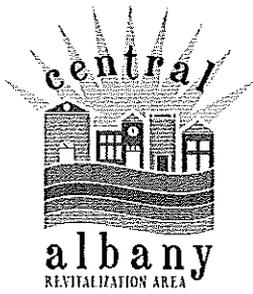
Hearing no further business, Chair Norman adjourned the meeting at 6:40 p.m.

Submitted by,

Reviewed by,

Teresa Nix  
Administrative Assistant

Kate Porsche  
Urban Renewal Coordinator



APPROVED:

**DRAFT**

**CITY OF ALBANY**  
**Central Albany Revitalization Area**  
**Small Grant Subcommittee (SGS)**  
**City Hall Willamette Room**  
**333 Broadalbin Street SW**  
**Tuesday, July 29, 2008**

**MINUTES**

Members present: Oscar Hult, Gordon Kirbey, Rick Rogers, Rebecca Bond, David Pinyerd (arrived at 5:30 p.m.)

Members absent: Julie Jackson, John Pascone

Staff present: Kate Porsche, Urban Renewal Manager; Diana Eilers, Administrative Assistant I

Others present: Julie Hawley, Bill Lanham, Connie Lanham, Stella Reimers

**CALL TO ORDER**

The meeting was called to order at 5:18 p.m.

**APPROVAL OF APRIL 3, 2008, MINUTES**

**MOTION:** Rick moved to approve the minutes from April 3, 2008. Oscar seconded the motion, and it passed 4-0.

**SCHEDULED BUSINESS**

Business from the Public

None.

Staff Update from Last Round

Kate said that the Albany Civic Theatre gave back their allocation because they couldn't get enough support to complete their project. The Pix, ADA, and Charlie's Rhythm and Brews contracts have all been drafted. Keith Sandberg's project is in progress.

Bill and Connie Lanham

Bill said that they have received a matching grant from CARA in the amount of \$14,000 and the project is progressing well. They have found some water leaks in the roof. They would like some financial assistance to repair the roof. Connie said that although the roof won't be visible, it will preserve the interior work that has been done. Gordon asked if they have received more than one bid. Connie said that they didn't because they are very impressed with the work AFC Roofing does. Rick asked Kate if there is anything written that would prevent the group from being able to fund the project. Kate said that there is a preference for visible repairs, but it isn't a requirement. Rick said that giving them the money will help preserve the building. Kate said that if anything, this is saving CARA money because the small grant is limited to \$5,000, where if they had come to the full board, the project would be eligible for 50 percent. Rebecca moved to approve the request, and Rick seconded the motion. Gordon said that they should wait until deliberations before making decisions. The motion was withdrawn.

Stella Reimers (\$1,440)

Stella said the awnings will be for the front and back entrances. The awning will be black with gold numbers on it. It will be a half bubble shape. Stella said that she has decided to do this because of the improvements being made to the back entrance of the JC Penny building. Stella said that the building was built in 1971. Oscar said that he is having a hard time picturing the dome awnings. Stella said that it would be just over the doorway and it would stick out about two and a half feet.

Julie and Nick Hawley (\$3,474)

Julie passed around some pictures of her building and explained what needed to be repaired. Julie said that she and her husband purchased the building, which is the Albany Massage Center. In addition to the bid she turned in with the application, she has received an oral bid from Stutzman and Kropf Contractors for \$6,000.

Albany Downtown Association (\$1,000)

Rick passed around a picture of what the potential snowflakes will look like. They are three feet tall, have 100 mini-lights, and cost \$69 each. Rick said that he will be purchasing a sample to see exactly what it looks like. He would like to purchase 28 snowflakes. Rick said that these are going to be temporary and that he would like to eventually contact the metal shops at the high schools to see if they can make them. Gordon asked if there is a warranty on them. Rick said no. Rick said that if a light burns out, the rest will continue to stay lit. Rebecca said that it may be best to purchase a sample before deciding on approving the amount. Oscar said that if this is just a temporary fix for a couple of years, it may be better to decorate the poles with garland and lights. Kate thought that if the high schools received a donation to create the snowflakes, they may be able to work on them sooner than later.

Deliberation and Funding Decisions

Albany Downtown Association

Oscar said that he has a hard time spending money on something that will be disposed of in a couple of years. Gordon said that he would like to come up with a design for the snowflakes and have the high schools make them. Dave said yes for the money. Gordon wondered if it would be better to see a sample before deciding. Rebecca said that the funds could be allocated and then the group can review the design before approving.

MOTION: Rebecca moved to approve a grant up to \$5,000 with approval of the design and type. Oscar seconded the motion, and it passed 4-0, with Rick abstaining.

Julie and Nick Hawley

MOTION: No further discussion. Rick moved to approve the request for \$3,474. Oscar seconded the motion, and it passed 5-0.

Bill and Connie Lanham

MOTION: No further discussion. Rebecca moved to approve the request for \$5,000. Rick seconded the motion, and it passed 5-0.

Stella Reimers

MOTION: Rick said that he thinks the awning may not be appropriate and will look modernistic. Oscar said that with the way the building is made, this type of awning will be a good fit. Oscar thought there may be something in the code that says no barrel awnings. Kate will check into it. Discussion followed. Dave moved to approve the request for \$1,440. Rebecca seconded the motion, and it passed 5-0.

Timing of Next Round of Grants

Kate asked if they would like to follow the same process this coming spring as they did last year. The applications were available in February and they met in April. The group decided to follow the same pattern as last spring.

BUSINESS FROM SUBCOMMITTEE MEMBERS

Rebecca said that the Willamette River Festival is this weekend. The BOOM pirates are coming, and rogue pirates are coming from other areas. The vendor list is looking great. There will be a downtown treasure hunt. Pick up a map at 10:00 a.m. on Saturday to participate. There is a Main Street meeting coming up on August 6, 2008, from 7:30 – 8:30 a.m.

NEXT MEETING

The next meeting is scheduled for March 2009.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:25 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: August 13, 2008, for August 20, 2008, CARA Advisory Board Meeting  
SUBJECT: Residential Funding Requests

At this month's meeting you will be hearing from those applicants who are requesting funds from the residential funding pilot program. As you may recall, in May you agreed to create a \$75,000 pot of funds to assist with severely blighted single-family properties.

After your approval of the program, I created marketing materials and worked to promote the funding. The process went very smoothly, and CARA has received four applications for the funding as follows:

<u>Applicant</u>	<u>Amount</u>
Catlin	\$ 10,000
Eaton	\$ 25,000
van Rossmann	\$ 12,382
Vaughan	\$ 28,900
	<hr/>
	\$ 76,282

It should be noted that when the Albany Revitalization Agency (ARA) met to approve the final program they decided to open up the geographic boundaries. You may recall that the original boundary was proposed to be the same as the Hackleman Historic District. The ARA ultimately decided that they'd like any severely blighted historic property within the CARA boundary to be eligible. Though all the projects are on the southeast side of town, one of the projects is outside the Hackleman Historic District and would not have been able to be considered had the ARA not changed the boundary.

It should be noted that total requests for funds equal \$1,282 more than the allotted \$75,000. You've got three different options. First, a couple of the applicants outlined their requests in an à la carte fashion, so you may choose to only fund certain parts of their requests. Second, you may choose to lessen any of the requests by this amount, or finally, you may consider increasing the allotment by the \$1,282 so that all may be funded.

Since we have a single finite pot of money, I have rolled the staff reports into this one document for easy reference. As you have done before with multiple funding requests, I have laid out the agenda so that you might hear from all applicants, deliberate, and then make your funding decisions. Applicants are listed in alphabetical order by last name, and applications are valued against the adopted point scale. The point scale is meant to be a means by which you can evaluate the projects. However, you reserved the right to make the final funding decisions.

All of these projects fit the bill of "severely blighted" and will have significant impacts to their neighborhoods when complete.

Catlin

Rich Catlin is coming before you to request a \$10,000 residential forgivable loan. It should be noted that Rich's wife, Anne Catlin, is a City Planner. However, the same standards and processes have been applied to their request as all others to ensure fairness.

Points Possible	Staff Assessment of Points	Item
Scale 1-10	8	Severity of blight— this may be considered in a couple of ways to include, but not be limited to: severe structural or safety issues, severe "muddling" of historic features, home is threatened.
5	5	Home is a Historic Contributing Resource.
5	5	Home was originally single-family, now used as multi-family and will be converted back to single family.
20	18	TOTAL POINTS POSSIBLE

The Catlin's house was significantly blighted. It was originally built as single-family, then converted to a four-plex. It later sat vacant for over 20 years. The Catlins are in the process of restoring it back to a single-family residence that they plan to occupy along with their two children.

To date, the Catlins have spent about \$200,000 on the restoration of the house. They have about \$45,000 left to complete the project. They are seeking a \$10,000 forgivable loan from CARA to assist with these costs, which include paint and gutters. The paint would be a visible project enhancing the home's appearance and benefiting the surrounding neighborhood.

The home is located on Montgomery between Fifth and Sixth Streets in the Hackleman Historic District.

Eaton

Jacho and Emma Eaton, currently residents of the Monteith Historic District, have stepped out on a limb and made an offer on the historic Andrus House, aka the Keyhole house. The home, located in the 1600 block of First Avenue East is a contributing resource and one of the City's most unique properties.

The Eaton's are in the process of purchasing the house. They have an accepted offer on the home and are working with Willamette Community Bank for their financing. The home itself is severely blighted and is located in a neighborhood that could use some help.

Points Possible	Staff Assessment of Points	Item
Scale 1-10	9	Severity of blight— this may be considered in a couple of ways to include, but not be limited to: severe structural or safety issues, severe "muddling" of historic features, home is threatened.
5	5	Home is a Historic Contributing Resource.
5	0	Home was originally single-family, now used as multi-family and will be converted back to single family.
20	14	TOTAL POINTS POSSIBLE

The Eatons are requesting a \$25,000 forgivable loan to assist with the cost of the new foundation, which is necessary to save the house.

Van Rossmann

Robyn and Rusty van Rossmann are coming before you to request funds for the remodeling of their 1878 home located in the Hackleman District on Fifth Avenue between Jackson and Jefferson Streets.

Points Possible	Staff Assessment of Points	Item
Scale 1-10	8	Severity of blight— this may be considered in a couple of ways to include, but not be limited to: severe structural or safety issues, severe “muddling” of historic features, home is threatened.
5	5	Home is a Historic Contributing Resource.
5	5	Home was originally single-family, now used as multi-family and will be converted back to single family.
20	18	TOTAL POINTS POSSIBLE

The van Rossmans are requesting a total of \$12,382 in forgivable loans. This amount makes up three separate projects, which include the following: \$8,175 for roofing, \$1,500 for chimneys, and \$2,690 for exterior paint. The paint would be a visible project enhancing the home’s appearance and benefiting the surrounding neighborhood.

Like the Catlins, the van Rossmans have already invested significant time money and effort in the rehabilitation of this house. The house was originally built as a single-family structure, and then converted to two apartments in 1910, then three apartments in the 1940’s. Robyn and Rusty have been working to take the building back to a single-family structure, which they plan to occupy.

Vaughan

Tim Vaughan, as you may remember, is the owner of the historic William Vance house located at 532 Baker Street SE. The house is an Italianate, originally built as a single-family residence, which was converted to a multi-unit property. Then, about 11 years ago there was a fire in the house. When Mr. Vaughan took on the property it was severely blighted.

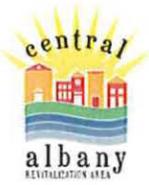
Points Possible	Staff Assessment of Points	Item
Scale 1-10	10	Severity of blight— this may be considered in a couple of ways to include, but not be limited to: severe structural or safety issues, severe “muddling” of historic features, home is threatened.
5	5	Home is a Historic Contributing Resource.
5	5	Home was originally single-family, now used as multi-family and will be converted back to single family.
20	20	TOTAL POINTS POSSIBLE

Mr. Vaughan has been working on the home for about a year and to this point has completed much work including, replacing all of the electrical, painting the exterior, and sheet rocking the interior.

Mr. Vaughan, a contractor by trade, estimates the total cost of the project to be around \$260,000. He is requesting a forgivable loan from CARA in the amount of \$28,900 to assist with the following projects: complete the historic rebuild of the porches, decks, and railings; flooring; painting; plumbing; and stairway work.

When complete, Mr. Vaughan intends to live in the home with his wife.

KCP:ldh



# Residential Forgivable Loan

APPLICATION

## 1. APPLICANT

Name: RICHARD CATLIN

Mailing Address: 637 5<sup>th</sup> Ave SE, Albany, OR 97321

Contact Name: Richard Catlin Phone Number: 541-791-2277

Cell Number: 541-979-0784 Fax Number: \_\_\_\_\_

Email Address: gratefulgif@juno.com

Legal Form: Individual Application  Partnership

Corporation: Profit  Nonprofit

In which state are the incorporation and/or organization documents filed? \_\_\_\_\_

Social Security Number/Tax Identification Number: [REDACTED]

## 2. HOUSE INFORMATION

Historic Name: Bowersox House, 1903

Street Address: 424 Montgomery St SE Zip Code: 97321

Legal Description: 11S03W07BA06300 Property Tax Account Number: 0090411

Historic Contributing Resource:  Yes  No

Are you the owner of the property?  Yes  No

## 5. DESCRIPTION OF PROJECT

We are in the final phases of a full house restoration of a house that was originally a single-family home, but was 4 apartments for decades (owned by Larry Hobart), has been vacant for over 20 years and neglected for decades. The final phases of the project involve completing the exterior restoration to include – prepping and painting the exterior; installing gutters, replacing missing trim, cornice boards, and siding; and building back stairs (missing). See attached photographs. The second phase includes installing all of the finish trim/baseboards/cabinetry/bathrooms on the interior. (The house was gutted by the previous owners due to damage from past tenants over the years.)

6. ESTIMATED COST OF PROJECT (just what we're asking money for?): \$10,500  
ESTIMATED VALUE OF PROJECTS UPON COMPLETION: \$350,000, Full restoration

Basis for valuation and value upon completion: approximately \$100/square foot for main house (3,000 sf) and \$50,000 for garage apartment (600 square feet).

#### 7. PREPARATION OF COST ESTIMATES

Who prepared your cost estimates? Bids for exterior paint/gutters and interior finish work based on pricing through lumber supplier (sweat equity to install).

8. IN ADDITION TO THE PROPOSED IMPROVEMENTS FOR THIS PROJECT, IS THERE OTHER WORK PROPOSED AT THE PROPERTY? Yes  No

ESTIMATED ADDITIONAL COSTS: \$35,000  
(ALL BASEBOARDS, DOOR/WINDOW TRIM AND MOLDINGS, CABINETS ON INTERIOR.)

TOTAL ESTIMATED COST OF ALL WORK: \$45,000 TO FINISH THE HOUSE  
(Full restoration costs start to finish, excluding 6 years of sweat equity \$250,000)

#### 9. CONSIDERING THE LIST OF PROJECT GOALS OUTLINED IN THIS APPLICATION, PLEASE IDENTIFY THE VALUE YOUR PROJECT BRINGS TO CARA AND YOUR NEIGHBORHOOD

**Improving the neighborhood:** This house has been a neglected, vacant eyesore in the Hackleman National Register Historic District for decades. (See details on blighted conditions under question #12.) This house is one of several multi-family properties in the area concentrated between Baker and Railroad Streets that were/are seriously run down by tenants and neglected by absentee landlords. We knew this investment would be risky and wouldn't work without substantial sweat equity, but we hoped that by restoring and eventually living in the house, we would visibly improve this section of the Hackleman neighborhood. We also hoped that once people could see the house was being restored, it might entice others to do the same when other rental/neglected properties come on the market. We will soon move our family into this house so it will be a **single-family owner-occupied** house for the first time in well over 50 years. **Added tax value:** We have taken vacant buildings decreasing in value and completely rehabilitated them. We have also added substantial square footage to the house by converting the partial basement with a low ceiling height to a full basement with full ceiling height to gain the full square footage under the main level (1,200 square feet), and we are converting the attic to living space adding about 650 square feet. We also built a screened in back-porch. The apartment restoration has already increased our property value by more than \$50,000. Once the house is livable, the value will rise substantially. **Housing:** The vacant house and accessory building are now a very nice single-family home, and affordable accessory apartment only a few blocks from the downtown job base. **Historic Preservation/Sustainability:** Our primary goal is to restore the historic integrity to the exterior of the house and recreate the craftsmanship and details of a historic interior so that it will be an asset to the District for centuries to come. Our second goal was to make the house as energy efficient/sustainable as possible by purchasing salvage materials, supporting local and Oregon businesses, and reducing the operating and long-term maintenance costs with finishes. Lastly, numerous preservation workshops have been held at this house.

10. AMOUNT OF MATCHING FUNDS: \$35,000 SOURCE OF MATCH: Wells Fargo home equity loan

Is your funding for these:  available today  applied for  unknown at this time

11. EXPLAIN WHY CARA FUNDING IS NECESSARY TO ENSURE PROJECT COMPLETION

We are at the tail end of a six-year, extensive restoration project that has used the best preservation practices and green technology possible to restore the house. The house was not livable (no wiring, plumbing, walls, windows, etc.), so we have had to juggle our current mortgage with equity loan and owner-financed payments on this property for years, in addition to depleting our savings and other liquid assets. We have done a lot of the work ourselves to save money and to ensure quality and have still spent approximately \$200,000 on this project to date. We were fortunate to get an inheritance last year which was used to reduce the balance on our equity loan and pay for contractor work. Without the inheritance, we would have been forced to take out a second equity loan on our current house and delay the project as funds were available. The CARA funds will help reduce additional debt we will need to incur until we can roll the expenses into a conventional mortgage.

12. PLEASE DESCRIBE THE CONDITION OF THE HOME. HOW WOULD CARA FUNDING HELP REMOVE BLIGHTED CONDITIONS?

The property was zoned Central Business until the area was rezoned in 1996 to Hackleman Monteith (a single-family zone). The house was chopped up into four apartments for several decades (1949 through early 1980s) while owned by the Hobarts. There were two units on the main level, two units in the partial basement, and a fifth in the accessory building. The house was altered to accommodate the apartments (extra doors and windows) and the property was not maintained by the Hobarts and trashed by tenants. (See photographs.) Neighbors purchased the property in mid 1980s to stop the drug activity between this house and the seven-plex at 431 Montgomery Street (NE corner with 5<sup>th</sup>). The house has been vacant - except for occasional shelter to the homeless/transients until we purchased it and secured it. The previous owners removed asbestos siding, gutted the interior, and reroofed the house - which is probably why it is still standing today. However, without plaster on the walls, the ceiling beams disconnected in the bay window causing the north wall to bow outward. We purchased the house in November 2001 as an empty shell with broken and missing windows and doors. Almost seven years later, while it may not look like from the outside, the house is almost livable. The CARA funding would pay for the house to be prepped and painted and for gutters. Once painted, it will completely eliminate the last of the "blighted look" to the house and will completely change the block. Painting will help keep the exterior from deteriorating further. Our matching funds will go towards making the interior livable and airtight. Once in the house, it will be occupied for the first time in over 20 years, and we will be eyes on the street.

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Assistance Requested

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Forgivable Loan Amount Requested: \$10,000

Please Describe The CARA funds will specifically pay for the house to be prepped and painted (\$7,800) and for gutters (\$2,340). Our match will come from finishing the interior.

**Certification**

The Applicant understands and agrees to the following conditions:

1. Any physical improvements proposed must be approved by the Albany Revitalization Agency and may require approval by the City of Albany Landmarks Advisory Commission or other entities. These entities may require certain changes or modifications before final approval and Commitment of Funds.
2. Commitment of funds will not be processed until the Applicant satisfies all conditions.
3. Any work begun before receipt of a Commitment of Funds notice is ineligible for reimbursement.
4. Any work deviating from that detailed in the Commitment of Funds must be pre-approved in writing to be eligible for reimbursement.
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6. Originals of all materials prepared with CARA assistance belong to CARA and will be maintained in the public record.
7. Application must be completed in its entirety before being considered; if not, it will be returned for completion.
8. Staff is authorized to independently verify any and all information contained in this application.

If the Applicant is not the owner of the property to be assisted or if the Applicant is an organization rather than an individual, the Applicant is required to certify that she/he has the authority to sign and enter into an agreement to receive the assistance requested and to perform the work proposed. Evidence of this authority is attached and included as a part of this application by reference.

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining CARA assistance and is true and complete to the best of the Applicant's knowledge.

T Rich Catlin  
Applicant's Signature

8-08-08  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Return to: City of Albany City Manager's Office  
c/o Kate Porsche, Urban Renewal Manager  
333 Broadalbin Street SW/ P.O. Box 490, Albany, Oregon 97321

**FOR CITY USE ONLY**

Date Received: 8/8/08 By: KLP Application Complete:  Yes  No

If no, comments: pictures attached

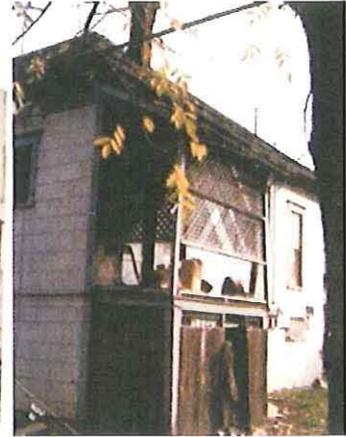
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date application returned to applicant for completion: \_\_\_\_\_

Date application returned to City: \_\_\_\_\_

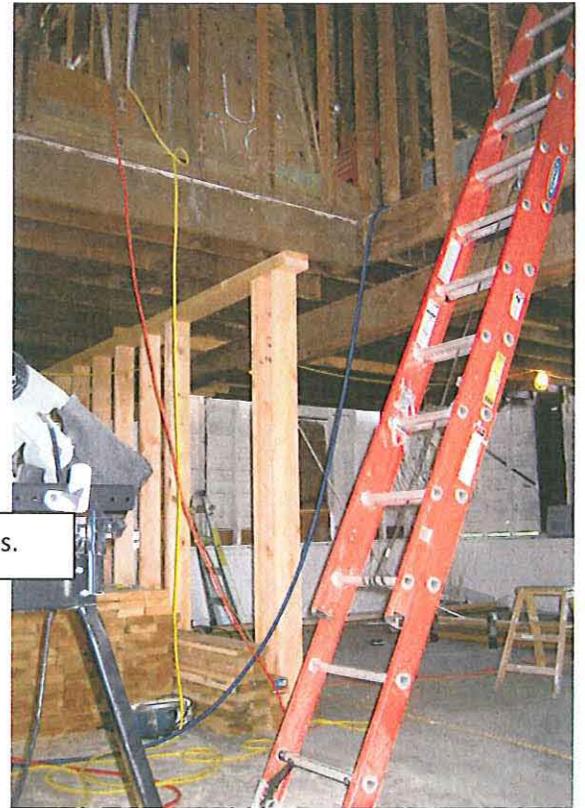
By: \_\_\_\_\_

**HOUSE AS APARTMENTS UNTIL MID 1980s' (THEN VACANT 1980s to CURRENT)**



**HOUSE CONDITIONS WHEN PURCHASED  
IN LATE 2001 AND IN RESTORATION**







# Residential Forgivable Loan

APPLICATION

## 1. APPLICANT

Name: Jacho and Emma Eaton

Mailing Address: 425 7th Avenue SW

Albany, Oregon Zip Code: 97321

Contact Name: Jacho or Emma Eaton Phone Number: (541) 791-1953

Cell Number: (541) 974-3306 Fax Number: \_\_\_\_\_

Email Address:  
netguy@aceweb.com

Legal Form: Individual Application  Partnership

Corporation: Profit  Nonprofit

In which state are the incorporation and/or organization documents filed? \_\_\_\_\_

Social Security Number/Tax Identification Number: [REDACTED]

Birthdate: [REDACTED]

## 2. HOUSE INFORMATION

Historic Name: Andrus House

Street Address: 1638 1st Avenue SE Zip Code: 97321

Legal Description: Map: 11S-3W-5CC Lot: 6200

Property Tax Account Number: R 76204

Historic Contributing Resource:  Yes  No

Are you the owner of the property?  Yes  No\*

\* We are in the process of buying the property. The Seller has accepted our offer and the financing is in process.

**5. DESCRIPTION OF PROJECT**

Replace entire foundation (142 linear feet) of existing home, including new sill beam (also 142 linear feet). Work requires lifting and supporting existing home with balloon framing (brick/stucco over wood); removal and replacing 24 internal support piers; sistering existing floor joists to new sill beam, removing rotten wood back to serviceable joists. Please see highlighted portion of attachment for further details.

6. ESTIMATED COST OF PROJECT: \$ 56,534.00

ESTIMATED VALUE OF PROJECTS UPON COMPLETION: \$ 56,534.00

Basis for valuation and value upon completion: \_\_\_\_\_

**7. PREPARATION OF COST ESTIMATES**

Who prepared your cost estimates? Applicant, using industry standard cost guides for similar work.  
(If applicant prepared their own estimate, objective verification may be required.)

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**8. IN ADDITION TO THE PROPOSED IMPROVEMENTS FOR THIS PROJECT, IS THERE OTHER WORK PROPOSED AT THE PROPERTY?**

Yes  No

ESTIMATED ADDITIONAL COSTS: \$ 79,867

TOTAL ESTIMATED COST OF ALL WORK: \$ 136,401

**9. CONSIDERING THE LIST OF PROJECT GOALS OUTLINED IN THIS APPLICATION, PLEASE IDENTIFY THE VALUE YOUR PROJECT BRINGS TO CARA AND YOUR NEIGHBORHOOD**

We believe the property we are trying to save has significance to the neighborhood, CARA, and Albany beyond the historical significance of the home itself. This property has been the family home of the Andrus family since the 1920's. The family members' contribution to the area's history is significant. George Andrus (the current owner and former occupant) has been recognized by civic organizations for his contributions to Albany. He is also a published Author and acclaimed Artist. His parents and other family member have also contributed to the area's history. Most recently the home has been occupied for many years by the World Famous Illusionist, Jerry Andrus. His accomplishments are legendary in the field of magic and illusion. Former visitors to the home include David Copperfield, and Penn and Teller. Jerry Andrus was not only a World Famous performer, and widely published author, but his continuing legacy is being carried on by a foundation to preserve his illusions and many of the actual devices used in his performances. Some of those devices are intrinsic to the property (known to fans as the "Castle of Chaos").

10. AMOUNT OF MATCHING FUNDS

\$ 25,000

SOURCE OF MATCHING FUNDS (CARA may withhold approval of this application until information satisfactory to CARA is provided.) Personal funds, verifiable and in the bank.

Is your funding for these:  available today       applied for       unknown at this time

(CARA may withhold approval of this application until information satisfactory to CARA is provided.)

11. EXPLAIN WHY CARA FUNDING IS NECESSARY TO ENSURE PROJECT COMPLETION

The renovations required to preserve this home are significant, and expensive. The owners are dedicated to preserving this home if at all possible. Preserving the historic home is only one option. Demolition of the home and replacing it with investment properties on the dividable lot is another possible use if the property is purchased by developers as have "repurposed" much of the East side area and the Hackelman District. CARA funding would relieve the owners of a large portion of the initial expense, and the resulting savings would allow them to complete the project within their means and insure that the house is stable enough to warrant the rest of the renovation. Although the investment may seem insignificant when compared to other CARA funding provided for commercial purposes to outside developers, in this case with private owners preserving a historic home, it is major issue that would improve our ability to fund the project.

12. PLEASE DESCRIBE THE CONDITION OF THE HOME. HOW WOULD CARA FUNDING HELP REMOVE BLIGHTED CONDITIONS?

The foundation of this home is well beyond it's useful life. It is failing in several areas. There have been temporary solutions used to stabilize the foundation in the past by former owners. These temporary solutions are also failing. The foundation may soon deteriorate to a point where the home will be a hazard that may be considered too dangerous to allow it to remain. The cross bracing that has kept the foundation intact is near failure due to deterioration of the material, and the structure may become an unacceptable liability at that point. Another valuable historic resource will be gone forever and replaced by the standard rental properties that occupy so many former grand properties in our city. We hope that by preserving this property as a single family home in an area that is starting to show signs of revitalization on a limited scale, that we can encourage the trend back to owner occupied single family homes that we believe this area deserves just as much as any of the other areas of our community.

Assistance Requested

Forgivable Loan Amount Requested: \$25,000

Please Describe: Of the \$56,534 required to replace the foundation, we wish for a grant in this amount that we can match. The remaining amount will come from a construction loan that is pending.

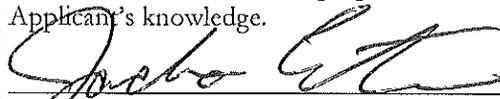
**Certification**

The Applicant understands and agrees to the following conditions:

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The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining CARA assistance and is true and complete to the best of the Applicant's knowledge.

  
Applicant's Signature

8/8/08  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Return to: City of Albany City Manager's Office  
c/o Kate Porsche, Urban Renewal Manager  
333 Broadalbin Street SW/ P.O. Box 490, Albany, Oregon 97321

**FOR CITY USE ONLY**

Date Received: 8/8/08 By: KCP Application Complete:  Yes  No

If no, comments: attached estimate of costs.

Date application returned to applicant for completion: \_\_\_\_\_

Date application returned to City: \_\_\_\_\_

By: \_\_\_\_\_

AMOUNT REQUESTED IN CARA APPLICATION

ADDENDUM

Project Area	Unit of Measure	Cost per Unit	Sub Total	Notes:
Replace/Reinforce Foundation	Linear Foot, 142 ea	\$300.00	\$42,600.00	Helical Pier Foundation with Underpinning.
Replace Wooden Sill Board	Linear Foot, 142 ea	\$60.00	\$8,520.00	Cost Assumes Work Coincides with Foundation Work, While House Lifted on Jacks
Sister Rotten Floor Joists to New Sill	Linear Foot, 142 ea	\$17.00	\$2,414.00	Same as Note for Item #3
Replace Foundation/Floor Support Piers	Each, 24	\$125.00	\$3,000.00	Simple "Poured" Piers @ 1' Depth.
Strip and Reshingle Roof	Square Foot, 880 ea	\$14.00	\$12,320.00	Mid Grade Material, "Architectural" Grade Extra
Resheath roof with OSB	Square Foot, 880 ea	\$4.00	\$3,520.00	Upgrade to Plywood ~ \$1/ Square Foot Extra
Repair Broken Rafters	Each, 1	\$550.00	\$550.00	2 Broken Rafters, Roof Access Not Safe Without!
New Aluminum Gutters	Linear Foot, 112 ea	\$6.00	\$672.00	
Electrical Service Replacement	Each, 1	\$1,700.00	\$1,700.00	200 Amp Main Panel, Secondary 40 Amp to Shop
Electrical Panel Replacement	Each, 1	\$475.00	\$475.00	
Electrical Wiring Replacement	Each, 1	\$6,700.00	\$6,700.00	
Water Line Replacement	Each, 1	\$2,200.00	\$2,200.00	Assumes Current Line is at Marked Meter
Interior Plumbing Replacement	Each, 1	\$5,300.00	\$5,300.00	PEX and PVC, Copper Supply Lines Extra
Add Plumbing for Additional Bath	Each, 1	\$2,100.00	\$2,100.00	
Replacement/Additional Fixtures	Each, 1	\$2,500.00	\$2,500.00	Mid Grade Materials, Upgrades/Dishwasher Extra
Demolish Existing Lathe/Plaster	Each, 1	\$1,500.00	\$1,500.00	Does not Include Waste Removal
Install New Drywall	Linear Foot, 950	\$5.25	\$4,987.00	
Insulation, Exterior Walls Only.	Square Foot, 2200	\$1.25	\$2,750.00	R-19 Batting
Insulation, Attic	Square Foot, 600	\$2.00	\$1,200.00	Blown In, Assumes Ceiling Repairs in Place
Install Heat Pump/Furnace	Each, 1	\$3,500.00	\$3,500.00	Mid Grade Equipment, Upgrades Extra
Install Duct Work	Each, 1	\$1,100.00	\$1,100.00	Assumes Work on Bare Framing Between 18 & 19
Repoint Chimney	Each, 1	\$600.00	\$600.00	Attic Area is Fire Hazard
Install Chimney Liner	Each, 1	\$450.00	\$450.00	
Repoint/Repair Brickwork, Exterior Walls	Each, 1	\$3,100.00	\$3,100.00	
Repoint/Repair Stucco, Exterior Walls	Each, 1	\$2,200.00	\$2,200.00	
Refinish/Repair Hardwood Floors	Square Foot, 1435	\$6.80	\$9,758.00	Assumes Minimal Replacement of Damaged Wood
Carpentry: Door Repair	Each, 1	\$285.00	\$285.00	Assumes Minimal Replacement of Damaged Wood
Carpentry: Window Repair	Each, 1	\$800.00	\$800.00	Assumes Minimal Replacement of Damaged Wood
Carpentry: Porch Repair	Each, 1	\$1,100.00	\$1,100.00	Detail Work Extra
Exterior Paint	Each, 1	\$4,800.00	\$4,800.00	
Interior Paint	Each, 1	\$2,300.00	\$2,300.00	
Arborist/Landscaping	Each, 1	\$800.00	\$800.00	Tree Limb in Front of House Requires Attention
Fence Completion	Each, 1	\$600.00	\$600.00	Continue Chain Link to Enclose Property
Total Estimated Project Costs:			\$136,401.00	

# Central Albany Revitalization Area Residential Forgivable Loan Application

## 1. APPLICANT

Name: Rusty and Robyn van Rossmann

Mailing Address: 526 5<sup>th</sup> Ave  
Albany, OR 97321

Contact Name: Rusty van Rossmann

Phone Number: 541-704-0165

Cell Number: 541-760-1279

Fax Number: \_\_\_\_\_

Email Address: [mrvanr@comcast.net](mailto:mrvanr@comcast.net)

Legal Form: Individual Application

Social Security Number: [REDACTED]

Birthdate: [REDACTED]

## 2. HOUSE INFORMATION

Historic Name: Researching, not determined yet.

Street Address: 526 5<sup>th</sup> Ave SE, Albany OR 97321

Legal Description: Lot 1900, Block 22, Hackleman's 2<sup>nd</sup> Addition  
11S-3W-7AB1900

Property Tax Account Number: 0087235

Historic Contributing Resource: Yes

Are you the owner of the property? Yes

**5. DESCRIPTION OF PROJECT:**

526 5<sup>th</sup> Ave SE is an 1878 Vernacular that was turned into 2 apartments in 1910 and 3 apartments in the 1940s. Current renovations are taking the house back to a single family dwelling circa 1893. As an apartment building the structure was not treated kindly so are many projects to bring the structure back. We are currently working on repairing and stripping the exterior (work already begun). The house will need to be painted, the roof needs replacing and the chimneys need rebuilding. The proposed projects for this Residential Loan would be painting the exterior, replacing the roof, and repairing/replacing the chimneys.

Roof – There are currently approx. 3 roofs on the house. Though water tight, the architectural shingles are old, damaged, and not period to the house. Large haphazard tin and fiberglass flashing additions add to the run-down look. We would like to replace the roof with more period shakes and clean up the look with more appropriate professional flashing.

Chimneys – Both chimneys have lost their 4 row crowns (based on earlier photo) and one chimney has badly deteriorated base bricks next to the flashing which give the impression the thing might fall off at any moment. We do occasionally hear brick chunks fall off and rattle down the roof. We would like to rebuild the chimneys to their original shape.

Painting – Existing exterior paint is very old and is peeling badly. The currant color is a dull blue-gray which adds to the depressing look of the house. We plan paint the house in colors appropriate to 1893.

**6. ESTIMATED COST OF PROJECTS:**

Roof	\$16,384.00
Chimneys	\$ 3,000.00
Painting	\$ 5,380.00
Total	\$24,764.00

**ESTIMATED VALUE OF PROJECTS UPON COMPLETION:**

Roof and Chimneys	\$10,000.00
Painting	\$ 7,500.00
Total	\$17,500.00

Basis for valuation and value upon completion:

The estimates were provided by roofing and chimney contractors. The value upon completion estimate was provided by Robyn van Rossmann (Re/Max) and includes overall value of new roofing and painting to the value of a home. My personal view is that bringing a home back to an original look also adds inspirational value to the historic neighborhood.

**7. PREPARATION OF COST ESTIMATES:**

Who prepared your cost estimates?

Roofing – Renaissance Roofing, Inc.  
34058 Oakville Rd. Suite B, Albany Or 97321  
541-791-4886

Chimneys – Fred’s Chimney Sweep  
Fred Burleigh  
28616 Potter Rd. Halsey, OR 97384  
541-369-2420

College Pro Painters  
Mike Villwock  
503-851-0592

**8. IN ADDITION TO THE PROPOSED IMPROVEMENTS FOR THIS PROJECT, IS THERE OTHER WORK PROPOSED AT THE PROPERTY?**

Yes, please see breakout above.

**9. CONSIDERING THE LIST OF PROJECT GOALS OUTLINED IN THIS APPLICATION, PLEASE IDENTIFY THE VALUE YOUR PROJECT BRINGS TO CARA AND YOUR NEIGHBORHOOD.**

Upon moving into our house 2 years ago we were told that it had always been the eye-sore of the neighborhood. As an apartment it had housed a number of disreputable tenants in the past and the neighbors were extremely relieved to hear we were taking it back to a single family and fixing it up. Apart from interior work, the neighbors have seen a new foundation, new period front porch and stairs (Landmarks grant) and improved front landscaping with picket fence. Painting the exterior will go a long way toward improving the image and the addition of a new roof with pristine chimneys would prove the house to be an eye-sore no more. We are dedicated to bringing this house back to its appropriate historic glory and the value that brings to CARA will be in saving a piece of the Hackleman historic district and encouraging others to help renew this part of Albany.

**10. AMOUNT OF MATCHING FUNDS**

\$12,382.00

**SOURCE OF MATCHING FUNDS:**

Matching funds are available in a 401k if necessary.

Is your funding for these:  available today                       applied for                       unknown at this time

**11. EXPLAIN WHY CARA FUNDING IS NECESSARY TO ENSURE PROJECT COMPLETION.**

At this time, CARA funding is necessary to ensure project completion because I was laid off from my job and my limited funds are running low. Rather than put this renovation on hold for years, we would like to continue progressing with the project while I look for work. The forgivable loan would be a huge boost to us financially.

**12. PLEASE DESCRIBE THE CONDITION OF THE HOME. HOW WOULD CARA FUNDING HELP REMOVE BLIGHTED CONDITIONS?**

We call it "This Old Crack House". Though structurally sound, it's still pretty scary looking despite the landscaping, foundation, power-line and porch improvements. The paint is dull, old and peeling off, the door to the third apartment is still visible, the siding has gaps and patches, the roof is undulating, shoddy and damaged, and the chimneys are crumbling and topless. There are cracked window panes, some vinyl windows with shabby and missing trim work, and a grey metal front door (temporary while I refurbish a period door). It looks terrible.

New paint, and new roof and chimneys are essential elements to the clean lines of a healthy home. CARA funding would go a long way toward fixing large unsightly areas of the house that I cannot tackle on my own. Funding would also enable us to concentrate on needed interior work. CARA funding would enable us to remove this house from its blighted stage at least 5 years earlier than planned.

**Assistance Requested**

**Forgivable Loan Amount Requested:**

\$12,382.00 for total                      50% of total costs

**Or, please consider these individual projects:**

\$ 8,175.00 for Roofing                      50% of Roofing costs  
\$ 1,500.00 for Chimneys                      50% of Chimney costs  
\$ 2,690.00 for Painting                      50% of Painting costs

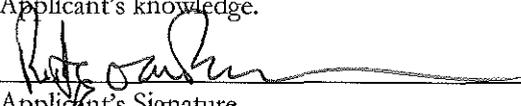
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Applicant's Signature

8/08/08  
Date

  
Applicant's Signature

8-8-08  
Date

Return to: City of Albany City Manager's Office  
c/o Kate Porsche, Urban Renewal Manager  
333 Broadalbin Street SW/ P.O. Box 490, Albany, Oregon 97321

**FOR CITY USE ONLY**

Date Received: 8/8/08 By: KLP Application Complete:  Yes  No

If no, comments: attached bids

Date application returned to applicant for completion: \_\_\_\_\_

Date application returned to City: \_\_\_\_\_

By: \_\_\_\_\_

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www.collegepro.com

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2 Year Limited Warranty (see back)  
\$1 Million Liability Insurance Coverage  
Full Worker's Compensation Coverage  
Customer Sign Off and Rating

PROPOSAL

CLIENT NAME: Rusty van Rossman Date: 8/6/08  
Address: 526 5th Ave SE Proposal No. 816094  
City: Albany Zip: 97321  
Phone Home: \_\_\_\_\_  
Business: \_\_\_\_\_  
E-mail: r.vanr@comcast.net  
REGISTRATION/LICENSE (IF APPLICABLE)  
Registration/License No \_\_\_\_\_  
Class \_\_\_\_\_  
Specialty Classification \_\_\_\_\_  
Salesperson's Name \_\_\_\_\_  
Salesperson's Reg. Number \_\_\_\_\_  
Franchise Name: MIKE VILLWOCK  
Phone: 503 851-0592  
E-mail: villwocm@dan.dorst.edu Franchise Number \_\_\_\_\_

AREAS TO BE PAINTED

GENERAL DESCRIPTION: Prep + Paint whole exterior (Restore Historic HOME)

AREAS TO PAINT	INCLUDE	EXCLUDE	INCLUDE	EXCLUDE
1. <u>SIDING + SOFFITS</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. <u>BACK SHEDS</u>	<input type="checkbox"/>
2. <u>FASCIA + TRIM</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. <u>Porch Floors</u>	<input checked="" type="checkbox"/>
3. <u>ALL WINDOWS</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. <u>PILLARS + RAILINGS</u>	<input type="checkbox"/>
UNPAINTABLE STORMS # <u>1</u> REMOVE/REPLACE	<input type="checkbox"/>	<input type="checkbox"/>	ALUMINUM DOWNSPOUTS AND GUTTERS	<input checked="" type="checkbox"/>
SHUTTERS # _____ REMOVE/1 SIDE/2 SIDES/REPLACE	<input type="checkbox"/>	<input type="checkbox"/>	WOOD SCREENS/STORMS # <u>1</u> REMOVE/1 SIDE/2 SIDES/REPLACE	<input type="checkbox"/>

WORK TO BE DONE

(PLEASE READ DEFINITIONS ON REVERSE SIDE)

MINOR MAINTENANCE	DESCRIPTION	SPECIFIC AREAS TO BE COVERED
<input checked="" type="checkbox"/> WASHING	HAND/POWER TO ALL EXPOSED AREAS/OTHER	<u>Power wash (LIGHT) to remove</u>
<input checked="" type="checkbox"/> CAULKING	NONE/MISSING/CRACKED/LOOSE/TOTAL	<u>dust + dirt</u>
<input checked="" type="checkbox"/> PUTTYING	NONE/MISSING/CR/ LOOSE/TOTAL	<u>Scrape all loose + peeling paint</u>
<input checked="" type="checkbox"/> OTHER	<u>caulk + fill all major gaps to protect from moisture</u>	

SURFACE PREPARATION	OBJECTIVE	TO BE SANDED (LEVEL 3 ONLY)
<input type="checkbox"/> LEVEL 2	<u>FULL SCRAPE TO REMOVE ALL LOOSE AND PEELING PAINT</u>	<u>FULL SCRAPE TO REMOVE PAINT (A-10.0 LATEX)</u>
<input type="checkbox"/> LEVEL 3	LEVEL 2+ LIGHT SAND TO KEY AREAS (BELOW)	

PLEASE NOTE: COLLEGE PRO FRANCHISEES ARE UNAUTHORIZED TO PERFORM POWER SANDING. COLLEGE PRO PAINTERS (U.S.) LTD. ASSUMES NO LIABILITY FOR ANY DAMAGE WHATSOEVER CAUSED BY POWER SANDING.

PRIMING	DESCRIPTION	PAINT SPECS	COLOR
<input checked="" type="checkbox"/> WOOD	<u>SPOT OR FULL PRIME Prime all bare wood</u>		
<input type="checkbox"/> OTHER	<u>SPOT OR FULL PRIME to protect + seal from</u>	<u>X</u>	<u>X</u>
<input type="checkbox"/> OTHER	<u>SPOT OR FULL PRIME moisture</u>		

FINISHED COAT APPLIED TO: \*BRUSH + ROLL APPLICATION ONLY\*

AREA(S)	# OF COATS	BRAND OF PAINT	GLOSS LEVEL	PAINT SPEC (LATEX/ALKYD)	FINAL COLOR #	CUSTOMER INITIALS
<u>SIDING + SOFFITS</u>	<u>1</u>	<u>Shearwin</u>	<u>FLAT</u>	<u>LATEX</u>	<u>TBA</u>	
<u>TRIM BOARDS</u>	<u>1</u>	<u>Williams</u>	<u>SATIN</u>	<u>LATEX</u>	<u>TBA</u>	
<u>TRIM WINDOWS</u>	<u>1</u>	<u>↓</u>	<u>SATIN</u>	<u>LATEX</u>	<u>TBA</u>	

COLLEGE PRO DOES NOT GUARANTEE ONE COAT COVERAGE. UNLESS OTHERWISE SPECIFIED ABOVE, THE CONTRACT PRICE INCLUDES ONLY ONE FULL FINISH COAT. CHANGE IN COLOR WILL MOST ALWAYS REQUIRE 2 COATS TO COMPENSATE FOR INCONSISTENCY IN BRUSH AND ROLL TECHNIQUE.

CLEANUP: Every DAY + 100% upon completion  
PRESENT JOB CONDITIONS: # OF BROKEN WINDOWS \_\_\_\_\_ DRIPS, SPILLS, ETC. \_\_\_\_\_

CUSTOMER NEEDS/NOTES TO JOB SITE MANAGER/SAFETY CONSIDERATIONS

SAFETY CONSIDERATIONS: SAFTY HARNESS (OSHA PPF) POWER LINES

PAYMENT SCHEDULE

<u>15</u> % DEPOSIT OF \$ <u>700.00</u>	ALL LABOR, PAINT AND MATERIALS	<u>4360</u>
<u>      </u> % PROGRESS PAYMENT AT COMPLETED PREP	APPLICABLE SALES AND SERVICE TAX	
<u>85</u> % JOB COMPLETION \$ <u>3660.00</u>	TOTAL WITH TAX	

ADDITIONAL WORK ESTIMATED

NOTE: THESE ESTIMATES ARE NOT INCLUDED IN THE ABOVE PRICE. PLEASE LET YOUR FRANCHISE MANAGER KNOW OF THOSE ITEMS YOU WISH TO ADD.

ITEM	PRICE	INCLUDE	INITIALS	ITEM	PRICE	INCLUDE	INITIALS
1. SECOND COAT	<u>\$1020</u>	YES OR NO		4.	\$	YES OR NO	
2. DECK	\$	YES OR NO		5.	\$	YES OR NO	
3. <u>BACK SHED</u>	<u>\$780</u>	YES OR NO		6.	\$	YES OR NO	

QUALITY RATING (UPON COMPLETION)

DEAR CUSTOMER: WE BONUS OUR CREWS ON QUALITY OF WORK AND CUSTOMER SATISFACTION. PLEASE RATE AT JOB COMPLETION.  
I RATE THIS JOB (CIRCLE ONE): 5/5 EXTREMELY PLEASED 4/5 PLEASED 3/5 SATISFIED 2/5 NOT SATISFIED 1/5 EXTREMELY UNHAPPY

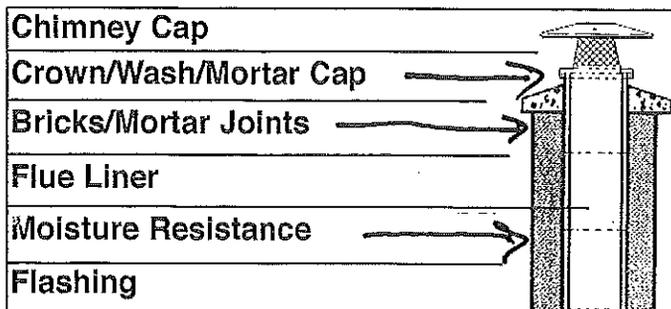
Appointment Day \_\_\_\_\_ Date July 31, 2008 Time 1 P.M.  
 Date Appointment Made \_\_\_\_\_  
 Customer Rusty  
 Address 526 5th Av S.E.  
 City Albany State Or. Zip 97321  
 Phone(H) \_\_\_\_\_ (W) \_\_\_\_\_  
 Number of fireplaces? \_\_\_\_\_ Number of Chimneys? Two

*Estimate on  
Chimney Repair*  
**FRED'S CHIMNEY SWEEP**  
 Licensed & Bonded • CCB #114967  
 Fred Burleigh • Halsey, OR 97348  
 1-541-369-2420  
 28616 Potter Rd.

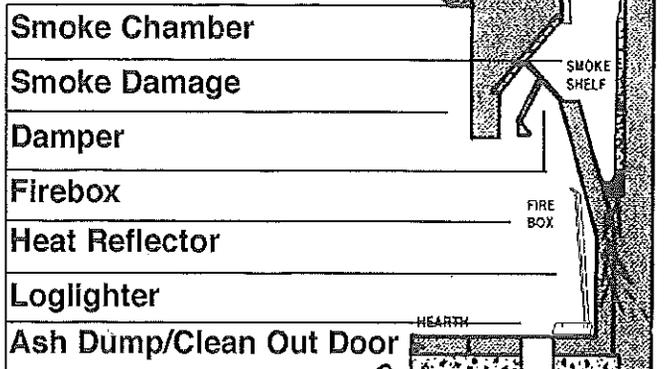
# CONDITION REPORT

Type of Fireplace: Prefab \_\_\_\_\_ Masonry X **Unsatisfactory**  
 Fireplace Opening Size \_\_\_\_\_ X \_\_\_\_\_ Flue 18x13  
 Insert \_\_\_\_\_ Free Standing Stove \_\_\_\_\_  
 Brand Name \_\_\_\_\_

## CHIMNEY



## FIREPLACE



Description	Cost	Work Ordered
Sweep/Inspection		
Smoke Test		
Video Inspection		
Regular Cap		
Special Cap		
Top Sealing Damper		
Flashing Repair		
Crown Repair		
New Crown		
Waterproofing		
Fire Box Repair		
Heat Reflector/Shield		
Fireplace Screen		
New Liner		
Tuckpoint Flue		
Repair Smoke chamber		
Smoke Guard		
Log Lighter		
Ash Dump Door		
Clean Out Door		
Dryer Vent Cleaning?		
Duct Cleaning?		
Materials	\$300-\$500	
Labor	\$2500.00	
Total	\$2800.00 - \$3000.00	
Sales Tax		
Total	\$2800/\$3000	

Comments:  
 1.) Rebuild two brick chimneys from roof line to Termination.  
 2.) replace flashing around chimneys.  
 3.) Re-build chimneys to historical standards and look.  
 4.) Apply masonry water seal.  
 Work Authorized By [Signature] to both chimneys  
 Customer Signature \_\_\_\_\_

Homeowner should furnish picture of original chimney look for rebuilding.

Note: This sheet is a result of a visual inspection done at the time of cleaning. It is intended as a convenience to our customer, not as certification of fire worthiness or safety. Since conditions of use are beyond our control, we make no warranty of safety or function of any appliance and none is to be implied.

Sweep Signature [Signature]  
 Date Of Next Appointment \_\_\_\_\_

# Renaissance Roofing, Inc.

939 NW Sycamore Avenue, Corvallis, Oregon 97330 • 541.754.5220 • fx 541.753.4593  
 34058 Oakville Road, Suite B, Albany, Oregon 97321 • 541.791.4886 • CCB# 150925

## PROPOSAL

22126  
 7/29/2008



Rusty and Robin Van Rossman  
 526 5th Ave SE  
 Albany OR 97321  
 760-1279 fax 926-2143

JOB LOCATION:  
 526 5th Ave SE  
 Albany OR 97321  
 10/12 multilayer tear house only

We propose to:

Remove all existing roof layers and dispose of all roofing debris unless otherwise specified;  
 Clean up and dispose of all roofing debris from ground and gutter unless otherwise specified;  
 Provide all applicable materials warranties; provide Renaissance Roofing, Inc.'s transferable five-year workmanship warranty, and to provide all labor and materials for new roofing installation as follows (unless otherwise specified):

Shake	24	squares
30 lb ASTM felt	23	rolls
metal W-Valley	1	pieces
painted metal vents	7	pieces
1.5" lead pipe flashing	1	pieces
4" lead pipe flashing	1	pieces
Ridge	80	feet
Painted step flashing	1	books
drip flashing	26	pieces
Labor for coil nail installation		
Chimney flash 2 pc		
Add \$1920.00 For us to include the studio.		

Heavy shake

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and/or specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of

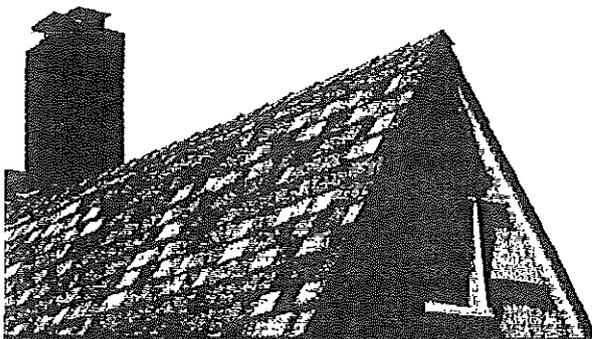
**\$16384.00**

Requires 30% deposit minimum 15 days prior to start of work. Remaining balance to be paid in full upon substantial completion

Concealed problems, including dry rot repair, will be billed at materials cost plus \$62.00 per man hour. Such work will not be performed without consultation with the owner.

Material prices are subject to minor fluctuations due to volatility in the petroleum market

Valid for 30 days from: 7-29-2009



*The finest craftsmanship for every home*

Residential Forgivable Loan  
Application

1. Applicant

Name: Timothy Vaughan

Mailing Address: 1165 Hazel Street  
Jefferson Oregon Zip Code: 97352

Contact Name: Tim Vaughan Phone Number: (541) 327-2688

Cell Number: (503) 761-8868 Fax Number: (503) 761-8868

Email Address: tvaughan15@gmail.com

Legal Form:  Individual Application  Partnership

Corporation:  Profit  Nonprofit

In which state are the incorporation and/or organization documents filed?  
\_\_\_\_\_

Social Security Number/Tax Identification Number:  
\_\_\_\_\_

Birthdate: \_\_\_\_\_

2. House Information

Historic Name: William Vance

Street Address: 532 Baker Street Albany Zip Code: 97321

Legal Description: Portions of Lots 5 and Block 6 Eastern Addition to City of Albany, County Lane, State of Oregon  
Property Tax Account Number: 05100

Historic Contributing Resource:  Yes  No

Are you the owner of the property?

Yes

No

5. Description of Project

Total Renovation of Entire House / siding  
Foundation / Porches / Plumbing / Electrical / Dry wall  
Doors / Kitchen & Bathrooms / Roof / Dry Rot Repaired

6. Estimated cost of project:

\$ 260,000

Estimated value of projects upon completion: \$ 360,000 - 400,000

Basis for valuation and value upon completion: comps in the neighborhood

7. Preparation of cost estimates

Who prepared your cost estimates? Vaughn Contracting Inc.  
(If applicant prepared their own estimate, objective verification may be required.)

Mailing Address:

14309 SE Foster Rd. Portland Oregon 97236

Phone Number:

(503) 761-8868

E-mail Address: tvaughn15@gmail.com

8. In addition to the proposed improvements for this project, is there other work proposed at the property?

Yes

No

Estimated additional costs:

\$

Total estimated cost of all work:

\$

9. Considering the list of project goals outlined in this application, please identify the value your project brings to CARA and your neighborhood

Brings Restoration to Hacklemans District

Takes care of Blighted Home

Brings the downtown AREA back to Historical

Landmark value

10. Amount of matching funds

\$ 220,500

Source of matching funds (CARA may withhold approval of this application until information satisfactory to CARA is provided.)

Is your funding for these:  available today     applied for     unknown at this time

(CARA may withhold approval of this application until information satisfactory to CARA is provided.)

11. Explain why CARA funding is necessary to ensure project completion

costly Project / need additional funds for  
completion of Interior & Exterior Projects  
Flooring / Porches / woodwork.

12. Please describe the condition of the home. How would CARA funding help remove blighted conditions?

Home was first in total blighted  
condition. Foundations to Roof

CARA grant helps to offset much  
needed Repair costs

These funds are needed to bring Back  
Historic value to the City of Albany  
Hockleman District.

Assistance Requested

Forgivable Loan Amount Requested: \$ 28,900<sup>00</sup>

Please  
Describe: To finish Porches [3 total] Decks  
el Railings / Flooring / Painting / Plumbing  
Fixtures & stairway work.

**Certification**

The Applicant understands and agrees to the following conditions:

1. Any physical improvements proposed must be approved by the Albany Revitalization Agency and may require approval by the City of Albany Landmarks Advisory Commission or other entities. These entities may require certain changes or modifications before final approval and Commitment of Funds.
2. Commitment of funds will not be processed until the Applicant satisfies all conditions.
3. Any work begun before receipt of a Commitment of Funds notice is ineligible for reimbursement.
4. Any work deviating from that detailed in the Commitment of Funds must be pre-approved in writing to be eligible for reimbursement.
5. While only proprietary information may be held in confidence outside of the public record, CARA will attempt to maintain all information provided in a confidential manner.
6. Originals of all materials prepared with CARA assistance belong to CARA and will be maintained in the public record.
7. Application must be completed in its entirety before being considered; if not, it will be returned for completion.
8. Staff is authorized to independently verify any and all information contained in this application.

If the Applicant is not the owner of the property to be assisted or if the Applicant is an organization rather than an individual, the Applicant is required to certify that she/he has the authority to sign and enter into an agreement to receive the assistance requested and to perform the work proposed. Evidence of this authority is attached and included as a part of this application by reference.

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining CARA assistance and is true and complete to the best of the Applicant's knowledge.

Applicant's Signature *Timothy L Vaughan* Date *8/3/08*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to: City of Albany City Manager's Office  
c/o Kate Porsche, Urban Renewal Manager  
333 Broadalbin Street SW / P.O. Box 490, Albany, Oregon 97321

Date Received: *8/5/08* **FOR CITY USE ONLY** By: *KEP* Application Complete:  Yes  No

If no, comments: *Pictures*

Date application returned to applicant for completion:

Date application returned to City:

By:

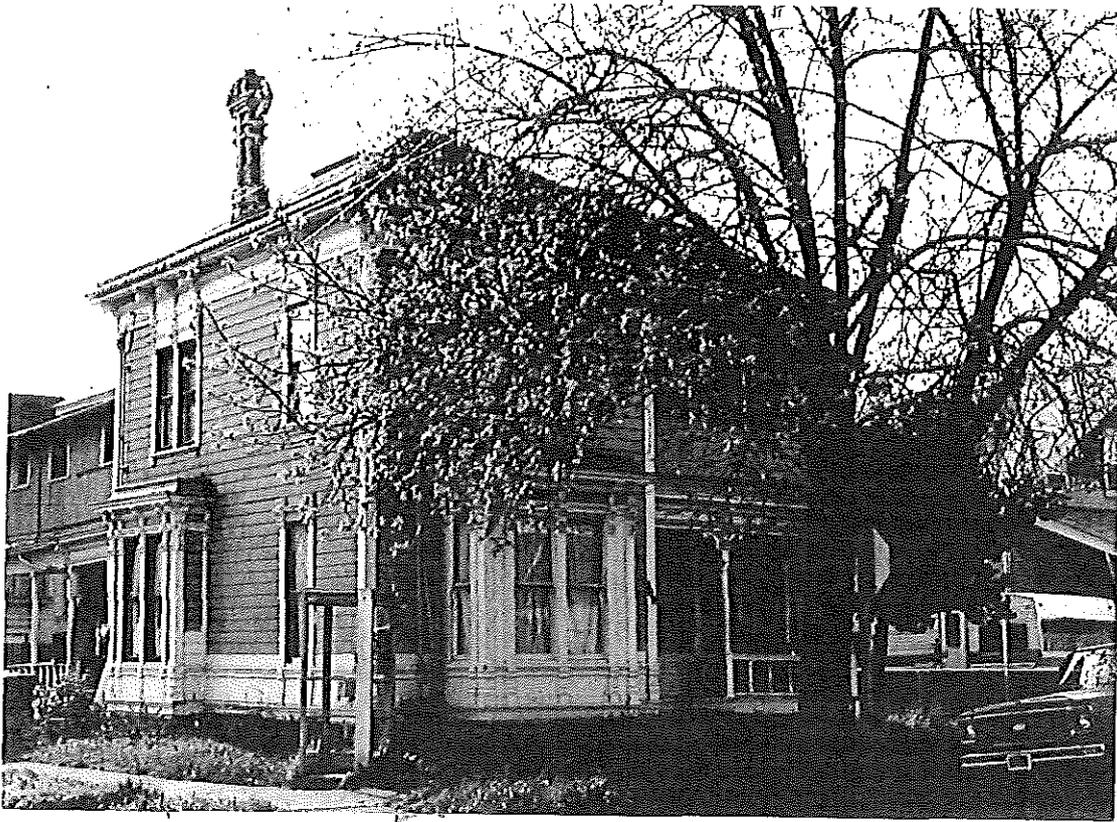


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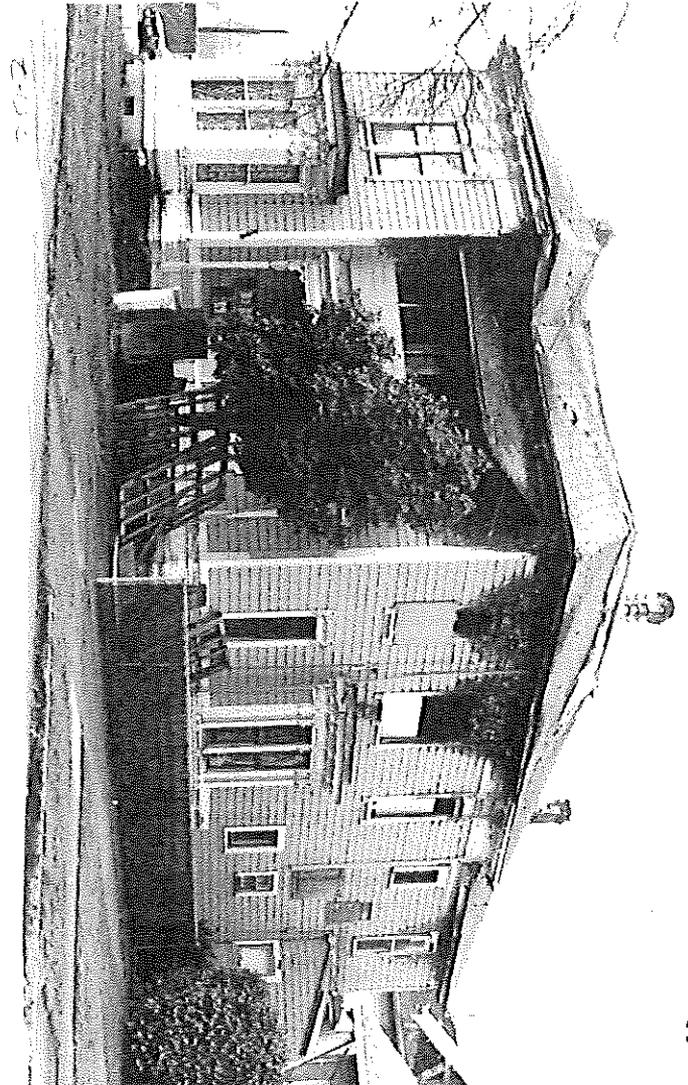
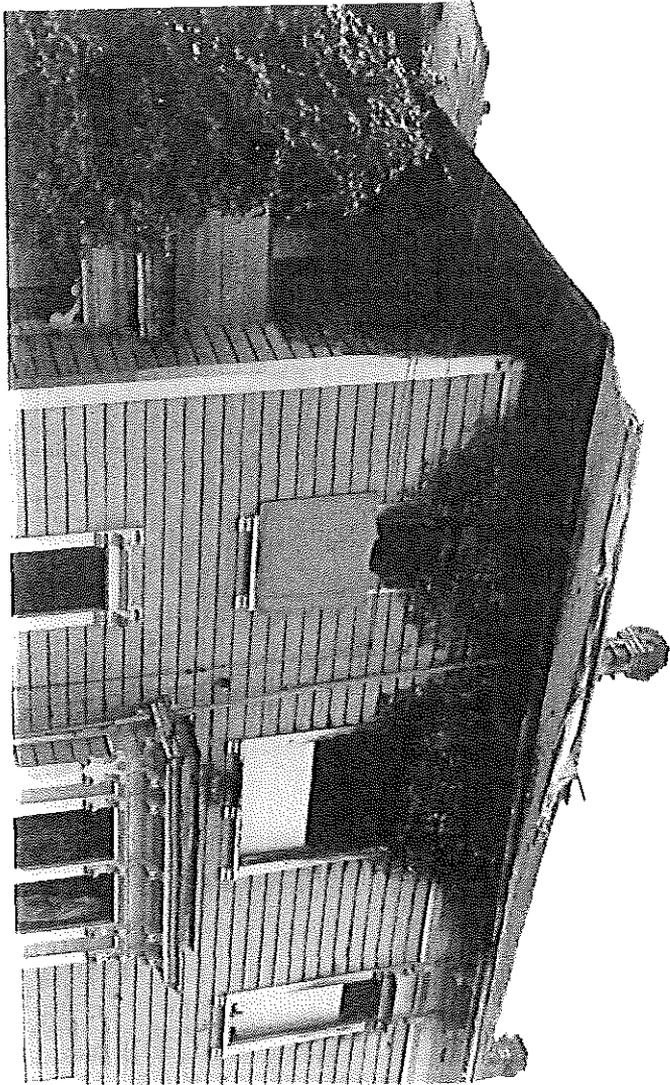


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77



535  
1. 1903  
2. 1903









TO: CARA Advisory Board  
FROM: Kate Porsche, Urban Renewal Coordinator  
DATE: August 13, 2008, for August 20, 2008, CARA Advisory Board Meeting  
SUBJECT: Staff Report – Manley, Flinn Building Office Space Request

Marc Manley, owner of the Flinn and Ames buildings will be coming before you on Wednesday evening to request funds for renovation to the upper floor of the Flinn Building located at 222 First Avenue West. This space, equal to 5,150 square feet was historically used as office space. The space has sat vacant since the 1950s.

Attached you will find Mr. Manley's application and an Addendum to the application, which further outlines the project.

I think it's important to note that Mr. Manley feels very thankful for the money he has received thus far from CARA and values his relationship with us.

As you are aware, Mr. Manley previously received grants from CARA in the total amount of \$465,806 and loans for \$270,000.

Proposal

Mr. Manley has worked with CARA Architect Rob Dortignacq to come up with a plan for the upper floor of the Flinn Building. He has outlined the total costs for this specific project to be \$700,000 and is requesting a \$400,000 Developer Partnership Grant from CARA. Though not a part of this project I thought it was important to note that Mr. Manley anticipates spending another \$1,500,000 of his own funds for a few remaining projects over the next handful of years.

It is worth noting that Mr. Manley has suggested an option that part of the \$400,000 grant may be considered in the form of the forgiveness of Mr. Manley's \$122,000 loan. If you were to approve this request, and Mr. Manley were to exercise the option, here's how it could breakdown:

New Developer Partnership Grant Total:	\$400,000
Forgiveness of existing loan:	- \$122,000
Net Grant out of cash on-hand:	\$278,000

Though you would be forgoing the interest you could have earned on this loan, this option would free up more funds for other projects right now and may be a favorable scenario in terms of cash-flow.

**Total Request: \$400,000 developer partnership.**

Analysis

Item	Description	Comments
A) CARA Goal & Objectives	How does it further the CARA Goal and Objectives?	<p>Further partnering with Mr. Manley in the form of a grant for the development of office space furthers the CARA goals including:</p> <ul style="list-style-type: none"> <li>◆ Attract new private investment to the area.</li> <li>◆ Create a readily identifiable core that is unique and vibrant with a mixture of entertainment, housing, specialty shops, offices, and other commercial uses.</li> <li>◆ Provide an enriching environment and livable neighborhoods.</li> </ul>
B) Financial Impacts	What is the financial risk and financial benefit to CARA?	<p>The request for \$400,000 would mean a total CARA outlay of \$865,806 in grants to Mr. Manley. However, if the board chooses to approve the grant and take Mr. Manley up on his offer of forgiving the \$122,000 loan, that would mean only \$278,000 out of pocket for this phase of the project.</p> <p>Mr. Manley's track record of completing the work in a timely fashion with excellent results and his practice of keeping the board up to date with his project provides an added level of security to CARA. Mr. Manley's analysis on the possible addition of businesses and clientele coming to the core of our city seems to be compelling.</p> <p>It's important to note that Mr. Manley's building is about to come off of the historic tax freeze to CARA will be reaping the benefits of the increased TIF as well.</p> <p>Finally, the renovation of the upper floor of the Flinn building will only better utilize this second-floor space. This means that CARA's investment in the elevator, which was strategically located so that it may serve both the event hall and this space, is better utilized. This would provide a better return on CARA's investment in the elevator.</p>
C) Private Risk	Is this a "first-in" project or an untried type of development?	<p>Mr. Manley's initial work on the buildings was a first-in development. His current proposal for office space would not be a first-in project, though this type of office space would fill a different niche than those office projects funded by CARA in that it can act as an incubator for small businesses in our area.</p>

D) Gap	What is the "Gap" or need of the developer?	<p>Here is an outline of the gaps as identified by Mr. Manley:</p> <p>ROI Gap – the costs to renovate the 2<sup>nd</sup> floor offices greatly exceed the amount that projected rents will cover</p> <p>Cost of Construction Gap – applicant needs CARA assistance to complete and pay for this project</p> <p>Conventional Financing Gap – conventional financing will only be available after the projects are completed</p> <p>Upper Floor Redevelopment Gap – without CARA assistance this upper floor will remain vacant</p> <p>Historic Preservation Gap – this is a historic preservation project that is not possible without CARA</p> <p>Economic Vitality Gap – this project will boost our downtown's economy and help new businesses start</p> <p>Blight Removal Gap – this 2<sup>nd</sup> floor would remain blighted without CARA assistance</p> <p>Job Creation Gap – to the extent that these offices serve as a business incubator, new jobs will be created</p>
E) Blight	Would it remedy a severely blighted building? How?	Yes, this phase of the project would eliminate a blighted upper floor and put it back into use in its historic context.
F) Vitality	Would it serve as a people-attractor or as an anchor for the initial focus area?	Though this would not be a first floor, or retail space one could argue that the upper floor redevelopment could act as a people attractor, both for new businesses and for the clientele of these businesses that will be coming downtown.
G) Preservation	Would it rehabilitate or sensitively redevelop a historic property?	Yes, this project would see the once-premier office space of downtown converted back to its historic roots. Additionally, it would make use of vacant upper floor space of about _____ square-feet.
H) Adaptability	Would it be developed in a way that ensures it is well used over time	Yes. The space has previously been used ad different things. Additionally, the presence of an elevator for access to the second floor would ensure the building's use, specifically, use of the second floor over time.
I) Development Pattern	Does it achieve desired land use (e.g., mixed-use, higher density) and/or transportation objectives (e.g., Esplanade, pedestrian-friendly areas)?	Yes. This project brings increased activity to the upper floor of one of the key downtown buildings and increases foot traffic in the core of our downtown. It also brings into play the desired mixed-use component into our downtown core.
J) Sustainability	How does it meet the Governor's Objectives for Sustainable Communities? (Environmental, Economic Development, Community/Social)	This project fills a need for community development (and economic development in our downtown area) by bringing more businesses and their clients to our downtown.

Here's a summary of the project costs and return:

Office Project

Proposed CARA Investment:	
New Developer Partnership Grant Total	\$400,000
Forgiveness of existing loan (if exercised)	- \$122,000
Net Grant out of cash on-hand	\$278,000

Total Project Value	\$700,000
ROI on TIF	Payback in year 23
CARA % of investment	57%
Ratio Public : Private \$\$	\$1 : \$1.75

Mr. Manley's project overall (including this request):

Total Grants:	\$ 865,806
---------------	------------

Total Project Value	\$5,100,000
ROI on TIF	Payback in year 9
CARA % of investment	17%
Ratio Public : Private \$\$	\$1 : \$5.89

KCP:ldh

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# Developer Partnership

APPLICATION

## 1. APPLICANT

Name: Marc Manley

Address: 6030 NW Primrose Street

Albany, OR Zip Code: 97321

Contact Name: Marc Manley

Fax Number: (541) 791-1551 Email Address: marc@flinnblock.com

Legal Form: Sole Proprietorship  Partnership

Corporation: Profit  Non-Profit

In which State are the incorporation and/or organization documents filed? Oregon

Social Security Number/Tax Identification Number: On file with CARA.

Birthdate: [REDACTED]

## 2. BUILDING/BUSINESS INFORMATION

Name: Flinn & Ames Buildings

Address: 210-222 First Avenue West, Albany, OR Zip Code: 97321

Legal Description: Lots 5100 & 5200, Block 8, Albany, in the City of Albany, County of Linn and State of OR

Property Tax Account Number: R 81105 and R 81097

## 3. OWNER OF PROPERTY (if not applicant)

Name in which title is held: Flinn Block LLC

Contact Name: Marc Manley

Address: 6030 NW Primrose Street

Albany, OR Zip Code: 97321

Phone Number: (541) 740-6272

## 4. AUTHORIZATION TO UNDERTAKE WORK:

If the applicant is not the owner of the property, provide written evidence that the owner authorizes this work to be undertaken. (Typically this is in the form of a lease or other written permission). On file with CARA.

5. DESCRIPTION OF PROJECT

Renovation of historic 5,150 square foot office space on the 2nd floor of the Flinn Block building. This space had the best offices in town in the 1880s, but has been vacant and blighted since the 1950s. Applicant plans to create office suites ideal for professionals as well as support areas for Flinn Block Hall. A lobby will be built in the southeast corner so office occupants and visitors can use the elevator. This is the final phase of blight removal for which CARA assistance will be requested. Please see addendum for more information.

6. ESTIMATED COST OF PROJECT: \$ 700,000

ESTIMATED VALUE OF PROJECTS UPON COMPLETION: \$ 700,000 OFFICES; 3,600,000 TOTAL

Basis for valuation and value upon completion: Estimated values determined by applicant in conjunction with architect Rob Dortignacq, relying in part on applicant's experience in real estate valuation.

7. PREPARATION OF COST ESTIMATES

Who prepared your cost estimates? Applicant with architect Rob Dortignacq; Contractor bids

(If applicant prepared their own estimate, objective verification may be required.)

Address: 6030 NW Primrose Street, Albany, OR 97321

Phone Number: (541) 740-6272 Email Address: marc@flinnblock.com

8. IN ADDITION TO THE PROPOSED IMPROVEMENTS, IS THERE OTHER WORK PROPOSED?

Yes  No

ESTIMATED ADDITIONAL COSTS: \$ 1,500,000

TOTAL ESTIMATED COST OF ALL WORK: \$ 5,100,000

9. CONSIDERING THE LIST OF PROJECT GOALS OUTLINED IN THIS APPLICATION, PLEASE IDENTIFY THE VALUE YOUR PROJECT BRINGS TO CARA

Thank you again for all your support. Downtown needs a vibrant mix of retail, entertainment, residences and offices. This project is an upper floor redevelopment project that will create desirable office suites in our downtown core that are ideal for professionals and smaller businesses. Professionals and their customers can significantly increase pedestrian traffic -- every day they'll come downtown, buy coffee and lunch, shop, run errands, and otherwise contribute to our downtown economy. The creation of great Class A office spaces (Ironworks and Wheelhouse projects) will make it attractive for smaller businesses to locate nearby. The Flinn Block is an ideal location for high quality office suites appropriate to smaller businesses. These offices can serve as a business incubator, much as the Flinn Block mall has.

This proposal builds on our successful CARA partnership in ways that will provide significant improvements to the vitality of the downtown economy and contribute to historic preservation. Our partnership has proceeded in phases, with each phase building on the one before it and with all phases contributing to accomplishing CARA goals and objectives.

Flinn Block and Ames Buildings are anchors and attractors downtown. This project will complete the removal of blight in and restoration of these key buildings.

10. AMOUNT OF MATCHING FUNDS \$ 3,075,000 total; \$300,000 this project

SOURCE OF MATCHING FUNDS Investment thus far, savings

Is your funding for these:  available today     applied for     unknown at this time

(CARA may withhold approval of this application until information satisfactory to CARA is provided.)

11. EXPLAIN WHY CARA FUNDING IS NECESSARY TO INSURE PROJECT COMPLETION

Return On Investment Gap – project costs greatly exceed the amount that projected rents will cover

Cost of Construction Gap – applicant needs CARA assistance to complete and pay for this project

Conventional Financing Gap – conventional financing will only be available after the projects are completed

Upper Floor Redevelopment Gap – without CARA assistance this upper floor will remain blighted & vacant

Historic Preservation Gap – this is a historic preservation project that is not possible without CARA

Economic Vitality Gap – this project will boost our downtown’s economy and help new businesses start

Blight Removal Gap – this 2<sup>nd</sup> floor would remain blighted without CARA assistance

Job Creation Gap – to the extent that these offices serve as a business incubator, new jobs will be created

Please see the addendum for more information.

Assistance Requested - Check and complete applicable sections for requested assistance.

**Professional Services – Design Assistance** *(for projects such as street façade, interior layout, awnings, signs, seismic upgrades, interior wall alterations, etc.)*

{Maximum grant is \$10,000 per property with a 50 percent match by the applicant\*}

Total amount: \_\_\_\_\_ Grant Amount Requested (50%of total amount): \_\_\_\_\_

**Building Redevelopment Funding**

Grant Amount Requested: 400,000 Loan Amount Requested: 0

Other Amount Requested: 0

Please Describe: Developer Partnership Grant. If approved, applicant would appreciate having the option to take up to \$122,000 of the grant as a forgiveness of existing CARA loans. This option would free up more CARA funds for other projects now.

**Certification**

The Applicant understands and agrees to the following conditions:

1. Any physical improvements proposed must be approved by the Central Albany Revitalization Area (CARA) Agency and may require approval by the City of Albany Landmarks Advisory Commission or other entities. These entities may require certain changes or modifications before final approval and Commitment of Funds.
2. Commitment of Funds will not be processed until the Applicant satisfies all conditions.
3. Any work begun before receipt of a Commitment of Funds notice is ineligible for reimbursement.
4. Any work deviating from that detailed in the Commitment of Funds must be pre-approved in writing to be eligible for reimbursement.
5. While only proprietary information may be held in confidence outside of the public record, CARA will attempt to maintain all information provided in a confidential manner.
6. Originals of all materials prepared with CARA assistance belong to CARA and will be maintained in the public record.
7. Application must be completed in its entirety before being considered; if not, it will be returned for completion.
8. Staff is authorized to independently verify any and all information contained in this application.

If the Applicant is not the owner of the property to be assisted or if the Applicant is an organization rather than an individual, the Applicant is required to certify that she/he has the authority to sign and enter into an agreement to receive the assistance requested and to perform the work proposed. Evidence of this authority is attached and included as a part of this application by reference.

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining CARA assistance and is true and complete to the best of the Applicant's knowledge.

\_\_\_\_\_ {signed by Marc Manley}  
Applicant's Signature

August 11, 2008  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Return to: City of Albany Economic Development Department  
c/o Kate Porsche, Urban Renewal Coordinator  
333 Broadalbin Street SW/ P.O. Box 490, Albany, Oregon 97321

**FOR CITY USE ONLY**

Date Received: 8/11/08 By: KLP Application Complete:  Yes  No

If no, comments: attached addendum

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Date application returned to applicant for completion: \_\_\_\_\_

Date application returned to City: \_\_\_\_\_

By: \_\_\_\_\_

**CARA Developer Partnership Request  
For the Flinn Block and Ames Buildings  
August 2008  
Addendum to the Application**

**INTRODUCTION**

This document is an addendum to the Developer Partnership Application submitted to CARA on August 11, 2008, by Marc Manley for the Flinn Block and Ames Buildings in downtown Albany at 210-222 First Avenue West.

**SITUATION**

The Flinn Block and Ames Buildings together are a 29,000 square foot complex in the heart of downtown Albany that used to be seriously blighted and largely vacant. A successful CARA partnership, for which the applicants are very grateful, has resulted in the restoration of much of these buildings to active reuse.

The first phase of restoration was completed and resulted in façade restoration and protection of the building envelope (roof, windows, et al). Substantial progress has been made on the second phase of restoration including completion of the Ames upper floor redevelopment, resulting in a large event hall that is already booked for every Saturday in August and September. This will bring over 1,000 people into our downtown core in the next two months alone. Engineering and architectural work on the elevator is completed, and work on the elevator shaft is commencing. We are waiting for the elevator company to deliver the elevator; once it is installed we can complete renovation of Ames East. We are also actively searching for restaurant partners so we can custom-build restaurant kitchens; new electrical and plumbing services and heating systems are being installed.

As a result of this CARA partnership, these two buildings are serving as a key driver of additional building rehabilitation, new building construction, and economic activity downtown.

However, the second floor of the Flinn Block building is still blighted and vacant. This is a 5,150 square foot space in our downtown core that is not contributing to our economy.

We're seeking CARA assistance to complete this upper floor redevelopment project. If approved, this will be the final phase of restoring the Flinn Block and Ames Buildings for which we'll seek CARA assistance.

**VISION & OPPORTUNITY**

Our vision is to transform the second floor of the Flinn Block building into suites of offices appropriate for professionals and small businesses. We would also create a support area for Flinn Block Hall.

In the 1880s, the upper floor of the Flinn Block building was built as the best location in Albany for attorneys, judges, and other professionals to have their offices. We've seen photographs from the turn of the century showing some of the tenants in their offices. George Chamberlain, later Governor and U.S. Senator, had an office there.

Since the 1950s or so, the upper floor has been vacant. Decades of neglect have taken a toll on this space. We have removed tons of debris and damaged materials from this space. Presently, it is stripped down to the framing. Original woodwork is in place but needs substantial restoration. The original electrical, telephone and mechanical systems were defunct and have been removed. The fire sprinkler system has been updated and is functional.

We have an opportunity now to rebuild office suites in the Flinn Block upper floor. These offices will attract businesses and professionals into our downtown core, and will leverage and make more valuable other office-related projects in Albany.

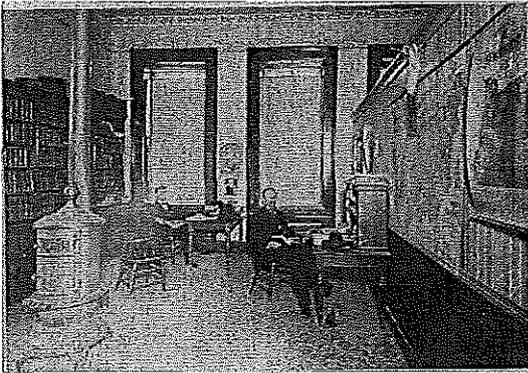
This is a unique upper floor redevelopment project. A second floor like ours could be built as apartments and would bring five to ten residents into the downtown core. This second floor project provides a business and professional center that will likely bring 15-30 tenants plus their customers into our downtown core every day. This space can also serve as a business incubator, providing a space for new companies to launch and grow, much like the Flinn Block Mall has done for retailers.

Also, whereas residents typically leave the area during the day, this project will bring pedestrian traffic during business hours, helping to increase the overall economic activity downtown. Residents in apartments likely would leave the downtown area for work each morning, then return in the evening. Business tenants and their customers likely would arrive in the morning, perhaps buying coffee and newspapers on the way in., and would go out to lunch and run errands during the day.

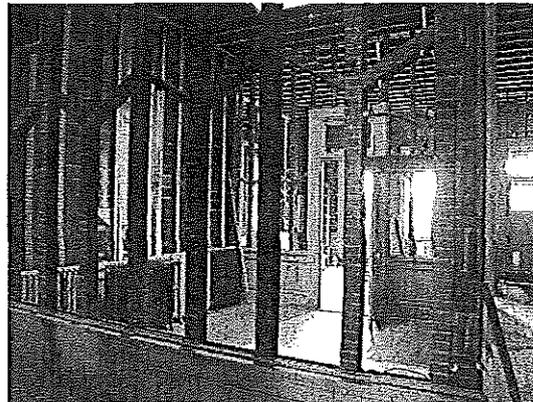
Albany's town center needs a vibrant mix of retail, restaurants, entertainment, housing and office. The proposed offices would complement existing progress that has been made in retail, restaurants, entertainment and housing. The additional pedestrian traffic would help to build our town center, will help our restaurants and retailers to thrive, and thereby increase the economic vitality and energy in our city.

The Ironworks and Wheelhouse projects will bring Class A office space into our downtown core that will attract larger regional firms. These projects plus this proposal will turn downtown Albany into a regional business center in addition to being a center for retail, restaurants and entertainment.

**Judge Risley in his Flinn Block offices with associates before 1910 (left) and 1913 (right)**



**Flinn Block offices today**



## **BENEFITS**

PEOPLE & PROFITS – We project having 15-30 people working in the offices, depending on the mix of businesses that locate there. These people will be in our downtown core every day. In addition, their customers will come to downtown Albany.

### DOWNTOWN AND GREATER ALBANY IMPROVEMENTS:

- Creating a readily-identifiable core that is unique and vibrant with a mix of entertainment, specialty shops, offices and other commercial uses
- Increasing economic vitality
- Increase energy and 'buzz' about Albany
- Encourage additional visitors and investors
- Historic preservation of the buildings and the downtown historic district
- Creating an enriching environment
- Active re-use of vacant and blighted space

BUSINESS INCUBATION– The Flinn Block Mall serves as a business incubator. Many downtown businesses got their start in the mall, then grew to the point where they moved to larger spaces downtown. Emma's, Movies & Magic (twice), In The Lens Photography, and Willows Antiques are examples. Renovated offices in the Flinn will provide a similar environment where businesses can start. Professionals including an attorney, financial planner, and photographer have said they would move in to these offices when completed. Other professionals and companies such as new technology firms would be likely to choose these offices as the place to get established and grow.

JOB CREATION – New and growing businesses locating in the Flinn Block offices will create additional professional, technology and support jobs in our town center. Professional firms may bring one to three new jobs each. Growing technology firms may grow five to ten or more new jobs each. While it is an estimate, it is possible that businesses in these offices together could create ten or more new jobs in downtown Albany at salary levels that would support families.

TAX INCREMENT – Renovated offices will significantly increase our assessed value, and thus will provide an additional on-going tax increment to CARA. The initial 15-year tax freeze has ended. The Flinn Block and Ames Buildings will be re-assessed this year. The assessment is expected to rise substantially from the level set 15 years ago, especially considering all the updates that have been completed. This will result in a tax increment to CARA, a unique feature of this overall historic restoration effort.

### RETURN-ON-INVESTMENT (ROI) BENEFITS FOR CARA:

- Rehabilitation and greater activity will increase property values both in CARA and the City of Albany
- Attracting new private investment in the area
- Enhancing the value of existing private and public investment
- Tax increment starting this year (re-assessment in 2008 when the 15-year freeze expires)

## **GAPS**

ECONOMIC VITALITY GAP – There is a gap between the level of economic activity today in the CARA area and what is possible with the completion of this project. Locating more small businesses and professional offices downtown will increase pedestrian traffic and bring additional revenue to coffee shops, restaurants, and stores downtown. These offices could also serve as a business incubator, a place where new businesses could start out and, if successful, create additional jobs downtown.

UPPER FLOOR REDEVELOPMENT GAP – This project renovates a blighted upper floor and brings it back to active re-use. This will bring dozens of people downtown everyday, helping to improve our economy.

HISTORIC PRESERVATION GAP –The offices were the best place in Albany for professional offices back in the 1880s. This project will return a historic space back to its roots. We propose largely following the original layout of offices which will keep a portion of Albany’s history intact. CARA’s partnership is making it possible to complete this historic preservation projects which removes blight, preserve historical resources, and create a thriving town center, all CARA goals. This project could not be completed without a CARA grant.

CONVENTIONAL FINANCING GAP – We intend to re-finance the buildings using conventional financing. Our credit is exemplary and our current loan-to-value ratio is low, plus the USDA’s Rural Development Agency has offered us a loan guarantee under its Business & Industry program. However, lenders need proof that the buildings generate a reliable income stream from rentals. This entails having most if not all rental spaces under long-term leases that have been in place long enough to demonstrate consistency of payments. CARA funds would be used to bridge this gap by enabling us to complete rehabilitation, get tenants, then re-finance.

RETURN-ON-INVESTMENT (ROI) GAP – The costs to renovate the second floor offices exceed the amount that projected rents will cover by more than \$400,000, the amount of assistance requested. CARA’s partnership is needed to close this gap.

BLIGHT REMOVAL GAP – The upper floor of the Flinn Block has been vacant since the 1950s and is blighted. With CARA assistance, this blighted space can be transformed into a contributing element of our town center.

JOB CREATION GAP – Creating new jobs downtown will help achieve CARA’s goal of having a vibrant economy. We estimate that as many as ten or more family-wage level jobs could be created by businesses in these offices.

#### **PROPOSED CARA ASSISTANCE**

We are requesting a grant of \$400,000 to complete this project. Without this grant, we will be unable to proceed and the second floor of the Flinn Block will remain vacant and blighted. If approved, we would appreciate having the option to take a portion of this grant in the form of forgiveness of an existing CARA loan. We recognize that CARA would like to use available funds for as many different project as possible, and propose this option to help meet this goal.

#### **WHY NOT APARTMENTS?**

We initially considered converting the second floor of the Flinn Block building into apartments. However for the following reasons we feel that offices are a more productive and beneficial use of this upper floor:

- Offices will bring more people downtown than apartments would, and that means more economic activity
- Building apartments would be at least \$100,000 more expensive than offices, and market rental values are lower than for offices. Thus, apartments would have created even larger financial and ROI gaps.
- For these two reasons, offices provide a higher return on CARA and private investments
- Offices would benefit from access to the elevator more than apartments would
- This second floor was originally built as offices, so we will be preserving history

#### **WHY NOW?**

CARA has been very successful in driving urban renewal in our downtown core. There is good momentum with all the building and business projects CARA has funded, and good additional opportunities with the approved projects that have not yet started.

However, our current economic climate is a threat to the continuation of our forward momentum. Consumers spending less, inflationary pressures, the real estate market meltdown, and job losses are all factors that could restrain or even reverse progress on growing Albany's economy.

In the face of these threats, we need to do everything possible to bolster our economy and sustain forward momentum. Offices in the Flinn Block will enable additional businesses to locate downtown, and will bring more shoppers and economic activity. New and growing businesses in these offices will create new jobs.

Many real estate projects our area, in Oregon and nation-wide have been delayed and cancelled because of our current economic and financial environment. If approved by CARA, this project will begin immediately and proceed through completion.

#### **WHY HELP FLINN BLOCK & AMES FURTHER?**

We are honored by the number of people on the CARA board who speak positively of the partnership between CARA and us. We appreciate comments from the board such as calling our partnership the poster child of a CARA partnership.

The success of our partnership is due in part to doing the project in phases, combined with our approach of under-promising and over-delivering. We were confident that the entire project could be successfully completed, but took a more conservative approach of doing one phase at a time, and then building on the successes of earlier phases in taking on additional phases.

The result is a successful partnership and a successful historic preservation project.

We have requested assistance with each phase of the project, and CARA has been a valued and generous partner. In keeping with the past, we are once again asking for assistance for what should be the final phase of rehabilitation.

Had we taken a less conservative approach and tried to do the entire project at once, we would have come to CARA as unknown applicants with a large project and requested a similar amount of assistance to that we will have received in total if this proposal is approved. The Flinn and Ames Buildings Project together are comparable in scope to the Penny's Building project. The difference is that we proceeded in phases, and as a result have come before CARA several times, each time building on the successes of prior phases.

#### **WHY BUILD MORE OFFICES, GIVEN VACANCIES ELSEWHERE?**

The Flinn Block is a unique and desirable location for professional offices, and we have received serious inquiries from people who would love to open offices here. Why are these offices so desirable? It's the combination of locating your offices:

- On downtown Albany's best block
- In the best known building downtown
- In a beautiful ornate and restored building
- With offices of historic proportions including 14-foot ceilings
- Historic features including 120-year-old woodwork, ten skylights and the ornate main entry
- With modern wiring, heating, and air conditioning
- With elevator access

Some of the people who want to move here are already downtown, but more are from other areas including home offices. Offices in the Flinn would attract businesses from the surrounding areas.

A potential ancillary benefit could be an increase in overall demand for downtown office space as the Flinn offices fill up and the office spaces in the Ironworks and Wheelhouse buildings get occupied. Increasingly, downtown Albany will be seen as a business center as well as a retail, restaurant and entertainment center.

#### FINANCIALS

These financials are based on actual contractor bids and budgets prepared with architect Robert Dortignacq, and include amounts for general conditions, permits, supervisory contractor and contingency.

Carpentry, insulation, wall surfaces, flooring, woodwork repairs, cabinets & specialties	\$303,750
Mechanical	106,250
Electrical, lighting and data	114,375
Entrance and stairs	46,250
Architectural & Engineering	40,775
Contingency	85,600
<hr/> Total	<hr/> \$697,000

We have consistently observed throughout the rehabilitation of the Flinn Block and Ames Buildings how expensive it is to do historic preservation work. A benchmark we use to check overall project numbers is that it typically takes between \$125 and \$150 per square foot to renovate historic buildings. The second floor offices in the Flinn Block building are approximately 5,150 square feet, yielding a project cost range of between \$643,750 and \$772,500. This range confirms the budget shown above.

#### SUMMARY

Thank you for considering our request for assistance with the Flinn Block second floor redevelopment project. This is the final piece of our partnership with CARA, a partnership that has been successful in rehabilitating buildings, driving economic growth, and in encouraging other developers to invest downtown.

We acknowledge the need to apply CARA investments across as many different projects and buildings as is possible and efficient. On the other hand, this proposal completes the restoration work on the currently-occupied portions of the Flinn and Ames Buildings, leverages CARA investments already made, and is key to maximizing the return on CARA's partnership with us on these buildings.

Major benefits accrue to CARA, to the city of Albany, and to the surrounding towns by transforming the Flinn Block second floor into a business center that will attract people and additional investment into our downtown core.