

## NOTICE OF PUBLIC MEETING

CENTRAL ALBANY REVITALIZATION AREA ADVISORY BOARD  
City Hall Council Chambers  
Wednesday, July 21, 2010  
5:15 pm

### AGENDA

1. CALL TO ORDER (Chair Cordell Post)
2. ROLL CALL
3. APPROVAL OF MINUTES  
    > June 16, 2010. [Pages 1-6]  
    Action: \_\_\_\_\_
4. SCHEDULED BUSINESS
  - a. Business from the Public
  - b. Review of Small Grants. [Pages 7-93] (Porsche/Applicants)
    1. Albany Regional Museum –136 Lyon Street S (\$5,000). [Pages 7-14]
    2. Forrest Johnson – 225 Calapooia Street SW (\$5,000). [Pages 15-25]
    3. Shannon Kearns –436 First Avenue SW (\$2,250). [Pages 26-32]
    4. Hedio Manske –1100 Pacific Boulevard SE (\$2,115). [Pages 33-41]
    5. Mike McLain –122-130 Ferry Street SW (\$1,000). [Pages 42-48]
    6. John & Deborah Orr –225 Broadalbin Street SW (\$1,800). [Pages 49-65]
    7. P'Shaws Cards and Gifts – 233-243 Third Avenue SW (\$4,856). [Pages 66-78]
    8. St. Mary's Parish Train House –706 Ellsworth Street SW (\$5,000). [Pages 79-86]
    9. Montie & Wendy Torgeson –222 Washington Street SW (\$5,000). [Pages 87-93]
  - c. Discussion and Decisions on Small Grant Funding.
    1. Albany Regional Museum – (\$5,000).  
    Action: \_\_\_\_\_
    2. Forrest Johnson – (\$5,000).  
    Action: \_\_\_\_\_
    3. Shannon Kearns – (\$2,250).  
    Action: \_\_\_\_\_
    4. Hedio Manske – (\$2,115).  
    Action: \_\_\_\_\_
    5. Mike McLain – (\$1,000).  
    Action: \_\_\_\_\_
    6. John & Deborah Orr – (\$1,800).  
    Action: \_\_\_\_\_
    7. P'Shaws Cards and Gifts – (\$4,856).  
    Action: \_\_\_\_\_
    8. St. Mary's Parish Train House – (\$5,000).  
    Action: \_\_\_\_\_
    9. Montie & Wendy Torgeson – (\$5,000).  
    Action: \_\_\_\_\_
  - d. Staff updates and issues. [Verbal] (Porsche)  
    Action: \_\_\_\_\_

5. BUSINESS FROM THE BOARD
6. NEXT MEETING DATE: *Special meeting: presentation by George Crandall – Tuesday, August 10, 2010*
7. ADJOURNMENT

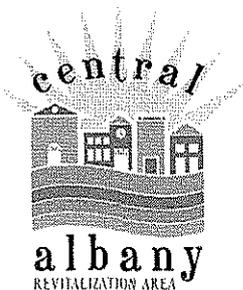
**Tour immediately following the meeting; trolley at the main City Hall entrance.**

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

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*The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation, please notify the Human Resources Department in advance by calling 541-917-7500.*

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

**CITY OF ALBANY**  
**Central Albany Revitalization Area Advisory Board**  
**City Hall Council Chambers, 333 Broadalbin Street SW**  
**Wednesday, June 16, 2010**

**MINUTES**

Advisory Board Members present: Jeff Christman, Bill Coburn, Floyd Collins, Loyd Henion, Gordon Kirbey, Sharon Konopa, Ray Kopczynski, Chuck Leland, Dick Olsen, Ralph Reid, Jr., and Mark Spence

Advisory Board Members absent: Rich Catlin, Bessie Johnson and Cordell Post (all excused)

Staff present: City Manager Wes Hare, Urban Renewal Manager Kate Porsche, Public Works Director Diane Taniguchi-Dennis, Transportation Systems Analyst Ron Irish, and Administrative Assistant Teresa Nix

Others present: Approximately nine others in the audience

**CALL TO ORDER**

Vice Chair Christman called the meeting to order at 5:20 p.m.

**APPROVAL OF MINUTES**

March 17, 2010

**MOTION:** Loyd Henion moved to approve the minutes as presented. Ray Kopczynski seconded the motion, and it **passed** unanimously.

**SCHEDULED BUSINESS**

Business from the Public

None.

Seigner – Forgivable Loan (\$97,047)

Urban Renewal Manager Kate Porsche reviewed the written staff report. Mark and Tina Seigner, owners of the property located at the corner of Second Avenue and Madison, are requesting a forgivable loan to assist with costs associated with an infill project consisting of two duplex units. The site previously had a severely blighted single-family home. Once it was determined that it was not feasible to rehabilitate the home, Porsche began a conversation with the Seigners about ways to make this a pilot infill project that can be pointed to as a great example of how to make new structures fit in with existing historical neighborhoods. The staff report includes plans that the Seigners had drawn up for an economical design, as well as a design created by Rob Dortignacq with a special eye to creating a project that would be compatible in look and scale with the surrounding neighborhood. The original project costs were \$421,574. The expanded project costs would be \$615,668. The Seigners are requesting a forgivable loan for \$97,047, which is 50 percent of the difference between the two project costs.

In response to an inquiry from Dick Olsen, Porsche said that the site is zoned Mixed Use Residential (MUR).

Kopczynski asked if the total project value and ten-year return on investment analysis in the staff report is realistic with the current market conditions. Mark Seigner said that he came up with the project value by adding a cost of \$307,000 for each duplex, lot costs of \$50,000, and partitioning costs. He acknowledged that the current economic environment will drive appraisals. Porsche said that she uses a spreadsheet to calculate the return on investment using 75 percent of the future project value; this is a conservative estimate.

Coburn noted that the staff report indicates that the property taxes will be \$9,700 more than they are currently. Porsche reviewed her spreadsheet calculations which take future value, subtracts off current value, and multiplies that figure by 75 percent to arrive at the first year of tax increment payback. Subsequent years assume a three percent annual increase in assessed value.

Collins said that he would have liked for Bessie Johnson to be here to explain how the assessor arrives at assessed values. He noted that some of the items in the enhanced column are things that would look nice but which may not impact the assessed value or the tax increment payback. The CARA Advisory Board may choose to fund projects which do not provide the desired return on investment, but it should do so by identifying what social values and CARA objectives a project does achieve. This needs to be a policy consideration.

Scott Lepman, an appraiser in the audience, was invited to comment. Mr. Lepman said that if a property changes more than \$5,000 in one year or more than \$20,000 in a five-year period, the assessor can reassess the property. The assessor is alerted to a project by receipt of a copy of a building permit. The assessor then goes to the site and uses a formula to determine the new market value. With residential property, there is abundant market-related data on which to base the market value. The assessor would probably not need to use investment cost to assess residential property like they might for a factory which would likely have limited market data.

Coburn said that he is favor of the project overall. He sees the value in the enhanced design and the applicant is willing to cover 50 percent of the additional cost. He has some concerns about the payback calculations; it would be nice to see more of the background information used to arrive at those figures in the future.

**MOTION:** Coburn moved to approve the request. Kopczynski seconded the motion.

Porsche said that she will include the spreadsheets in future staff reports. She reviewed the figures from her file on this project. The \$623,737 project value is multiplied by the 75 percent ratio to arrive at an increased value of \$468,000. The tax rate is about \$17 per \$1,000 of assessed value, bringing the first year of return to CARA to just under \$8,000; future years assume a three percent annual increase.

Collins said that he feels that the calculations should take into consideration the original projected investment in order to arrive at a true return on investment. If the return on investment is not as desired, deliberations should be based on what other values might be achieved.

Spence said that the kind of analysis referred to by Collins would need to consider that a social return may also result in an economic return in relation to value of the neighborhood, crime rates, etc.

Olsen initiated discussion about the MUR zone and the effect on the rest of the neighborhood of putting a four-plex on this lot. He questioned whether a four-plex on this site, where there was a single-family home, would enhance the neighborhood or whether it would drive property values down, deflating the overall tax increment. He said that he doesn't know the answer to this question and that it is probably too late to second-guess this project, but he thinks it would be good to have a discussion about zoning at some point. Collins noted that a rezoning would involve a public process that would include the Planning Commission and a change in the Comprehensive Plan and Zoning maps. Konopa agreed that a zoning change would require a public process; however, this body could say that it feels certain types of projects are not in the best interest for CARA to fund. Olsen said that he doesn't want for CARA to fund things that will bring property values down.

Kirbey noted that the staff report says that “the compatible design will ensure it is compatible and adapts to the surrounding neighborhood.” He asked how this comment relates to placing a four-plex in a neighborhood with single-family homes. Porsche said that the staff report is referring to architectural compatibility. She noted that the site is zoned MUR and a four-plex is allowed. The question before the Board is whether it wants to spend CARA money to make the development more compatible for the neighborhood.

Seigner said that he would not categorize the project as something that will drive property values down. The proposal is much improved from the original project and would result in two quality duplexes.

Spence called the question. There was majority agreement to end debate and vote.

The motion **failed** by a vote of 5 to 6:

Yes: Coburn, Henion, Konopa, Kopczynski, Spence  
No: Christman, Collins, Kirbey, Leland, Olsen, Reid

Collins clarified that he likes the proposed project; his vote was based on a fundamental policy issue of what factors CARA should use in making funding decisions. It was noted that the Seigners could bring this request back for consideration following CARA’s policy discussions this summer.

Seigner said that if they had gone forward with their original plans, they would be three months into the project. To wait another month or more would be frustrating and expensive; he would probably just go forward with his original plans.

Spence expressed concern that the Board is discussing legislative matters in the midst of considering a specific proposal. Konopa said that bringing policy into this decision is not really fair to the applicant; the subject application was submitted consistent with the existing rules set forth.

Coburn said that he can see the value in the enhanced plans which would clearly result in a more attractive development. Henion agreed that the enhanced design fits in with the neighborhood better than the original design. He asked if there is any precedent for a streamlined process to provide a response to this applicant before next month. Vice Chair Christman said that the Board has voted not to approve this request; another request would typically be handled at the next meeting. Konopa noted that the policy discussion will take more than one meeting. Porsche noted that Crandall will be coming in August to help the CARA Advisory Board with its policy discussions. Brief discussion followed.

**MOTION:** Collins moved for reconsideration of the motion. Henion seconded the motion, and it **passed** by a vote of 10 to 1, with Christman voting no.

Collins said that he moved to reconsider because he agrees that the enhanced design is better than the original design. He spoke about other multi-family structures with a box-like design; he feels that type of design would not fit well into this neighborhood.

Christman said that he is not a fan of using CARA money to fix residential housing; he does not feel that these are projects that CARA is charged to do. He will vote no on the motion, consistent with how he has voted on other requests for residential housing projects.

The motion **passed** by a vote of 7 to 4:

Yes: Commissioners Coburn, Collins, Henion, Konopa, Kopczynski, Reid, Spence  
No: Commissioners Christman, Kirbey, Leland, Olsen

Lepman – Forgivable Loan (\$31,144)

Porsche drew attention to the written staff report. She distributed a revised cost estimate resulting from bids that came in higher than expected. Porsche said that Scott Lepman recently purchased a dilapidated apartment building with seven units, located at 305 Sixth Avenue SE. Staff worked with Lepman to create a project to rehabilitate the older apartment building to make it more compatible with the neighborhood and set a strong example for future rehabilitation of existing structures within Central Albany. The original project costs were \$106,133. The expanded project costs are \$171,459. Lepman is requesting a forgivable loan in the amount of \$34,182, which is 50 percent of the difference between the two project costs.

Spence said that he is having trouble calculating what the neighborhood improvement would be or how gables and windows would increase the property value in a measurable way. He asked what Lepman would do without CARA funding. Mr. Lepman said that, if he had thought he would not qualify for CARA funds, he probably would not have purchased the property. If another investor purchased the property, it would likely remain as it is – a not a very attractive building with not very attractive tenants. He is proposing to significantly change the outside, spending a significant amount of money to create a safer environment for future residents.

Leland asked how the improvements would result in safety being changed. Lepman said that he has other rental properties and that he is sensitive to public safety, especially for women. His proposal is to change the property so that it will attract different occupants – people who take care of the property and who are supportive to the community. If the property is not perceived to be safe, the tenants he is trying to attract will have no desire to live there.

In response to an inquiry from Kopczynski, Lepman said that only two of the seven units are occupied. The tenants have been counseled as to what is expected. He is not sure of their intentions but, if they follow the rules, they will be able to stay.

**MOTION:** Kirbey moved to approve the request as revised. Kopczynski seconded the motion, and it **passed** by a vote of 10 to 1, with Christman voting no.

Poris – Forgivable Loan (\$36,440)

Porsche referred to the written staff report. Linda Poris, owner of the property at the corner of First and Broadalbin, is requesting a forgivable loan in the amount of \$36,440 to assist with enhancements to the storefront of her historic building.

Kopczynski noted that this building is on the same block as the old JC Penney Building, which is currently being renovated.

In response to an inquiry from Coburn, Porsche reviewed the historic tax freeze and affirmed that there would be no tax increment on this property. Coburn expressed concern that the money for this project would have to come out of the tax increment from other projects; he noted that CARA has a loan which it must pay back using tax increment.

Spence said this strikes him as the ideal CARA project. He supports removing the mural but, since others have expressed that they like the mural, he does not know that CARA should be on record as funding its removal.

In response to an inquiry from Olsen, architect Heidi Overman circulated undated photos of the historical building.

In response to an inquiry from Kirbey, Linda Poris said that the decision to have the mural painted was made by her late husband.

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

#### Transportation Enhancement Program Grant

Transportation Systems Analyst Ron Irish provided information on the Oregon Department of Transportation (ODOT) Transportation Enhancement Program Grant, which provides federal highway funds for projects that strengthen the cultural, aesthetic, or environmental value of the transportation system. A project that staff considered as being appropriate to this grant is the improvements at Water and Broadalbin. A City match is required; CARA was identified as a potential source for that match. The grant process has an extra step in that the City must submit a Notice of Intent; the deadline for this submittal is the end of June. The Notice of Intent does not commit the City to turn in a formal application. It would initiate a process in which City staff would have a discussion with state staff regarding the potential application; staff would then report back to the CARA Advisory Board. The City Council must authorize all grant applications. Irish said that he understands that CARA will be making some policy decisions this summer; the question is whether it makes sense to submit a Notice of Intent knowing that it will be possible to back out after the policy discussions if desired. Brief discussion followed.

In response to inquiries, Irish said that the grant maxes out at \$1.5 million. If a grant request is submitted and is successful, construction money would begin to flow in 2012. The formal application is due the end of September, giving a three-month window to decide whether to file a grant application.

**MOTION:** Reid moved to authorize staff to file a Notice of Intent to submit a Transportation Enhancement Program Grant application. Kopczynski seconded the motion.

In discussion and in response to inquiries, Irish explained the matching requirements. The bigger the match, the more appealing the application will be in terms of grant approval. He intends to be as vague as possible in the Notice of Intent in order leave options open; he will indicate a desire to phase the project. He will be coming back after discussions with the state with a proposal on what staff believes to be the best scenario.

The motion **passed** unanimously.

#### Staff Updates and Issues

Porsche said that the discussion this evening underscores the need for better criteria to help the Board make good quality decisions. A meeting with George Crandall is tentatively set for August 10 to talk about how he can help create a road map to success that could be followed by implementation of policy and possibly better Code. The Board will be considering Small Grant requests next month; Porsche suggested that any further requests be held for consideration following the policy discussions this summer. There was general agreement.

#### **BUSINESS FROM THE BOARD**

Coburn recalled a previous suggestion by Collins that there be a minimum value for the Small Grants; he would suggest a \$500 or \$1,000 minimum. Porsche said that she will make this suggestion informally to applicants for the current allocation process; she will put the issue on a future agenda for discussion and decision.

Coburn said he would like to schedule a discussion to consider using CARA funds for the Lowe's project. This is an issue Collins raised at the Council level. If CARA should choose to fund \$279,000 for this project, it would see a very fast payback as property values go up.

Coburn said that he has concerns about the Broadalbin Promenade costs; he would like some analysis on the payback to CARA. Konopa noted that part of the intent of CARA was to fund some projects that provide tax increment in order to be able to fund other projects, such as public projects like the Promenade. Collins said that this goes to the upcoming discussion with Crandall, i.e., how does a community strategically decide which public improvements will generate private investment. Brief discussion followed.

**NEXT MEETING DATE**

The next meeting of the CARA Advisory Board is scheduled for Wednesday, July 21, 2010, at 5:15 p.m. in the Council Chambers.

**ADJOURNMENT**

Hearing no further business, Vice Chair Christman adjourned the meeting at 7:15 p.m.

Submitted by,

Reviewed by,

**Teresa Nix**  
**Administrative Assistant**

**Kate Porsche**  
**Urban Renewal Manager**



TO: CARA Advisory Board  
FROM: Kate Porsche, Urban Renewal Manager  
DATE: July 16, 2010, for July 21, 2010, CARA Advisory Board Meeting  
SUBJECT: Staff Report – Small Grant Request – Albany Regional Museum, Tami Sneddon

Albany Regional Museum  
136 Lyon Street S

Small Grant Requested: **\$5,000.00**. Total project work = \$11,635.00.  
Percent of CARA funding: 43%  
Ratio Public:Private: 1:2.3

Albany Regional Museum is coming before you to request a matching grant to cover costs for a new fabric awning over the entrance door, remove the old awning structure on Second Avenue, repair building, and replace with fabric awning.

The project will enhance the look of the exterior of the historic building and will help to decrease light entering the building and protect the museum's collection.

KCP:ldh

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# CARA Small Grant Program

Factors to Consider in Evaluating Projects

Tami Sneddon, Albany Regional Museum

Small Grant: \$5,000.00

Total Project Cost: \$11,635.00

Item #	Item	Description	Comments
A)	CARA Goal & Objectives	How does it further the CARA Goal and Objectives?	<p><i>CARA Key Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Attract new private investment to the area.</li> <li>◆ Retain and enhance the value of existing private investment and public investment in the area.</li> </ul> <p><i>CARA Additional Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Preserve the Historic Districts, historic resources and existing housing in 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> </ul>
B)	Focus Area	Is the project in the heart of downtown, on the waterfront or in another key area to CARA?	Yes.
C)	Private Risk	Is this a "first-in" project or an untried type of development?	No.
D)	Gap	What is the "Gap" or need of the developer?	CARA funds would allow the museum to move forward with this project, as their main income is from donations, and memberships.
E)	Blight	Would it remedy a severely blighted building? How?	No.
F)	Vitality	Would it serve as a people-attractor or as an anchor for the initial focus area?	Yes, the museum is a people attractor in our downtown.
G)	Preservation	Would it rehabilitate or sensitively redevelop a historic property?	This project would spruce up and enhance the look of this historic building.
H)	Adaptability	Would it be developed in a way that ensures it is well used over time?	Yes.
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.

J)	Sustainability	How does it meet the Governor's Objectives for Sustainable Communities? (Environmental, Economic Development, Community/Social)	Historic preservation, social and vitality for downtown.
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# Small Grant

## APPLICATION

### 1. APPLICANT

Name: \_\_\_\_\_ Albany Regional Museum \_\_\_\_\_

Address: \_\_\_\_\_ 136 Lyon Street S \_\_\_\_\_

\_\_\_\_\_ Albany, OR \_\_\_\_\_ Zip Code: \_\_\_\_\_ 97321 \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tami Sneddon \_\_\_\_\_ Phone Number: \_\_\_\_\_ 541-967-7122 \_\_\_\_\_

Fax Number: \_\_\_\_\_ none \_\_\_\_\_ Email Address: \_\_\_\_\_ armuseum@peak.org \_\_\_\_\_

Legal Form: Sole Proprietorship  Partnership

Corporation: Profit  Non-Profit

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

### 2. BUILDING/BUSINESS INFORMATION

Name: \_\_\_\_\_ Albany Regional Museum \_\_\_\_\_

Address: \_\_\_\_\_ 136 Lyon Street S \_\_\_\_\_ Zip Code: \_\_\_\_\_ 97321 \_\_\_\_\_

Legal Description: \_\_\_\_\_ commonly known as 136 Lyon Street South \_\_\_\_\_

Property Tax Account Number: \_\_\_\_\_ 0081048 \_\_\_\_\_

Is the building a historic contributing resource? Yes  No

If so, is it on the historic property-tax freeze? Yes  No

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

Name in which title is held: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### 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).

**5. DESCRIPTION OF PROJECT**

1) Add new fabric awning over entrance door 2) Remove old awning structure on 2<sup>nd</sup> Street, repair building and replace with fabric awning.

**6. ESTIMATED COST OF PROJECT:** \$ 11,635.00

**ESTIMATED VALUE OF PROJECTS UPON COMPLETION:** \$ 12,000.00

Basis for valuation and value upon completion: \_\_\_\_\_ This project will increase the appeal and attractiveness of the building.

**7. PREPARATION OF COST ESTIMATES**

Who prepared your cost estimates? Salem Tent and Awning  
(If applicant prepared their own estimate, objective verification may be required. If bid was used, please attach)

Address: PO box 5274, Salem, OR

Phone Number: 503-363-4788 Email Address: \_\_\_\_\_

and Keith Semmel Construction, 615 Third Avenue SE, Albany, OR 97321

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

The Albany Regional Museum continues to maintain and revitalize our historic 1887 building in downtown Albany. We understand the importance of the appearance of our building to be appealing to the Albany community and visitors, and to make them want to stop and enter our building as well as other down-town businesses.

Because of the museum standards we work with, it is necessary to cover our windows with blinds to decrease light entering our exhibit hall to protect our historical collection. These covered windows can be interpreted as unwelcoming. We are hoping that an awning over our main entrance will provide a more welcoming atmosphere as well as protect guests from the elements.

We have concerns for the current awning over what was previously Magnolia Music and our 2<sup>nd</sup> Street entrance. The structure no longer functions without high maintenance plus we have safety concerns. We want to remove it and replace it with fabric awnings. This outdated structure will make our 2<sup>nd</sup> Street side of the building also look more welcoming and provide protection from the elements.

This awning project will help the Museum to continue bringing visitors to the down-town area and provide these visitors with a better experience.

**9. HAVE YOU, OR THIS PROPERTY RECEIVED CARA FUNDING AT ANY POINT IN THE PAST?**

Yes  No  If so, amount \$ \_\_\_\_\_

FOR WHAT PROJECT: \_\_\_\_\_

10. YOUR AMOUNT OF AVAILABLE MATCHING FUNDS \$6,635

SOURCE OF MATCHING FUNDS (CARA may withhold approval of this application until information satisfactory to CARA is provided.): \_\_\_The Museum's repair and improvement savings reserve.\_\_\_\_\_

Is your funding for these: X 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

The Museum is a private 501(c)(3)non-profit. Our main income is from membership, donations, interest, and parking rentals. Admission to the museum continues to be free as well as most of our programs are free to the public.

With our economic times it makes funding more difficult for the everyday costs. Upkeep up of our building also continues. If we can reduce the cost with CARA matching funds, it allows us to make the choice to go ahead with the project knowing that the project is affordable at this point in time.

The museum continues with its commitment to the local citizens as well as the visitors to the community, to provide education of our local history and entertainment, as well as provide a well taken care of home of this historic collection.

ASSISTANCE REQUESTED

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Total Estimated Project Costs:	\$ 11,635.00
Small Grant Amount Requested: (50%of total amount up to \$5,000)	\$ 5,000.00

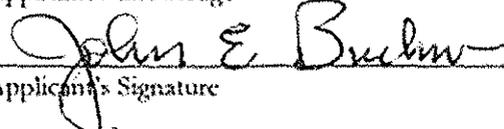
Certification

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.

	7-6-10
Applicant's Signature	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: 7-6-10 By: KCP Application Complete:  Yes  No

If no, comments: 1 attachment

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

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

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

ALBANY REGIONAL MUSEUM

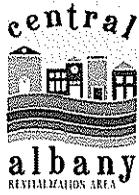
Salem Tent & Awning co.  
Estimates

Entrance:	\$	3,035.00
2 <sup>nd</sup> Street		2,500.00
		1,500.00
		1,600.00

Keith Semmel Construction  
Construction estimated expense  
of removal of old awning and  
building repair

3,000.00

Total:		\$	11,635.00
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TO: CARA Advisory Board  
FROM: Kate Porsche, Urban Renewal Manager  
DATE: July 16, 2010, for July 21, 2010, CARA Advisory Board Meeting  
SUBJECT: Staff Report – Small Grant Request – Forrest Johnson

Forrest Johnson  
225 Calapooia Street SW

Small Grant Requested: **\$5,000.00**. Total project work = \$19,173.00.  
Percent of CARA funding: 27%  
Ratio Public:Private: 1:3.7

Forrest Johnson is coming before you to request a small grant to cover costs to cosmetically upgrade the historic building and convert it from residential to commercial business use. Renovations include exterior painting, new roof and gutters, new trim and paint for the four exterior columns, new floors and steps for the front porch, and landscaping.

The project will spruce up a run-down historic property and convert it to commercial office space. Located on the cusp of the core downtown, the use of the property as commercial office space will act as a people attractor with the clientele who will be coming to the offices.

KCP:ldh

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# CARA Small Grant Program

Factors to Consider in Evaluating Projects

Forrest Johnson, JMA Investments, LLC

Small Grant: \$5,000.00

Total Project Cost: \$19,173.00

Item #	Item	Description	Comments
A)	CARA Goal & Objectives	How does it further the CARA Goal and Objectives?	<p><i>CARA Key Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Attract new private investment to the area.</li> <li>◆ Retain and enhance the value of existing private investment and public investment in the area.</li> </ul> <p><i>CARA Additional Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Preserve the Historic Districts, historic resources and existing housing in 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> </ul>
B)	Focus Area	Is the project in the heart of downtown, on the waterfront or in another key area to CARA?	Yes. This project is on the cusp of the core downtown area.
C)	Private Risk	Is this a "first-in" project or an untried type of development?	No.
D)	Gap	What is the "Gap" or need of the developer?	Applicant states that, due to the economic times, it is difficult to obtain complete funding for a project of this level and CARA funding would be necessary for this project to complete it to the level desired.
E)	Blight	Would it remedy a severely blighted building? How?	Yes, it would see the rehabilitation of a historic home and its conversion to use as commercial office space.
F)	Vitality	Would it serve as a people-attractor or as an anchor for the initial focus area?	Yes, the use of the space as office professional could attract clients to the area.
G)	Preservation	Would it rehabilitate or sensitively redevelop a historic property?	Yes. The house is 1925 Bungalow that is a historic contributing resource.
H)	Adaptability	Would it be developed in a way that ensures it is well used over time?	Yes, the rehabilitation of the property would ensure its continued use.
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.

J)	Sustainability	How does it meet the Governor's Objectives for Sustainable Communities? (Environmental, Economic Development, Community/Social)	The project would create a more vital and attractive downtown
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# Small Grant

APPLICATION

## 1. APPLICANT

Name: Forrest R Johnson

Business Name: JMA Investments, LLC

Address: 200 SW Calapooia Street

Albany, Oregon Zip Code: 97321

Contact Name: Forrest Johnson Phone Number: 541-979-0879

Fax Number: 541-967-7668 Email Address: rickj@jmallp.com

Legal Form: Sole Proprietorship  Partnership   
Corporation: Profit  Non-Profit  TIN# 26-4806615

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

## 2. BUILDING/BUSINESS INFORMATION

Name: N/A

Address: 225 SW Calapooia Street, Albany OR Zip Code: 97321

Legal Description:

Property Tax Account Number: 130282

Is the building a historic contributing resource? Yes  No

If so, is it on the historic property-tax freeze? Yes  No

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

Name in which tile is held: Same as Above

Contact Name:

Address:

Zip Code:

Phone Number:

## 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).

**5. DESCRIPTION OF PROJECT**

This is a project to cosmetically upgrade the existing building listed above. It is then to be leased out as a commercial business space. The exterior of the building will be painted and the wood shingles will be re-stained. The building will receive a new roof and new gutters. The four (4) exterior columns on the front porch will receive new trim and will be painted. The front porch will receive new steps and a new floor. The front door will be replaced with a new door to better fit the building. The existing run down fence will be torn down and replaced with a new fence. The landscaping is to be cleaned up to make the space more aesthetically pleasing.

**6. ESTIMATED COST OF PROJECT:** \$ 19,173.00

**ESTIMATED VALUE OF PROJECTS UPON COMPLETION:** \$ 19,173.00

Basis for valuation and value upon completion: The value of this project will be at least 19,173.00 based on what it will add to the existing neighborhood.

**7. PREPARATION OF COST ESTIMATES**

Who prepared your cost estimates? Kjerstine Vachter/Tony Nova

(If applicant prepared their own estimate, objective verification may be required. If bid was used, please attach)

Address: 2117 Legacy Drive, Newberg, OR 97132/232 SW Washington, Albany, Oregon 9732

Phone Number: 541-231-9008/541-926-2858

Email Address: vachterdesign@gmail.com/nowbuilders@msn.com

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

This project, located in the heart of downtown Albany on Calapooia Street, will help to improve the Central Albany Revitalization Area by improving the appearance of the existing property and increasing available commercial office space for rent. This project will work to preserve the Historic District and enhance and enrich the value of the existing neighborhood.

Due to the economic times, the help of the CARA grant money will help to offset the cost to the building owner. This grant money will also help expedite the project. These improvements will not only benefit the building owner, but will also benefit the surrounding neighborhood.

The improvements to this building would greatly remedy a severely blighted building in the downtown Albany core. The existing building is incredibly run down, and the proposed improvements would immensely increase the aesthetic appearance of the property. This project would also enhance the vitality of the surrounding area, as it will attract clients to the space. Which in turn will increase the number of people in the surrounding area.

The building was built 100 years ago, so this project will help to rehabilitate a historic property. It will be developed in a way that will ensure it is used well over the years to come. Renting it out as a commercial space will help to maintain the building over time.

This project will help achieve the desired land use of commercial office space in the Central Albany Revitalization Area.

This project will meet the Governor's Objectives for Sustainable Communities in a variety of ways. It will create a more vital and attractive downtown area. It will provide a space for independent and productive citizens. It will be developed in the most efficient way possible.

Overall, this project will enhance, enrich and preserve an existing building in the Central Albany Revitalization Area. The help of the CARA grant will greatly offset the cost of the project to the building owner. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. HAVE YOU, OR THIS PROPERTY RECEIVED CARA FUNDING AT ANY POINT IN THE PAST?**

Yes  No  If so, amount \$ \_\_\_\_\_

FOR WHAT PROJECT: \_\_\_\_\_  
\_\_\_\_\_

10. YOUR AMOUNT OF AVAILABLE MATCHING FUNDS \$ 5000.00

SOURCE OF MATCHING FUNDS (CARA may withhold approval of this application until information satisfactory to CARA is provided.) LLC Member Infusion

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**

Due to the economic times, it is difficult to obtain complete funding for a project of this level. CARA funding would be necessary for this project to complete it to the level desired.

**12. WHERE ELSE HAVE YOU LOOKED FOR FUNDING?**

N/A

**ASSISTANCE REQUESTED**

Total Estimated Project Costs: \$ 18,423.00

Small Grant Amount Requested: \$ \$5,000.00  
(50% of total amount up to \$5,000)

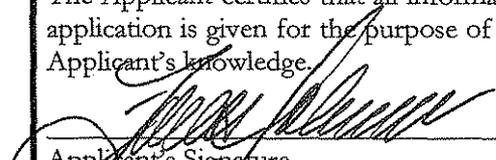
**Certification**

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.

 _____ Applicant's Signature	<u>6/29/10</u> _____ Date
<u>Heather McGowan</u> _____ Applicant's Signature	<u>6/29/10</u> _____ Date

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

**FOR CITY USE ONLY**

Date Received: 6-29-10 By: KCP Application Complete:  Yes  No

If no, comments: attachments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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







Sorte Painting Inc.  
 35465 Oakville Rd.  
 Albany, Oregon 97321  
 541-926-1025

Submitted to: J.M.A. Investments  
 200 Calapooia SW  
 Albany, OR 97321

Exterior at 225 Calapooia

We hereby propose to furnish all labor and materials to complete the following.....

Pressure wash all exterior to be re-painted. Paint chips contained and disposed of. All areas that are peeling to be scraped to remove loose paint and all raw wood to be primed with oil base exterior primer. All open gaps ¼ inch or smaller to be caulked with Big Stretch sealant. Any glazing that has failed to be removed and re-glazed. Metal screens to be removed and holes filled. Mask and spray two coats high quality exterior satin to all base and all trim to be brushed two coats. Shingles to be stained two coats with semi-opaque stain. Complete exterior re-paint including all materials and labor.

Total: \$2,890.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with specifications submitted for above work and completed in a workmanlike manner. Any alteration from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over the above estimate. All estimates over \$2,000.00 require 50% down payment to schedule work.

Sorte Painting Inc. assumes all reasonable risks involved within the work to be performed. Proof of workers compensation and liability insurance available upon request. Payments to be received in full upon completion. This proposal is valid for 90 days from date of submittal.

Submitted by *[Signature]* Date 6-22-10  
 Accepted by *[Signature]* Date 6/23/10



TO: CARA Advisory Board  
FROM: Kate Porsche, Urban Renewal Manager  
DATE: July 16, 2010, for July 21, 2010, CARA Advisory Board Meeting  
SUBJECT: Staff Report – Small Grant Request Shannon Kearns

Shannon Kearns  
436 First Avenue SW

Small Grant Requested: **\$2,250.00**. Total project work = \$4,500.00.  
Percent of CARA funding: 50%  
Ratio Public:Private: 1:2

Shannon Kearns is coming before you to request a matching grant to cover costs to replace the awning on their building at 436 First Avenue SW.

The project will enhance the appearance of the building in the downtown core.

KCP:ldh

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# CARA Small Grant Program

Factors to Consider in Evaluating Projects

Shannon Kearns.

Small Grant: \$2,250.00

Total Project Cost: \$4,500.00

Item #	Item	Description	Comments
A)	CARA Goal & Objectives	How does it further the CARA Goal and Objectives?	<p><i>CARA Key Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Attract new private investment to the area.</li> <li>◆ Retain and enhance the value of existing private investment and public investment in the area.</li> </ul> <p><i>CARA Additional Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Preserve the Historic Districts, historic resources and existing housing in 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> </ul>
B)	Focus Area	Is the project in the heart of downtown, on the waterfront or in another key area to CARA?	Yes.
C)	Private Risk	Is this a "first-in" project or an untried type of development?	No.
D)	Gap	What is the "Gap" or need of the developer?	Applicants stated that total estimated costs of project exceed available uncommitted loan proceeds.
E)	Blight	Would it remedy a severely blighted building? How?	No.
F)	Vitality	Would it serve as a people-attractor or as an anchor for the initial focus area?	Yes, retail establishment in the core of downtown.
G)	Preservation	Would it rehabilitate or sensitively redevelop a historic property?	Would enhance the look of the building.
H)	Adaptability	Would it be developed in a way that ensures it is well used over time?	n/a
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.
J)	Sustainability	How does it meet the Governor's	Downtown vitality.

		Objectives for Sustainable Communities? (Environmental, Economic Development, Community/Social)	
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Small Grant  
APPLICATION

1. APPLICANT

Name: Shannon Kearns

Business Name: Layman's Hair Co.

Address: 417 8th Avenue SW

Albany, Oregon Zip Code: 97321

Contact Name: Shannon Kearns Phone Number: 541-928-4786

Fax Number: N/A Email Address: kearnsfam@comcast.net

Legal Form: Sole Proprietorship  Partnership

Corporation: Profit  Non-Profit  TIN#

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

2. BUILDING/BUSINESS INFORMATION

Name: Layman's Hair Co.

Address: 436 1st Avenue SW Zip Code: 97321

Legal Description: Map: 11S-3W-6CC Lot 7700

Property Tax Account Number: R81377

Is the building a historic contributing resource? Yes  No

If so, is it on the historic property-tax freeze? Yes  No

3. OWNER OF PROPERTY (if not applicant)

Name in which title is held: Same

Contact Name:

Address:

Zip Code:

Phone Number:

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).

**5. DESCRIPTION OF PROJECT**

Replacement of existing awning with period appropriate awning and repainting of exterior with period specific color scheme consistent with other recent building renovations in the area.

**6. ESTIMATED COST OF PROJECT:** \$4,500

**ESTIMATED VALUE OF PROJECTS UPON COMPLETION:** \$

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

**7. PREPARATION OF COST ESTIMATES**

Who prepared your cost estimates? Owner based on telephonic cost estimate from awning company  
(If applicant prepared their own estimate, objective verification may be required. If bid was used, please attach)

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Project will make external appearance of building consistent with other recently renovated buildings in the immediate area. In addition, building is located in a high traffic location in the heart of the downtown area.

**9. HAVE YOU, OR THIS PROPERTY RECEIVED CARA FUNDING AT ANY POINT IN THE PAST?**

Yes  No  If so, amount \$ \_\_\_\_\_

**FOR WHAT PROJECT:** \_\_\_\_\_

10. YOUR AMOUNT OF AVAILABLE MATCHING FUNDS \$2,250

SOURCE OF MATCHING FUNDS (CARA may withhold approval of this application until information satisfactory to CARA is provided.) Previous commercial loan proceeds

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

Total estimated costs of project exceed available uncommitted loan proceeds

12. WHERE ELSE HAVE YOU LOOKED FOR FUNDING?

None. Banks unwilling to lend funds based on amount of project

ASSISTANCE REQUESTED

Total Estimated Project Costs: \$4,500

Small Grant Amount Requested: \$2,250  
(50% of total amount up to \$5,000)

**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.

Shannon Kearns  
Applicant's Signature

7-7-2010  
Date

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

\_\_\_\_\_  
Date

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

**FOR CITY USE ONLY**

Date Received: 7-7-10 By: KCP Application Complete:  Yes  No

If no, comments: verbal bid - need copy to follow

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

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

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



TO: CARA Advisory Board  
FROM: Kate Porsche, Urban Renewal Manager  
DATE: July 16, 2010, for July 21, 2010, CARA Advisory Board Meeting  
SUBJECT: Staff Report – Small Grant Request – CNS Firearms, Hedio Manske

Hedio Manske  
1100 Pacific Boulevard SE  
Percent of CARA funding: 50%  
Ratio Public:Private: 1:2

Small Grant Requested: **\$2,115.00**. Total project work = \$4,230.00.

Hedio Manske is coming before you to request a matching grant to cover costs to enhance the exterior of the building including landscaping, lighted flagpole, and bike racks.

The project will create a lighted flag pole, enhance the landscaping, and create a safe and secure location for bicycle storage.

KCP:ldh

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# CARA Small Grant Program

Factors to Consider in Evaluating Projects

Hedie Manske. CNS Firearms

Small Grant: \$2,115.00

Total Project Cost: \$4,230.00

Item #	Item	Description	Comments
A)	CARA Goal & Objectives	How does it further the CARA Goal and Objectives?	<p><i>CARA Key Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Attract new private investment to the area.</li> <li>◆ Retain and enhance the value of existing private investment and public investment in the area.</li> </ul> <p><i>CARA Additional Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Provide a safe and convenient transportation network that encourages pedestrian &amp; bicycle access to and within the town center.</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> </ul>
B)	Focus Area	Is the project in the heart of downtown, on the waterfront or in another key area to CARA?	No. Though it is on a highly visible corridor on Pacific Blvd.
C)	Private Risk	Is this a "first-in" project or an untried type of development?	No.
D)	Gap	What is the "Gap" or need of the developer?	Applicants have limited funding and the CARA money would allow them to complete this project.
E)	Blight	Would it remedy a severely blighted building? How?	No, but it would enhance the exterior.
F)	Vitality	Would it serve as a people-attractor or as an anchor for the initial focus area?	No, outside the focus area.
G)	Preservation	Would it rehabilitate or sensitively redevelop a historic property?	No.
H)	Adaptability	Would it be developed in a way that ensures it is well used over time?	n/a
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.

J)	Sustainability	How does it meet the Governor's Objectives for Sustainable Communities? (Environmental, Economic Development, Community/Social)	Enhancement of the look of the building and the small business component.
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Basis for valuation and value upon completion: **You really can't put a price on patriotism. Installation of a lighted flag pole and flags is a small way for us to share ours with our community. Installation of a bike rack will encourage use of alternate means of transportation, and will be located so as to be useful to surrounding businesses.**

**PREPARATION OF COST ESTIMATES**

Who prepared your cost estimates: **Jim's Flag Sales, \$2391.60**  
2351 43 Place SE  
Albany OR 97322  
541-905-6115  
**Kyle Patrick, Positive Electric \$1000.00**  
1879 Fescue SE  
Albany OR 97322  
**Rick, Finishline Concrete \$500.40**  
541-990-9691  
**Chdist.com \$338.00**

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

Instillation of a flag pole is a must, in that it meshes with Albany's patriotic heritage. Our flag honors our veterans, symbolizes America's patriotic destiny, and furthers our commitment to the citizens of our city. We have chosen a continuously lighted model that will allow for full time viewing.

Instillation of a bike rack at CNS will provide a safe & secure location for bicycle storage, and will encourage use of alternate means of transportation. There does not appear to be a bike rack located anywhere near our location. We wish to place the rack in a location where it may be used by multiple businesses—either in the median strip between our parking lot and the Arco station, or along the West side of our building where it could be used by patrons of all the businesses along Main street.

**9. HAVE YOU, OR THIS PROPERTY RECEIVED CARA FUNDING AT ANY POINT IN THE PAST? No**

**10. YOUR AMOUNT OF AVAILABLE MATCHING FUNDS \$2115.00**

**SOURCE OF MATCHING FUNDS:** Business checking account--funding is available today

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

We are requesting funding from the CARA in order to complete several improvement projects at once. As a business that is new to the area, we have limited available funds, and abundant ideas for community improvement. We will ultimately complete all of our projects, but will be able to provide our community quicker access to these improvements if we are granted matching funding for their completion.

**12. WHERE ELSE HAVE YOU LOOKED FOR FUNDING?**

Internally—our own accounts.  
US Bank—business credit line  
Relatives/Friends

**ASSISTANCE REQUESTED**

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Total Estimated Project Costs: \$4230.00  
Small Grant Amount Requested: \$2115.00



**JIM'S FLAG SALES**

2351 43rd PLACE S.E.  
 ALBANY, OREGON 97322  
 541-905-6115 / 888-800-3696

**Estimate**

Number: E101

Date: June 29, 2010

**Bill To:**

KEVIN MANSKE  
 CLIPS 'N' STUFF, LLC  
 1100 PACIFIC BLVD. S.E.  
 ALBANY, OR 97322

**Ship To:**

KEVIN MANSKE  
 CLIPS 'N' STUFF, LLC  
 1100 PACIFIC BLVD. S.E.  
 ALBANY, OR 97322

<b>PO Number</b>	<b>Terms</b>	<b>Sales Rep</b>	<b>Ship Via</b>	<b>Code</b>
QUOTE	NET 30	JIM	FACTORY DIRECT	62910

Product ID	Description	Quantity	Price	Amount
*BOL# LTJ35	FLAGPOLE, ALUMINUM, CAM CLEAT, LTJ-35', INTERNAL, R/T, SATIN	1	2,510.00	2,510.00
*ED #010047	FLAG, UNITED STATES, 5' X 8', POLYESTER, PF8	1	86.00	86.00
*ED #070147	FLAG, MILITARY, POW-MIA, 4' X 6', DBL SIDED, NYLON	1	61.30	61.30
*JFS	10% COMMERCIAL DISCOUNT	-0.10	2,657.00	(265.70)

THERE IS NO SHIPPING AND HANDLING, POLE IS FOB, ALBANY, OR.

THE POLE INCLUDES, GOLD BALL, FLASH COLLAR, REVOLVING TRUCK, GROUND SLEEVE AND ADDITIONAL HARDWARE FOR A 2ND FLAG. IN ADDITION WE WILL INCLUDE 4 HOURS OF CONSULTATION FOR INSTALLATION AND SETUP.

PLEASE ALLOW A MINIMUM OF 2 WEEKS FROM THE DATE OF ORDER FOR DELIVERY.

**Total                    \$2,391.60**



Flagpoles Since 1885

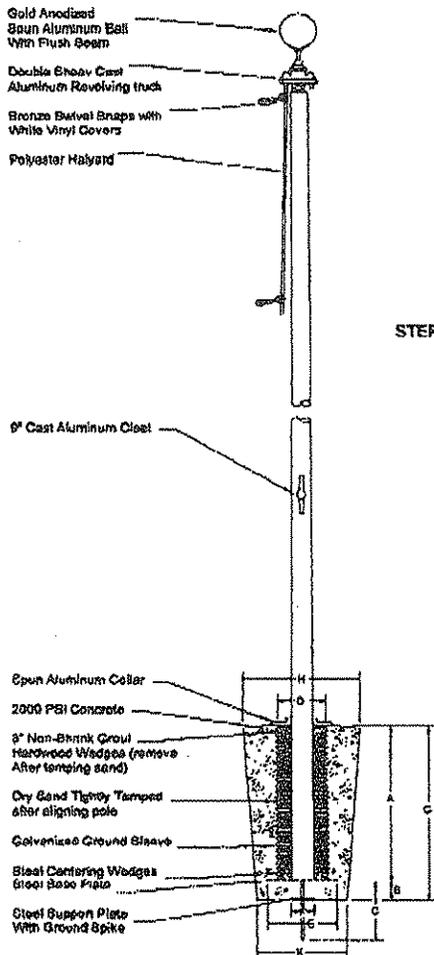
L. Ph. Bolander & Sons



Jim's Flag Sales  
 2851 43rd Place S.E.  
 Albany, Oregon 97322  
 541-905-6115  
 Toll Free 866-800-3698

**GOUNDSET ALUMINUM FLAGPOLE INSTALLATION INSTRUCTIONS**

- STEP 1: DIG THE HOLE TO THE DIMENSIONS LISTED BELOW
- STEP 2: FIND THE CENTER OF THE HOLE AND DRIVE A SPIKE OR OTHER OBJECT INTO THE GROUND THE SAME DEPTH AS MEASUREMENT "C" MINUS "D" MEASUREMENT. THIS WILL MAKE IT EASIER TO INSERT THE FLAGPOLE FOUNDATION TUBE GROUND SPIKE INTO THE HOLE.
- STEP 3: INSERT THE GROUND SLEEVE INTO THE CENTER OF THE HOLE, LEAVING THE TOP 1/2" ABOVE FINISH GRADE.
- STEP 4: FILL THE HOLE, OUTSIDE THE SLEEVE, WITH CONCRETE. MAKE SURE THE GROUND SLEEVE IS PERFECTLY LEVEL VERTICALLY POUR. SLOPE THE CONCRETE AWAY FROM CENTER TO ALLOW WATER RUNOFF. ALLOW CONCRETE TO CURE.



- STEP 5: IF THE POLE IS SHIPPED IN TWO SECTIONS, FIRST MAKE SURE THE NUMBERS ON THE TOP AND BOTTOM, AT THE JOINT, ARE THE SAME. IF THEY ARE NOT, STOP HERE AND CALL THE NUMBER ABOVE. IF THIS IS AN INTERNAL HALYARD FLAGPOLE, GO TO YOUR INTERNAL INSTRUCTIONS FOR ASSEMBLY NOW. CAREFULLY EXAMINE THE TOP AND BOTTOM SECTIONS OF THE JOINT FOR BURRS, SCRATCHES, DENTS OR FOREIGN MATTER THAT WILL INTERFERE WITH THE JOINING OF THE TWO SECTIONS, INSIDE AND OUT. PLACE THE POLE ON WOODEN BLOCKS, MAKING SURE THE SHAFT IS PERFECTLY STRAIGHT. LUBRICATE THE JOINT WITH A BAR OF SOAP. DO NOT USE ANY LIQUID OR OIL, AS THIS WILL RUN DOWN THE POLE AND CAUSE STAINING. JOIN THE TWO SECTIONS. THEY SHOULD SLIDE TOGETHER WITH A 2-3" GAP BEFORE DRIVING. PLACE A BLOCK OF WOOD AGAINST THE BUTT OF THE POLE AND DRIVE TOGETHER WITH A SLEDGE HAMMER, ROLLING THE POLE DURING THE PROCESS. DRIVE TILL JOINT IS CLOSED. THIS SHOULD ONLY TAKE 5-10 BLOWS. IF YOU HAVE A PROBLEM PLEASE CALL BEFORE YOU GO ANY FURTHER.
- STEP 6: ATTACH FITTINGS, INCLUDING FLASH COLLAR. DO NOT USE THE BALL TO SCREW THE TRUCK INTO THE TOP OF THE POLE AS THIS MAY DAMAGE THE BALL AND CAUSE IT TO FALL OFF THE POLE AT A LATER DATE. TIGHTEN THE TRUCK WITH A LARGE WRENCH. BEFORE ERECTING THE POLE, MAKE SURE THE SET SCREW HOLDING THE BALL IN PLACE IS TIGHT, TOP HARDWARE IS STRAIGHT AND HALYARD FUNCTIONS PROPERLY.

**FOUNDATION DIMENSIONS**

Exposed Height	A	B	C	D	E	F	G	H	K
20'	3'	6"	18"	8"	10"	4"	3'6"	24"	22"
25'	3'	6"	18"	8"	10"	4"	3'8"	28"	22"
30'	3'	6"	18"	10"	12"	4"	3'8"	30"	24"
35'	3'6"	6"	18"	10"	12"	4"	4'	30"	26"
40'	4'	6"	18"	12"	14"	6"	4'6"	36"	32"
45'	4'6"	6"	18"	12"	14"	6"	5'	42"	36"
50'	5'	6"	24"	15"	18"	8"	5'6"	48"	42"
60'	6'	6"	24"	15"	18"	8"	6'6"	48"	42"
70'	7'	6"	24"	15"	18"	8"	7'6"	60"	48"
80'	8'	6"	24"	15"	18"	8"	8'6"	60"	48"

*These recommended foundations are only minimums. Dimensions may vary according to soil and wind conditions at location of installation.*

- STEP 7: ERECT POLE AND PLACE THE WOOD WEDGES IN PLACE. TEMPORARILY MOUNT THE CLEAT, PLACING THE COLLAR ABOVE THE CLEAT, OUT OF THE WAY, AND ORIENT THE POLE IN THE RIGHT DIRECTION. USE A LEVEL TO CHECK THE POLE VERTICALLY. STEP BACK FROM THE POLE AND VIEW IT IN RELATION TO OTHER STRUCTURES IN THE AREA.
- STEP 8: FILL THE SPACE BETWEEN THE POLE AND THE SLEEVE WITH DRY, SALT FREE SAND WITHIN THREE INCHES OF THE TOP. TAMP SAND AS YOU FILL. AGAIN CHECK THE POLE FOR PLUMB. REMOVE THE WEDGES AND FILL THE LAST INCHES WITH NON SHRINK GROUT, SUCH AS POR-ROK OR POR-STONE, WHICH CAN BE PURCHASED AT YOUR LOCAL BUILDING MATERIAL YARD OR HARDWARE STORE. REMOVE THE COLLAR IN PLACE AND REMOVE THE CLEAT.

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7596501	7 BIKE RK-BELOW GRADE MT	21 days	1	\$253.00	\$253.00	<input type="button" value="Update"/>	<input type="button" value="Remove"/>
					<b>Subtotal:</b>	\$253.00	
					<b>Promo Applied:</b>	\$0.00	
					<b>Net Subtotal:</b>	\$253.00	
					<b>*Estimated S&amp;H:</b>	\$85.00	

Enter Promo code :   
Shipping Estimation Zip: 97322

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**Certification**

The Applicant understands and agrees to the following conditions:

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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.

Hedw Mayske  
Applicant's Signature

6-30-10

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

**FOR CITY USE ONLY**

Date Received: 6-30-10 By: KLP Application Complete:  Yes  No

If no, comments: attachments - copy of lease in file

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

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

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



TO: CARA Advisory Board  
FROM: Kate Porsche, Urban Renewal Manager  
DATE: July 16, 2010, for July 21, 2010, CARA Advisory Board Meeting  
SUBJECT: Staff Report – Small Grant Request – Mike McLain

Mike McLain

122, 124, 126, and 130 Ferry Street SW

Percent of CARA funding: 50%

Ratio Public:Private: 1:2

Small Grant Requested: **\$1,000.00**. Total project work = \$2,000.00.

Mike McLain is coming before you to request a matching grant to cover costs related to replacing awnings on the ground floor windows.

The project will enhance the appearance of the building in the downtown core.

KCP:ldh

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# CARA Small Grant Program

Factors to Consider in Evaluating Projects

Mike McLain.

Small Grant: \$1,000.00

Total Project Cost: \$2,000.00

Item #	Item	Description	Comments
A)	CARA Goal & Objectives	How does it further the CARA Goal and Objectives?	<p><i>CARA Key Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Attract new private investment to the area.</li> <li>◆ Retain and enhance the value of existing private investment and public investment in the area.</li> </ul> <p><i>CARA Additional Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Preserve the Historic Districts, historic resources and existing housing in 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> </ul>
B)	Focus Area	Is the project in the heart of downtown, on the waterfront or in another key area to CARA?	Yes.
C)	Private Risk	Is this a "first-in" project or an untried type of development?	No.
D)	Gap	What is the "Gap" or need of the developer?	Applicants are currently funding new roofs and air conditioning at a cost of over \$25,000.
E)	Blight	Would it remedy a severely blighted building? How?	No.
F)	Vitality	Would it serve as a people-attractor or as an anchor for the initial focus area?	Yes, retail buildings in the core of downtown.
G)	Preservation	Would it rehabilitate or sensitively redevelop a historic property?	Would enhance the look of the building.
H)	Adaptability	Would it be developed in a way that ensures it is well used over time?	n/a
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.
J)	Sustainability	How does it meet the Governor's	Downtown vitality.

		Objectives for Sustainable Communities? ( Environmental, Economic Development, Community/Social)	
--	--	--	--

*G:\CARA\CARA Small Grants Program\Summer 10\McLain\McLain Grid.docx*



Small Grant APPLICATION

1. APPLICANT

Name: Mike McLain

Address: 2920 NW Scenic Dr.

Albany, OR Zip Code: 97321

Contact Name: Mike McLain Phone Number: 541-928-1009/541-979-7597

Fax Number: 541-928-1009 Email Address: springhill@proaxis.com

Legal Form: Sole Proprietorship [checked] Partnership [ ]

Corporation: Profit [ ] Non-Profit [ ]

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

2. BUILDING/BUSINESS INFORMATION

Name: Howard Building owned by Mike & Karen McLain

Address: 122, 124, 126 and 130 Ferry St. Zip Code: 97321

Legal Description: 11-3-6cc #8200 Tax Lot number

Property Tax Account Number: #0081386

Is the building a historic contributing resource? Yes [checked] No [ ]

If so, is it on the historic property-tax freeze? Yes [ ] No [checked]

3. OWNER OF PROPERTY (if not applicant)

Name in which title is held: Mike and Karen McLain

Contact Name: Mike McLain

Address: As above

Zip Code:

Phone Number: As above

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).

5. DESCRIPTION OF PROJECT

Replace cloth portion of existing awnings over the ground floor windows.

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

6. ESTIMATED COST OF PROJECT: \$ \$1,000-\$2,000

ESTIMATED VALUE OF PROJECTS UPON COMPLETION: \$ \$2,000

Basis for valuation and value upon completion: Bids for valuation of cost/ upper end of cost estimate for value upon completion.

7. PREPARATION OF COST ESTIMATES

Who prepared your cost estimates? Bussard and Sons, Salem Tent and Awning  
(If applicant prepared their own estimate, objective verification may be required. If bid was used, please attach)

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

This property is in the heart of the Downtown Historical District and was build in 1929 and 1935 as the home of The Greater Oregon Newspaper and the upper floor as the home apartment of the Howard family.  
Existing awnings are coming apart at the seams and are beyond repair.  
Replacement of the awnings will retain and enhance the character of the neighborhood one block west of the new "promenade" currently being completed. This will change what is becoming a tattered-looking storefront into a "classy" original historic facade.

9. HAVE YOU, OR THIS PROPERTY RECEIVED CARA FUNDING AT ANY POINT IN THE PAST?

Yes  No  If so, amount \$ \_\_\_\_\_

FOR WHAT PROJECT: \_\_\_\_\_  
\_\_\_\_\_

10. YOUR AMOUNT OF AVAILABLE MATCHING FUNDS

\$ Half

SOURCE OF MATCHING FUNDS (CARA may withhold approval of this application until information satisfactory to CARA is provided.) Own funds

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

We are currently faced with replacing the roofs on all of the units and an air conditioner for one of the units at a cost of over \$25,000 and are simply running out of funds. The awnings are the only visible improvement needed at this point and it will spruce up the entire block as this building and its tenants are the only ones with frontage directly onto Ferry between 1st and 2nd St.

ASSISTANCE REQUESTED

Total Estimated Project Costs:	\$ <u>\$2,000</u>
Small Grant Amount Requested: (50% of total amount up to \$5,000)	\$ <u>\$1,000</u>

**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.
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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.

[Signature]  
Applicant's Signature

6-30-10  
Date

[Signature]  
Applicant's Signature

6-30-10  
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

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Date Received: 6-30-10 By: KCP Application Complete:  Yes  No

If no, comments: VERBAL BIDS - HARD COPY TO FOLLOW.

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

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

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



TO: CARA Advisory Board  
FROM: Kate Porsche, Urban Renewal Manager  
DATE: July 16, 2010, for July 21, 2010, CARA Advisory Board Meeting  
SUBJECT: Staff Report – Small Grant Request, John and Deborah Orr

John & Deborah Orr  
225 Broadalbin Street SW

Small Grant Requested: **\$1,800.00**. Total project work = \$3,600.00.  
Percent of CARA funding: 50%  
Ratio Public:Private: 1:2

John & Deborah Orr are coming before you to request a 50% percent grant to cover costs to remove a wooden awning to enhance the historic façade. Removal of the old awning will expose the historic transom windows and original brick façade.

The project will not only remove a very ugly nonhistoric awning, but will expose the historic façade and rehabilitate a historic property and will remedy the blighted appearance of the building. Finally, this building faces Broadalbin Street and will be highly visible when this block of the Promenade is complete.

KCP:ldh

*U:\Economic Development\CARA\CARA Small Grants Program\Summer 10\Orr\Staff Report SGS\_Orr.docx*



# CARA Small Grant Program

Factors to Consider in Evaluating Projects

John & Deborah Orr.

Small Grant: \$1,800.00

Total Project Cost: \$3,600.00

Item #	Item	Description	Comments
A)	CARA Goal & Objectives	How does it further the CARA Goal and Objectives?	<p><i>CARA Key Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Attract new private investment to the area.</li> <li>◆ Retain and enhance the value of existing private investment and public investment in the area.</li> </ul> <p><i>CARA Additional Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Preserve the Historic Districts, historic resources and existing housing in 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> </ul>
B)	Focus Area	Is the project in the heart of downtown, on the waterfront or in another key area to CARA?	Yes. This project faces Broadalbin on a block slated for the Promenade.
C)	Private Risk	Is this a "first-in" project or an untried type of development?	No.
D)	Gap	What is the "Gap" or need of the developer?	The applicant states that with CARA funding this project is viable against the backdrop of their competing priorities such as marketing, hiring and research and development.
E)	Blight	Would it remedy a severely blighted building? How?	The old awning is incredibly bad shape and not at all historic. Staff feels that the façade of the building could be considered blighted.
F)	Vitality	Would it serve as a people-attractor or as an anchor for the initial focus area?	Property is used as commercial offices.
G)	Preservation	Would it rehabilitate or sensitively redevelop a historic property?	Yes, this is a 1912 commercial building in the heart of downtown.
H)	Adaptability	Would it be developed in a way that ensures it is well used over time?	Yes, the rehabilitation ensures its continued use.
I)	Development Pattern	Does it achieve desired land use (e.g., mixed-use, higher density) and/or transportation objectives (e.g.,	Yes.

		Esplanade, pedestrian-friendly areas)?	
J)	Sustainability	How does it meet the Governor's Objectives for Sustainable Communities? (Environmental, Economic Development, Community/Social)	Historic preservation.

G:\CARA\CARA Small Grants Program\Summer 10\Orr\ORR\_SGS Grid.docx



Small Grant

APPLICATION

1. APPLICANT

Name: John & Deborah Orr

Address: PO Box 1675

Albany, OR Zip Code: 97321

Contact Name: John Orr Phone Number: 541-924-2499

Fax Number: 541-924-2498 Email Address: johno@americanbusinesssoft.com

Legal Form: Sole Proprietorship [checked] Partnership [ ]

Corporation: Profit [ ] Non-Profit [ ]

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

Social Security Number/Tax Identification Number:

2. BUILDING/BUSINESS INFORMATION

Name: John & Deborah Orr

Address: PO Box 1675, Albany Zip Code: 97321

Legal Description: 225 Broadalbin Street SW

Property Tax Account Number: 11-3W-6CC-11200

Is the building a historic contributing resource? Yes [checked] No [ ]

If so, is it on the historic property-tax freeze? Yes [ ] No [checked]

3. OWNER OF PROPERTY (if not applicant)

Name in which title is held:

Contact Name:

Address:

Zip Code:

Phone Number:

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).

5. DESCRIPTION OF PROJECT

Remove a wooden awning to enhance the historic facade. Removal would expose transom windows and original brick facade.

6. ESTIMATED COST OF PROJECT: \$ 3,600.00

ESTIMATED VALUE OF PROJECTS UPON COMPLETION: \$ 3,600.00

Basis for valuation and value upon completion: Cost basis - see attached "Cost Estimates"

7. PREPARATION OF COST ESTIMATES

Who prepared your cost estimates? See attached estimates

(If applicant prepared their own estimate, objective verification may be required. If bid was used, please attach)

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

The project is on the new promenade and would rehabilitate a historic property. Removal of the old, ugly, non-compatible awning will remedy the blighted appearance. This is the first step in our plans to return the building to its original attractive appearance to match the other historic buildings on the promenade.

9. HAVE YOU, OR THIS PROPERTY RECEIVED CARA FUNDING AT ANY POINT IN THE PAST?

Yes  No  If so, amount \$ \_\_\_\_\_

FOR WHAT PROJECT: \_\_\_\_\_

10. YOUR AMOUNT OF AVAILABLE MATCHING FUNDS

\$ 1,800.00

SOURCE OF MATCHING FUNDS (CARA may withhold approval of this application until information satisfactory to CARA is provided.) cash

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

CARA funding is necessary for this project to insure it is completed. This project must compete with other priorities, such as marketing hiring, research and development. With CARA funding, the historic rehabilitation can be accomplished within the demands of these competing priorities.  
(Note: The Demolition Permit has already been obtained).

ASSISTANCE REQUESTED

Total Estimated Project Costs:                    \$ 3,600.00

Small Grant Amount Requested:                    \$ 1,800.00  
(50% of total amount up to \$5,000)

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.

[Signature]  
Applicant's Signature

6/30/2010  
Date

[Signature]  
Applicant's Signature

6/30/2010  
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: 6-30-10 By: KCP Application Complete:  Yes  No

If no, comments: attachments

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

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

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

# **225 Broadalbin**

## **Exterior Proposal**

---

**John & Deborah Orr**

**John & Deborah Orr**

PO Box 1675

Albany, Oregon 97321

[sales@americanbusinesssoft.com](mailto:sales@americanbusinesssoft.com)

Phone: (541) 924-2499

Fax: (541) 924-2498

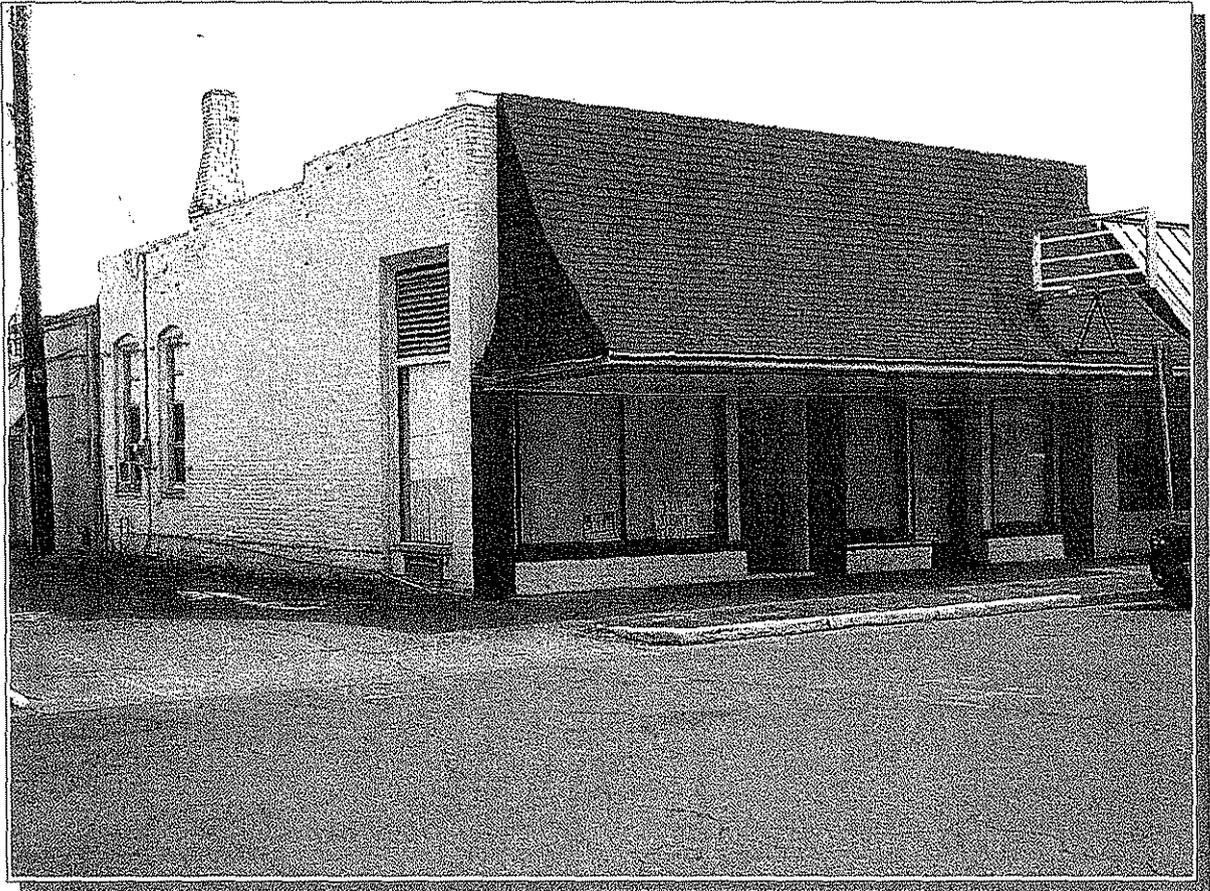
Revised: 2010-06-23

# 225 Broadalbin

## Exterior Proposal

### Existing Exterior

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The structure at 225 Broadalbin St SW was constructed in 1912 as a title office. It features:

- Brick construction
- Two offices, as per the original design
- A Vault, in original condition, originally used for safeguarding property records
- A 3/4 basement in good condition
- A facade that was added during the 1960s
- An original facade preserved beneath the 1960s facade that features transom windows and original brickwork, all in excellent condition

# 225 Broadalbin

## Exterior Proposal

### Proposed Renovation

---



The artist rendering of the proposed renovation. It is proposed that:

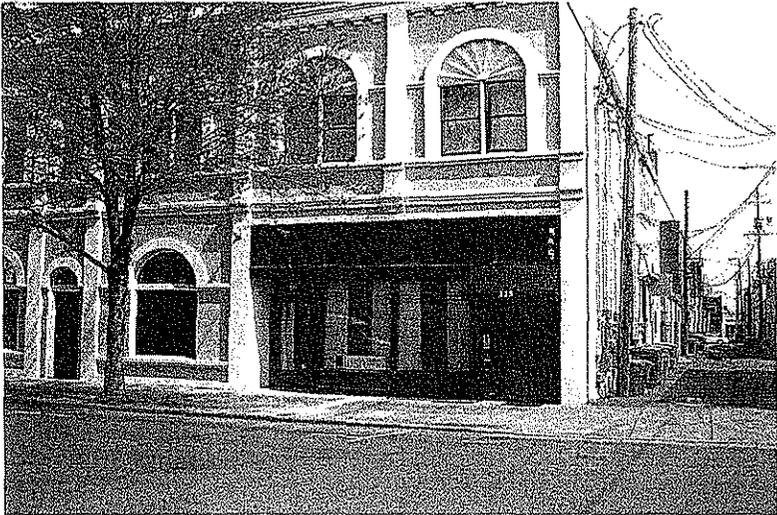
- The building exterior would be restored to its 1912 appearance
- The 1960s awing be removed, revealing the original facade with brickwork and transom windows
- The building would be pressure washed to remove loose paint and mortar. The pressure washing would be done by the painting contractor, who is certified to handle paint removal.
- The exterior would be painted a historically accurate brown-gray color, similar to the color used on exterior portions of the Flynn building
- The transom windows sashes, in addition to the front windows sashes and sections of the front facade near the windows would be painted in a historically accurate black color
- The front doors would be painted dark maroon

# 225 Broadalbin

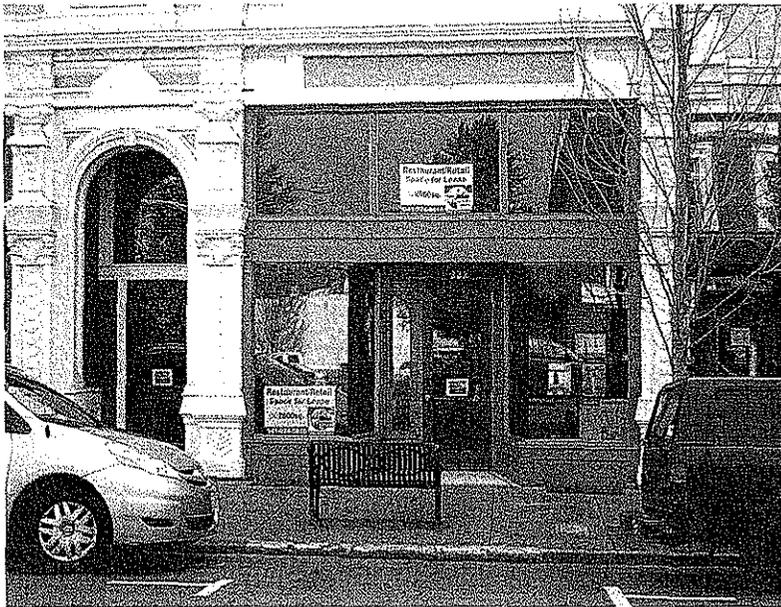
## Exterior Proposal

### Similar Neighborhood Renovations

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Much of our inspiration for the renovation at 225 Broadalbin has come from newly renovated Flynn building and surrounding properties. The property shown above features a similar transom window design and traditional black facade to the exterior renovation proposed for 225 Broadalbin.



This photo shows the proposed brown-gray color proposed for 225 Broadalbin .

# 225 Broadalbin Exterior Proposal Cost Estimates

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1960s Awning Removal Stutzman & Kropf Contractors Inc.....	\$1350.00
Exterior Painting Fitzpatrick Painting, Inc.....	1600.00
Transom Glass Repair Davis Glass.....	250.00
Front Facade Woodwork Repair Pyburn & Sons.....	250.00
Electrical Disconnect for Existing Sign G&E Electric.....	150.00
City Permits.....	TBD
Total Estimate.....	3600.00





CORVALLIS 541.752.6320  
ALBANY 541.967.8900  
FAX 541.967.8903



1 Million Liability Ins. Coverage  
Security Bond: 50K  
Workmans Comp Ins. - Statutory Limits

RECOGNIZED FOR  
2009 SMALL BUSINESS OF THE YEAR  
BY THE CORVALLIS CHAMBER COALITION &  
THE ALBANY AREA CHAMBER OF COMMERCE

WWW.FITZPATRICKPAINTING.COM

**EXTERIOR QUOTE**

PROPOSAL SUBMITTED TO: John Orr DATE: 4/23/10 BID # \_\_\_\_\_

STREET: 208 Fifth Ave. SW JOB LOCATION: 225 Broadalbin St. SW

CITY, STATE & ZIP CODE: Albany, OR CITY, STATE & ZIP CODE: Albany, OR

PHONE: 541-924-2499 WORK/CELL: \_\_\_\_\_ EMAIL: john@americanbusinesssoft.com

WE HEREBY PROPOSE TO SUPPLY ALL MATERIALS AND PERFORM THE LABOR NECESSARY FOR THE COMPLETION OF: EXTERIOR

A MARKED BOX INDICATES LINE ITEM WILL BE PERFORMED

- Treat all Mold & Mildew with "Mold be Gone" or like solution to kill these organisms.
  - Power wash all surfaces receiving finish to remove dirt, chalk, flaking paint and mildew.
  - Wash all windows. (Homeowner is responsible for removing all screens removable from the inside prior to pressure washing.)
  - Clean all gutters of all debris.
  - Mask/protect all areas as needed (windows, walkways, landscaping, rooflines, etc.).
  - Scrape all loose or chipping paint down to a well-adhered surface.
  - Prime all bare wood and cracking paint with a resin Primer/Wood Stabilizer or Oil Primer. (dependent on wood surface)
  - All rusted metal and nails in the siding will be wire brushed to remove loose rust, then primed with a rust inhibitive primer.
  - Prime bottom edges of siding boards with Lox-on primer.
  - Re-fasten all loose siding boards with galvanized screws.
  - Any loose caulking will be removed and recaulked with "Big Stretch Lifetime Warranty" acrylic caulk. Includes caulking all open gaps around all windows, frames and critical junctions.
  - Re-glaze all windows as required.
  - Add a Mildecide to all paint. This greatly minimizes future mold and mildew growth on the paint.
  - Bottom edges of all siding at foundation will be painted.
- Painting the following entry doors that are checked:  
 Front Entry  Overhead Garage Door  Man Door  Back Door  Other: 2nd front entry door
- Apply TWO coats of Sherwin Williams 100% acrylic, low VOC, 25 yr. warranty super paint or better to all surfaces. (minimum 6-8 wet mils per coat, paint will be allowed to dry between coats.)
  - All surfaces will be back brushed and rolled, as required to ensure proper adhesion.
  - After completion of the painting, all masking and painting debris will be removed and disposed of properly.
  - All workmanship is warranted for a period of 5 years (see accompanied warranty).
  - Price quoted includes a touch up kit with clearly labeled containers for all paints used.
  - Professional color consultation with our designer is included in this bid!

All moss and mold on the entire roofline will be treated and removed for an additional \$ \_\_\_\_\_ Yes \_\_\_ No \_\_\_

NOTES:	EXTERIOR PAINT COLORS	
<u>Job consists of brickwork on front 1/2 West side of building and trim 1/2 doors on front of building</u>	Body:	Qty:
	Trim:	Qty:
	Accent:	Qty:
	Front Entry:	Qty:
	Other:	Qty:

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

Dollars | \$ 1,600 | One Thousand Six Hundred Dollars

With payment made as follows: Payment due upon completion of work.

Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Workers Compensation and Public Liability Insurance on above work to be taken out by: <b>FITZPATRICK PAINTING, INC.</b>	www.fitzpatrickpainting.com Note: This proposal may be withdrawn by us if not accepted within <u>30</u> days.
<b>ACCEPTANCE OF PROPOSAL</b> The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I acknowledge receipt of information notice and owner's duty to notify contractor in the event of a residential construction dispute. A finance charge of 2% per month will be charged on all amounts not paid on time. If a lien is filed, a \$500.00 lien fee will be assessed; if an attorney is hired to collect or enforce this estimate and/or proposal, there will be attorney fees associated with the enforcement of this estimate/contract. By signing below, this proposal is agreed upon and accepted as stated above. Work will not begin until proposal is signed and dated.	
Contractor's Signature: _____ Date: <u>4/23/10</u>	Client / Owner's Signature: _____ Date: _____
Print Name: _____	

**City of Albany, Oregon  
BUILDING DIVISION**

PO Box 490  
333 Broadalbin SW  
Albany, OR 97321  
Inspections: (541) 917-7551  
Permit Applications: (541) 917-7553



**DEMOLITION PERMIT**

Permit No: B-0538-10  
Status: APPROVED

Job Address: 225 BROADALBIN ST SW  
Location:  
Legal Desc.: 11S03W-06-CC-11200

Applied: 06/29/2010  
Approved: 06/29/2010  
Completed:  
Expired: 12/26/2010

Owner: ORR JOHN & ORR DEBORAH  
Applicant: ORR JOHN & ORR DEBORAH  
Contractor: STUTZMAN & KROPF CONTRACTORS  
License: 96278

Phone:  
Phone:  
Phone: 541-928-6535

Permit Description:  
PARTIAL DEMO - REMOVAL OF AWNING ONLY

Comments:

**Conditions:**

- 1: ALL DEMOLITIONS ARE REQUIRED TO MEET THE STATE DEQ REGULATIONS REGARDING THE HANDLING AND DISPOSAL OF ASBESTOS. THIS IS A SEPARATE STATE PROCESS. WHETHER OR NOT YOU THINK THIS APPLIES TO YOU, CONTACT THE STATE DEQ (800)349-7677 REGARDING ASBESTOS SURVEY REQUIREMENTS.
- 2: EXISTING SEWER TO BE CAPPED AT PROPERTY LINE. MARK LOCATION WITH 2 X 4 ABOVE GRADE.
- 3: PEDESTRIANS SHALL BE PROTECTED DURING CONSTRUCTION, REMODELING AND DEMOLITION ACTIVITIES AS REQUIRED BY THE OREGON STRUCTURAL SPECIALTY CODE, SECTION 3306. SIGNS SHALL BE PROVIDED TO DIRECT PEDESTRIAN TRAFFIC.
- 4: SITE WORK THAT WILL DISTURB AN AREA OF 2,000 SQ FT OR GREATER MAY REQUIRE A SEPARATE EROSION PREVENTION SEDIMENT CONTROL PERMIT FROM THE PUBLIC WORKS DEPARTMENT. PLEASE CONTACT PUBLIC WORKS ENGINEERING AT (541)791-0116 FOR INFORMATION.

\*\*\*\*\*  
**FEE SUMMARY:**

Building	\$70.00
Plumbing	\$0.00
State Surcharge	\$0.00
Document Imaging	\$1.00

**TOTAL PERMIT FEE \$71.00**

\*\*\*\*\*

**NOTICE: PERMIT BECOMES VOID 36 MONTHS AFTER ISSUANCE, OR IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF IT IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS. FAILURE TO OBTAIN REQUIRED INSPECTIONS FOR WORK PERFORMED UNDER THIS PERMIT MAY RESULT IN THE RECORDING OF A NOTICE ON THE TITLE OF THE AFFECTED PROPERTY PER AMC 18.10.180.**

I ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND IT IS CORRECT. I AGREE TO COMPLY WITH ALL APPLICABLE CITY ORDINANCES AND/OR STATE LAWS, AND MY STATE REGISTRATION IS IN FULL FORCE & EFFECT.

Signature Deborah W. Orr Date 6/28/10

Owner  Contractor  Authorized Agent

# 225 Broadalbin Exterior Proposal

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*Building*

CITY OF ALBANY BUILDING DIVISION	
DATE RECEIVED <i>6/29/10</i>	BY: <i>UB</i>
DATE APPROVED-PLANNING <i>6/29/10</i>	BY: <i>alc</i>
DATE APPROVED-BUILDING <i>6/29/10</i>	BY: <i>Jan Stutzman</i>
ADDRESS <i>225 Broadalbin</i>	PERMIT # <i>B-0538-10</i>

John & Deborah Orr



TO: CARA Advisory Board  
FROM: Kate Porsche, Urban Renewal Manager  
DATE: July 16, 2010, for July 21, 2010, CARA Advisory Board Meeting  
SUBJECT: Staff Report – Small Grant Request – Russel and Pam Shaw

Russel and Pam Shaw  
233-243 Third Avenue SW

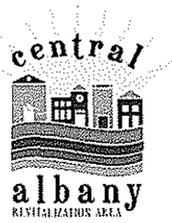
Small Grant Requested: **\$4,855.50**. Total project work = \$9,711.00.  
Percent of CARA funding: 50%  
Ratio Public:Private: 1:2

Russel and Pam Shaw are coming before you to request a matching grant to cover costs to reroof awning, remove nonhistoric metal siding, stucco or re-plaster the upper façade, paint, and add new sign for retail signs.

The project will enhance the look of a downtown historic building and take it back to a historically appropriate façade.

KCP:ldh

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# CARA Small Grant Program

Factors to Consider in Evaluating Projects

Russel and Pam Shaw.

Small Grant: \$4,855.50

Total Project Cost: \$9,711.00

Item #	Item	Description	Comments
A)	CARA Goal & Objectives	How does it further the CARA Goal and Objectives?	<p><i>CARA Key Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Attract new private investment to the area.</li> <li>◆ Retain and enhance the value of existing private investment and public investment in the area.</li> </ul> <p><i>CARA Additional Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Preserve the Historic Districts, historic resources and existing housing in 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> </ul>
B)	Focus Area	Is the project in the heart of downtown, on the waterfront or in another key area to CARA?	Yes.
C)	Private Risk	Is this a "first-in" project or an untried type of development?	No.
D)	Gap	What is the "Gap" or need of the developer?	Applicants do not have enough business to finance the project.
E)	Blight	Would it remedy a severely blighted building? How?	No.
F)	Vitality	Would it serve as a people-attractor or as an anchor for the initial focus area?	Yes, retail building in the core of downtown.
G)	Preservation	Would it rehabilitate or sensitively redevelop a historic property?	Would enhance the look and get the building back to a more historically appropriate facade.
H)	Adaptability	Would it be developed in a way that ensures it is well used over time?	Yes, these enhancements would ensure continued use of the building.
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.
J)	Sustainability	How does it meet the Governor's	Downtown vitality.

		Objectives for Sustainable Communities? ( Environmental, Economic Development, Community/Social)	
--	--	--	--

*G:\CARA\CARA Small Grants Program\Summer 10\Shaw\Shaw Grid.docx*



Small Grant APPLICATION

RECEIVED JUL 1 2010 City of Albany City Manager's Office

1. APPLICANT

Name: P'shaws cards & gifts

Address: 243 Third Ave. SW

Albany, OR Zip Code: 97321

Contact Name: Russel Shaw/Pam Wendler-Shaw Phone Number: 541-928-8975

Fax Number: Email Address: rkpws@g.com

Legal Form: Sole Proprietorship [X] Partnership [ ]

Corporation: Profit [ ] Non-Profit [ ]

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

Social Security Number/Tax Identification Number: 27-1851175

2. BUILDING/BUSINESS INFORMATION

Name: P'shaws

Address: 233-243 Third Ave SW, Albany, OR Zip Code: 97321

Legal Description: Area 1, Map 11S-3W-6CC

Property Tax Account Number: R81691

Is the building a historic contributing resource? Yes [ ] No [X]

If so, is it on the historic property-tax freeze? Yes [ ] No [X]

3. OWNER OF PROPERTY (if not applicant)

Name in which title is held: Russell Tripp holds title. We are purchasing the building from him in our names - Russel Shaw

Contact Name: Pam Wendler-Shaw / Russell Tripp Pam Wendler-Shaw (owner financed)

Address: 243 Third SW Albany, OR 97321 | 240 First SW, Ste B Albany OR 97321

Phone Number: 541-928-8975 | 541-619-2365

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).

5. DESCRIPTION OF PROJECT

Reroof awning, remove metal siding, stucco or replaster upper facade, Paint, Add sign for 'Third Avenue Shops'

6. ESTIMATED COST OF PROJECT:

\$ 9711

ESTIMATED VALUE OF PROJECTS UPON COMPLETION:

\$ ? same? see bids

Basis for valuation and value upon completion: Bids: Roofing 1850, Stucco 3920, paint + materials 555, Sign 1436, engineering 500, Bracket 500, contractor 300, permit 45, labor 605

7. PREPARATION OF COST ESTIMATES

Who prepared your cost estimates? Received bids + then prepared costs by Russel Shaw

(If applicant prepared their own estimate, objective verification may be required. If bid was used, please attach)

Address: 617 Walnut St SW, Albany OR 97321

Phone Number: 541-928-1371 Email Address: rkpws@g.com

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

Our building is located in the 'Main Street' area, heart of downtown. The building is unattractive and, according to the city architect, could develop structural problems if the awning is not reroofed. Rerturbishing and a new sign would help to expand the appeal of downtown beyond 1st Ave, particularly in conjunction w/the new promenade.

Although this is not considered a historic building, we would like to preserve the 1940's look from when it was built, in keeping with the city's goals. Also, we would like to prevent potential safety issues w/the awning. Thank you

9. HAVE YOU, OR THIS PROPERTY RECEIVED CARA FUNDING AT ANY POINT IN THE PAST?

Yes [ ] No [X] If so, amount \$ \_\_\_\_\_

FOR WHAT PROJECT: \_\_\_\_\_

10. YOUR AMOUNT OF AVAILABLE MATCHING FUNDS

\$ 4855.50

SOURCE OF MATCHING FUNDS (CARA may withhold approval of this application until information satisfactory to CARA is provided.) Credit cards

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

Credit card

(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

Especially in this economy, we do not have enough business to finance this project. We will have to put our portion on a credit card. Nevertheless, our neighbor 2 doors down will be remodeling his facade, & with the new promenade <sup>developing</sup> on Broadalbin, we would like to do our part to help improve the looks of downtown. It would be a shame not to get started on this project so that Broadalbin's facelift does not look incomplete.

ASSISTANCE REQUESTED

Total Estimated Project Costs:

\$ 9711

Small Grant Amount Requested:  
(50% of total amount up to \$5,000)

\$ 4855.50

**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.

Russel Shaw  
Applicant's Signature

6/30/10  
Date

Sam Wendler-Shaw  
Applicant's Signature

6/30/10  
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: 7-1-10 By: KIP Application Complete:  Yes  No

If no, comments: attachments

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

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

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

# Hoffman Services, Inc.

P.O. Box 1836  
 Albany Or. 97321  
 541-979-7663

# Estimate

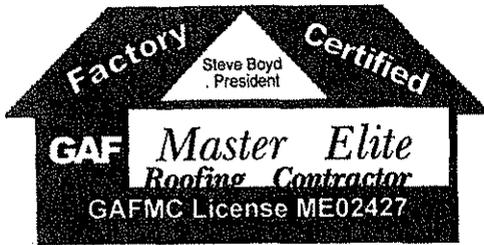
Date	Estimate #
6/29/2010	40

Customer
Russell Shaw 243 3rd St Albany, OR 97321

Job Address
243 3rd St Albany

Description	P.O. Number
	Total
Our proposal is as follows: Roof awnings on south and west sides of building with: 1- New 50 mil PVC single ply membrane roofing 2- Install new PVC coated metal on all edges of roof 3- Clean up and replace drains if necessary in preparation for new roof 4- Cut and install new riolet flashings along concrete wall ✓	1,850.00
<b>Total</b>	<b>\$1,850.00</b>

Signature \_\_\_\_\_



**Maier Roofing Co. Inc.**  
 CCB# 32989  
 P.O. Box 623 Albany, OR 97321  
 steve@maierroofing.com  
 ~Licensed~Bonded~Insured~



# PROPOSAL

Date: 06-28-2010  
 Price quotes good for 14 days

Russell Shaw  
 243 3rd Ave SW  
 Albany, OR 97321

Job Location  
 Awning  
 Albany, OR.  
 108-62

Home: 541-928-8975  
 Work: N/A  
 Fax: N/A

**WE HEREBY SUBMIT SPECIFICATIONS as follows:**

Inspect existing roof and prepare for new installation. Install polyethylene separator sheet as required by the manufacturer, new 40 Mil PVC CPA Duro-Last roofing membrane custom fit for this roof, new custom pipe and curb flashings, and custom edge details and terminations in accordance with manufacturer's warranty requirements for the standard 15 year No Dollar Limit warranty at no extra cost. Insulation and fire rating requirements vary. If required for your building, they are listed below. Complete job clean-up, and gutter cleaning. Provide Duro-Last written manufacturer's warranty and contractor's workmanship warranty upon payment in full. All commercial Duro-Last installations are inspected by manufacturer. Residences get only the Duro-Last 15 year material warranty and the Maier Roofing 10 year workmanship warranty.

**WE PROPOSE TO FURNISH ALL MATERIALS AND LABOR - complete in accordance with above specifications as follows:**

~ Duro-Last Roof System ~

Complete Job Price = \$3,250.00

~~ Insulation Specifications ~~

Insulation type:N/A

Insulation thickness: N/A

R-Value: N/A

Additional Specifications:

## General Conditions

All work guaranteed as specified above. All work completed in a professional manner according to industry approved standards and practices. Any deviation or alteration from the above specifications only upon owner notification. Owner to carry fire, tornado, and other necessary insurance. Our employees are fully covered by Workers Compensation Insurance in accordance with Oregon law. This contract may not be transferred or assigned to another party without expressed written consent of Maier Roofing Co. Inc. Maier Roofing, Inc. accepts no liability for the existence or continued existence of mold and/or mildew conditions. Homeowner should evaluate need for mold/mildew mitigation.

## Extra Work

Rot repairs or other unforeseen/concealed problems are not included in the above prices. All such extra work will be charged on a "time and material" basis: (material cost plus 15% plus labor at \$60.00 per man-hour) and billed at job completion per terms outlined below. Dry-rot must be repaired per code. Metal attached to the roof deck will be measured and replaced only as needed. This includes chimneys, step flashings, and skylight flashings. Oversized chimneys and skylights will be extra.

## Payment Terms

Unless otherwise agreed in advance, 50%of contract amount due upon signing contract. Balance due within 7 (seven) days of billing at job completion. A late fee of \$25.00 will be charged if balance due is more than thirty days late. Additionally, finance charges of 2% of the unpaid balance will be charged each month on accounts 30 days or more past due.

Signed: \_\_\_\_\_  
 Steve Boyd, President, Maier Roofing Co. Inc.

## Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and hereby accepted. By signing below, I authorize Maier Roofing Co. Inc. to proceed as specified. Payment will be made as outlined. Owner acknowledges receipt of "Information Notice to Owner about Construction Liens," as required of all contractors by state law. Owner agrees to settle any dispute(s) between the parties by arbitration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner

# Pacific

*Stucco ~ Plaster ~ Stone*

Salem  
Ph. 503-743-3331

Albany  
Ph. 541-791-1948

a Service of: Pacific Sign & Screen Printing  
7647 3<sup>rd</sup> Street SE  
Turner, OR 97392

## Proposal

OR LIC #190388

Proposal Submitted To;

Phone 541-928-8975 Date 6-23-2010

Name Russell Shaw

Job Name Building @

Address 243 3<sup>rd</sup> Ave.

Street 243 3<sup>rd</sup> Ave.

City Albany State OR Zip 97321

City Albany State OR Zip

We hereby submit specifications and estimate for:

**Patching stucco and refinishing fascia wall above canopy.  
Adding a couple of detail strips to break up wall.  
Price includes "touch-up" of bottom 2 inch of parapet over hang.**

**Any wood & metal removed, framing, paint or other repairs are by others.  
Flashing to be cut in and installed prior to stucco work.  
Surface cleaning by others. (Surface to be cleaned and prepared, ready to receive stucco coatings.)**

**Total Price \$3,920.00**

**Terms- 50% due upon acceptance, balance due day of completion**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident, weather or delays beyond our control. This proposal subject to acceptance within 7 days and is void thereafter at the option of Pacific Sign & Screen Printing LLC. Please Note: A late fee of 2% will be assessed on all unpaid balances not received within terms.

Authorized Signature

  
Dennis Fortune

### Guarantee and Acceptance of Proposal

Jurisdiction for any action will be in the courts of the State of Oregon. Undersigned consents to such jurisdiction. The undersigned does hereby agree to the terms of credit, including monthly service charges, and does hereby guarantee all indebtedness.

The above prices, specifications, conditions and terms are hereby accepted. You are authorized to do the work as specified.

Accepted By \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Please Sign and return to:  
Fax 503-743-3323  
7647 3<sup>rd</sup> Street SE Turner, OR 97392

EMAIL MEMO

June 29, 2010

TO: Pam Wendler-Shaw  
Albany, OR

Phone: 541-928-1371  
[rkpws@Q.com](mailto:rkpws@Q.com)

Quote: WF13092  
Project: Third Avenue Shops

Dear Pam,

We appreciate the opportunity to provide you pricing for this project. Please don't hesitate to contact us with any questions.

**Qty Description**

1 **Flat Porcelain Enamel Panel**  
24" x 60" flat porcelain enamel panel of 16-gauge steel with holes in face for mounting. The panel's graphic is comprised of a light background color with black as the print color. The client is to provide production ready digital files to Winsor Fireform specifications.  
\$850.00

1 **Flanged Porcelain Enamel Panel with Concealed Framing System**  
24" x 60" x 1" flanged porcelain enamel panel of 16-gauge steel with holes in face for mounting. The panel's graphic is comprised of a light background color with black as the print color. The client is to provide production ready digital files to Winsor Fireform specifications. Also included in the cost a Fireform Fabrication aluminum internal concealed reveal mount framing system. The frame is fabricated to accept 24"x60" flanged porcelain enamel panels. A 3/4" exterior grade plywood backer will be laminated to be back of the panel with marine adhesive.  
\$1,186.00

Design, typesetting, and layout is charged out at \$85.00 per hour with a three hour minimum.

Estimated ground freight, crating, courier, and insurance fee: TBD

Respectfully,

Diane Chamberlain

I accept this quote WF13092 and the attached Terms and Conditions:

3401 Mottman Rd SW  
Tumwater, WA 98512  
Ph: 360.786.8200  
Fx: 360.786.6631  
Toll Free: 800.824.7506  
[info@fireform.com](mailto:info@fireform.com)  
[www.fireform.com](http://www.fireform.com)

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 2010.

**Estimated Time and personal Labor Costs**  
**Russel Shaw**  
**Co-Owner of p'shaws and the Oregon Language Center**

Remove corrugated metal siding and furring boards from wall above awning	24 hours
Repair and reattach wall top cap	
Prepare and power wash wall for plastering	8 hours
Remove old roofing, flashing and prepare top surface of awning	8 hours
Paint top cap, awning edge and underside of awning	
Prime and paint new stucco	32 hours
<b>Total Estimated Time</b>	<b>72 hours</b>
<b>Estimated cost of personal labor billed at State of Oregon 2010 minimum wage of \$8.40 per hour (\$8.40 x 72 hours) =</b>	<b>\$604.80</b>

**Sign Installment Estimate**

Bracket- <i>Viper Northwest</i>	\$500.00
Engineer- <i>K &amp; D Engineering</i> @ \$67 per hour or <i>Dan Watson</i> @ \$114 per hour	\$500.00
Contractor to hang sign	\$300.00
<b>Subtotal</b>	<b>\$1300.00</b>
<b><i>Winsor Fire Form</i></b>	
Porcelain Enamel Sign (w/ 1940's design)	\$1186.00 (see attached estimate)
Design Time	\$225.00 (see Winsor estimate)
<b>Grand Total</b>	<b>\$2711.00</b>



TO: CARA Advisory Board  
FROM: Kate Porsche, Urban Renewal Manager  
DATE: July 16, 2010, for July 21, 2010, CARA Advisory Board Meeting  
SUBJECT: Staff Report – Small Grant Request – St. Mary's Catholic Church, Kathy Reilly

Kathy Reilly– St. Mary's Parish Train House Building  
706 Ellsworth Street SW  
Percent of CARA funding: 14%  
Ratio Public:Private: 1:6.9

Small Grant Requested: **\$5,000.00**. Total project work = \$34,600.00.

St. Mary's Catholic Church is coming before you to request a matching grant to cover costs to make the historic house ADA accessible.

The project will make is so an unsightly ramp is not needed by assisting to fund an ADA lift, therefore, preserving the look of this historic property.

KCP:ldh

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# CARA Small Grant Program

Factors to Consider in Evaluating Projects

Kathy Reilly. St. Mary's Catholic Church

Small Grant: \$5,000.00

Total Project Cost: \$34,600.00

Item #	Item	Description	Comments
A)	CARA Goal & Objectives	How does it further the CARA Goal and Objectives?	<p><i>CARA Key Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Attract new private investment to the area.</li> <li>◆ Retain and enhance the value of existing private investment and public investment in the area.</li> </ul> <p><i>CARA Additional Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Preserve the Historic Districts, historic resources and existing housing in 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> </ul>
B)	Focus Area	Is the project in the heart of downtown, on the waterfront or in another key area to CARA?	On the cusp of downtown.
C)	Private Risk	Is this a "first-in" project or an untried type of development?	No.
D)	Gap	What is the "Gap" or need of the developer?	The applicants have invested a significant amount of money in the historic Train house, the CARA money would help offset costs related to the ADA lift.
E)	Blight	Would it remedy a severely blighted building? How?	No.
F)	Vitality	Would it serve as a people-attractor or as an anchor for the initial focus area?	No.
G)	Preservation	Would it rehabilitate or sensitively redevelop a historic property?	Yes.
H)	Adaptability	Would it be developed in a way that ensures it is well used over time?	Yes.
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.

J)	Sustainability	How does it meet the Governor's Objectives for Sustainable Communities? ( Environmental, Economic Development, Community/Social)	Historic preservation.
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G:\CARA\CARA Small Grants Program\Summer 10\St. Mary's\Train Grid.docx



# Small Grant

APPLICATION

## 1. APPLICANT

Name: Our lady of Perpetual Help Catholic Church, Albany, Oregon DBA St. Mary's Catholic Church

Address: 728 Ellsworth SW

Albany OR

Zip Code: 97321

Contact Name: Kathy Reilly

Phone Number: 541-926-1449 et 303

Fax Number: 541-926-2191

Email Address: stmarys\_albany@comcast.net

Legal Form: Sole Proprietorship

Partnership

Corporation: Profit

Non-Profit

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

## 2. BUILDING/BUSINESS INFORMATION

Name: St Mary's Parish Train House

Address: 706 Ellsworth St SW

Zip Code: 97321

Legal Description: Real property in the County of Linn, State of Oregon, described as follows: Beginning at the Northeast corner of Block 52, CITY OF ALBANY, Linn County, State of Oregon; thence Westerly along the Northern boundary line of said Block 52 a distance of 72.1 feet; thence Southerly parallel with the Eastern boundary line of said Block 52, a distance of 108 feet; thence Easterly parallel with the said Northern boundary line of said Block 52 a distance of 72.1 feet to the Eastern boundary line of said Block 52; then Northerly along said Eastern boundary line of said Block 52 a distance of 108 feet to the place of beginning. NOTE: This legal description was created prior to January 1, 2008.

Property Tax Account Number: 92250

Is the building a historic contributing resource? Yes

No

If so, is it on the historic property-tax freeze? Yes

No

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

Name in which title is held: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**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).

**5. DESCRIPTION OF PROJECT**

Our parish recently purchased the Train House to use for office and meeting space. We are currently in the process of making foundation renovations to assure safety. We are also doing work necessary for handicapped accessibility. We intend to add a lift to the building. The lift will not be visible from the outside of the building, which will keep the historic character of the Train House. We are only including the lift portion in this grant request.

**6. ESTIMATED COST OF PROJECT:** **\$34,600**

**ESTIMATED VALUE OF PROJECTS UPON COMPLETION:** **\$34,600**

Basis for valuation and value upon completion: contractor's bid

**7. PREPARATION OF COST ESTIMATES**

Who prepared your cost estimates? Baldwin General Contracting, Inc.  
(If applicant prepared their own estimate, objective verification may be required. If bid was used, please attach)

Address: PO Box 686 Albany OR 97321

Phone Number: 541-926-2719

Email Address: john@baldwingeneral.com

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

The Train House located at 7<sup>th</sup> and Ellsworth is a beautiful landmark property in Albany. Because of its location it is highly visible. Since we will be using the Train House for office and meeting space, we needed to consider ways to make the building accessible. We felt that a ramp would destroy the look of the building; consequently, we decided to go with a lift. The lift itself will be enclosed within the building so it will not be visible. We feel that this is consistent with CARA in that we are attempting to preserve the beauty of the Train House.

**9. HAVE YOU, OR THIS PROPERTY RECEIVED CARA FUNDING AT ANY POINT IN THE PAST?**

Yes

No

If so, amount \$ \_\_\_\_\_

**FOR WHAT PROJECT:** \_\_\_\_\_

\_\_\_\_\_

10. YOUR AMOUNT OF AVAILABLE MATCHING FUNDS \$29,600

SOURCE OF MATCHING FUNDS (CARA may withhold approval of this application until information satisfactory to CARA is provided.) Money is in our local money market account.

Is your funding for these: XX 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

Our parish has invested and will invest a significant amount of money into the Train House. Much of what we are doing is in terms of the foundation work. This work should allow this beautiful building to stand for many more years. We propose to do the lift in a manner that will preserve the beauty and integrity of the historical structure; doing so has put an additional cost burden on the parish. We are requesting CARA funds to help offset that burden.

ASSISTANCE REQUESTED

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Total Estimated Project Costs: 34,600

Small Grant Amount Requested: \$5000  
(50%of total amount up to \$5,000)

**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.

Kathleen Reilly, Pastoral Associate  
Applicant's Signature

June 29, 2010  
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: 6-29-10 By: KLP Application Complete:  Yes  No

If no, comments: ATTACHMENT

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

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

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

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



Baldwin General Contracting Inc  
422 Cleveland Av. S.E. • P.O. Box 686  
Albany, Oregon 97321

Phone: 541-926-2719  
Fax: 541-926-1797

CCB 163467

June 24, 2010

St. Mary's Catholic Church  
Kathy Riley  
206 7<sup>th</sup> Ave  
Albany, Or 97321

**RE: ADA Wheel Chair Lift Addition**

Kathy:

Thank you for the opportunity to present our firm price proposal for your building project. This has been developed with the following considerations, inclusions and exclusions based upon DJ Architecture plans # 10070, dated September 7, 2008.

**Our inclusions are:**

1. Footings, foundation walls, and slab on grade / Elevator Pit
2. Wall framing materials and labor.
3. Roof system materials and labor.
4. Wall assemblies / Insulation, Drywall, Prime & Paint
5. Metal flashings, moisture barriers, siding and joint sealants.
6. Electrical / including:
  - a. 30 amp circuit / disconnect
  - b. Service outlet
  - c. Light fixture / switch
  - d. Permit

**Our exclusions are:**

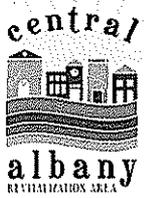
1. Any work outside of lift shaft
2. Building permits

**Our firm price for your project is \$34,600 and we anticipate the project time to be two months.**

Should you have any questions, please don't hesitate to ask. We look forward to working with you on this project.

Respectfully submitted,

Yohn Baldwin, *President*



TO: CARA Advisory Board  
FROM: Kate Porsche, Urban Renewal Manager  
DATE: July 16, 2010, for July 21, 2010, CARA Advisory Board Meeting  
SUBJECT: Staff Report – Small Grant Request – Montie and Wendy Torgeson

Montie & Wendy Torgeson– Szabos Building  
222 Washington Street SW  
Percent of CARA funding: 16%  
Ratio Public:Private: 1:6.3

Small Grant Requested: **\$5,000.00**. Total project work = \$31,500.00.

Montie and Wendy Torgeson are coming before you to request a matching grant to cover costs to paint the exterior of the building, replace the interior floors, add exterior lighting, building trim, resurface the outside surface area, and replace the roof.

The project will enhance the look of the exterior and interior of the building and help preserve the historic structure for long-term use.

KCP:ldh

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# CARA Small Grant Program

Factors to Consider in Evaluating Projects

Montie & Wendy Torgeson.

Small Grant: \$5,000.00

Total Project Cost: \$31,500.00

Item #	Item	Description	Comments
A)	CARA Goal & Objectives	How does it further the CARA Goal and Objectives?	<p><i>CARA Key Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Attract new private investment to the area.</li> <li>◆ Retain and enhance the value of existing private investment and public investment in the area.</li> </ul> <p><i>CARA Additional Objectives:</i></p> <ul style="list-style-type: none"> <li>◆ Preserve the Historic Districts, historic resources and existing housing in 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> </ul>
B)	Focus Area	Is the project in the heart of downtown, on the waterfront or in another key area to CARA?	Yes.
C)	Private Risk	Is this a "first-in" project or an untried type of development?	No.
D)	Gap	What is the "Gap" or need of the developer?	Applicants state that they have already expended over \$25K on the building and have exhausted most of their own funds.
E)	Blight	Would it remedy a severely blighted building? How?	No.
F)	Vitality	Would it serve as a people-attractor or as an anchor for the initial focus area?	Yes.
G)	Preservation	Would it rehabilitate or sensitively redevelop a historic property?	Yes.
H)	Adaptability	Would it be developed in a way that ensures it is well used over time?	Yes.
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.
J)	Sustainability	How does it meet the Governor's	Historic preservation.

		Objectives for Sustainable Communities? ( Environmental, Economic Development, Community/Social)	
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Small Grant APPLICATION

RECEIVED JUN 30 2010 City of Albany City Manager's Office

1. APPLICANT

Name: Monte + Wendy Torgeson

Address: 38058 Scravel Hill Rd NE

Albany Oregon Zip Code: 97322

Contact Name: Wendy Phone Number: 541-926-1974

Fax Number: Email Address: wendytorgeson@hotmail.com

Legal Form: Sole Proprietorship [ ] Partnership [ ]

Corporation: Profit [x] Non-Profit [ ]

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

2. BUILDING/BUSINESS INFORMATION

Name: Historic Name Hughsons Station / 52A bus

Address: 222 SW Washington Zip Code: 97322

Legal Description:

Property Tax Account Number: 0130233

Is the building a historic contributing resource? Yes [x] No [ ]

If so, is it on the historic property-tax freeze? Yes [ ] No [x]

3. OWNER OF PROPERTY (if not applicant)

Name in which title is held:

Contact Name:

Address:

Zip Code:

Phone Number:

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).

5. DESCRIPTION OF PROJECT

Paint outside of building - Replace floors inside; outside lighting - building trim - resurfacing outside seating area - replacing roof

6. ESTIMATED COST OF PROJECT:

\$ 31,500

ESTIMATED VALUE OF PROJECTS UPON COMPLETION:

\$ Same

Basis for valuation and value upon completion:

personal knowledge - professional evaluation

7. PREPARATION OF COST ESTIMATES

Who prepared your cost estimates?

We did with Maier Roofing - Miller Paints

(If applicant prepared their own estimate, objective verification may be required. If bid was used, please attach)

Address:

3805 S. Samuel Hill Rd NE

Phone Number:

541 926-1974

Email Address:

Same

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

Our building was one of the first along Washington Street to be restored to its original facade. It eliminated a large amount of blight in the area. It created a renewed interest in the downtown area for businesses & brought a large amount of customers to the area. The integrity of the building must be kept alive.

9. HAVE YOU, OR THIS PROPERTY RECEIVED CARA FUNDING AT ANY POINT IN THE PAST?

Yes

No

If so, amount \$ \_\_\_\_\_

FOR WHAT PROJECT: \_\_\_\_\_

10. YOUR AMOUNT OF AVAILABLE MATCHING FUNDS \$ 5000.<sup>00</sup>

SOURCE OF MATCHING FUNDS (CARA may withhold approval of this application until information satisfactory to CARA is provided.) personal account

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

When we first started the project there was no help of any kind and we spent over \$250000.00 of our own restoring the building. We have exhausted most of our own funds and would appreciate any help available to keep up the historic value and downtown integrity of our building.

ASSISTANCE REQUESTED

Total Estimated Project Costs: \$ 31,500

Small Grant Amount Requested: \$ 5000.<sup>00</sup>  
(50% of total amount up to \$5,000)

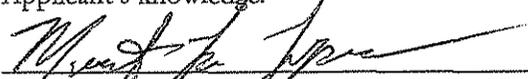
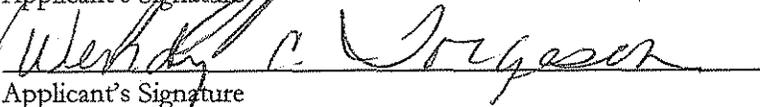
**Certification**

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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	<u>6/30/10</u> Date
 Applicant's Signature	<u>6/30/10</u> 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: 6/30/10 By: KCP Application Complete:  Yes  No

If no, comments: verbal cost estimate: their professional estimates.

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

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

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