

NOTICE OF PUBLIC MEETING

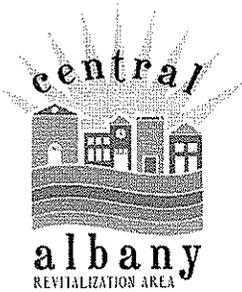
CENTRAL ALBANY REVITALIZATION AREA ADVISORY BOARD
City Hall Council Chambers
Wednesday, August 18, 2010
5:15 p.m.

AGENDA

1. CALL TO ORDER (Chair Cordell Post)
2. ROLL CALL
3. APPROVAL OF MINUTES
 - July 21, 2010. [Pages 1-4]
Action: _____
4. SCHEDULED BUSINESS
 - a. Business from the Public
 - b. Mikesell/JC Penney Building Contract Extension. [Page 5] (Porsche/Mikesell)
Action: _____
 - c. Crandall Presentation and Retail Refinement Proposal. [Pages 6-12 and PowerPoint Presentation] (Porsche/Crandall)
Action: _____
 - d. Transportation Enhancement Grant. [Pages 13-18] (Porsche)
Action: _____
5. BUSINESS FROM THE BOARD
6. NEXT MEETING DATE: *Next regular meeting Wednesday, September 15, 2010*
7. ADJOURNMENT

City of Albany Web site: www.cityofalbany.net

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.



APPROVED: _____

CITY OF ALBANY
Central Albany Revitalization Area Advisory Board
City Hall Council Chambers, 333 Broadalbin Street SW
Wednesday, July 21, 2010

MINUTES

Advisory Board Members present: Rich Catlin, Bill Coburn, Floyd Collins, Loyd Henion, Bessie Johnson, Gordon Kirbey, Sharon Konopa, Ray Kopczynski, Chuck Leland, Dick Olsen, Cordell Post, Ralph Reid, Jr., and Mark Spence

Advisory Board Members absent: Jeff Christman

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

Others present: Approximately 14 others in the audience

CALL TO ORDER

Chair Cordell Post called the meeting to order at 5:16 p.m.

APPROVAL OF MINUTES

June 16, 2010

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

SCHEDULED BUSINESS

Business from the Public

Oscar Hult, Executive Director of the Albany Downtown Association (ADA), expressed gratitude from the ADA to the CARA Advisory Board for the Broadalbin Promenade block. He said that this is an incredibly beautiful spot which will enhance the vitality of Downtown Albany. He is now looking forward to getting the other two blocks done as well.

Review of Small Grants

Chair Post referred to the staff report. He said that the first question is whether the Board would like to increase the amount available in order to be able to fund all nine small grant requests. Following that, unless a member requests to pull one or more items for discussion, he would suggest that the requests be approved in one motion.

Urban Renewal Manager Kate Porsche added that \$25,000 has been set aside for this round of small grants; the nine requests received total \$32,021. Last fiscal year the small grants program had a surplus which was rolled into the CARA Project Reserve line item of this year's budget; these funds could be used to increase the small grant fund this year if the Board so chooses. Brief discussion followed.

MOTION: Bill Coburn moved that the surplus from last year's small grants program be rolled over to this year. Rich Catlin seconded the motion.

Floyd Collins noted that the CARA Advisory Board is only constrained by the \$50,000 annual small grants program budget line item; he thinks this motion may be more appropriate next spring if total allocations for the fiscal year exceed \$50,000.

Coburn **withdrew** the motion.

Catlin asked to pull item 4 for discussion. Spence asked to pull item 8 for discussion.

4. Hedio Manske – 1100 Pacific Boulevard SE (\$2,115)

Porsche briefly reviewed the request from Hedio Manske for a matching grant to help with costs to enhance the exterior of the building that houses CNS Firearms. Enhancements would include landscaping, a lighted flag pole, and bike racks.

Catlin said that his concern is that the property is outside the historic downtown, that this is not a historic building, and that the project does not contribute to what he feels is the core of CARA's strategy. Chair Post noted that the building is within CARA boundaries and that CARA has funded several projects outside of the downtown core.

Mark Spence said that this project would not lead to any appreciation in property value or amenities in the area. He does not see how lighted flagpoles and bike racks would be part of CARA's charter or purview. He noted that the matrix provided by staff indicates that the project does not meet most of the items for consideration.

In response to an inquiry from Bessie Johnson, Manske stated that the business has six employees. Johnson said that she thinks the bike racks are good because the City is trying to do what it can to encourage biking and that she is always in favor of lighting a flagpole. She is also in favor of doing whatever possible to assist small business owners. She will vote in support of the request.

In response to inquiries from Chuck Leland, Manske reviewed the exact location of the business. In response to further inquiries, she said that she and her husband acquired the business in March of last year, that they have been in a similar business for the past ten years, and that they do handle firearms.

Spence read from the application which states that "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." Spence said that patriotism is not something that should be subsidized. He finds this to be an odd request, and he is surprised that CARA would entertain it. He added that he cannot imagine riding his bicycle to purchase a weapon.

Johnson said that she wants to ensure that the Board is not judging this request on what the business is rather than on the help they are asking for to enhance the building.

Henion agreed that he would not want to judge the request on the basis of the business that is there. He said that he also agrees with Spence; he would have difficulty approving a grant for a flag pole although he would encourage businesses that want a flag pole to have one.

Collins noted that, if this was a larger grant request, the cost of the flag pole would not be called out. Coburn noted that the City paid for the flag pole in front of City Hall. Post noted that CARA paid for bike racks in the downtown area.

MOTION: Collins moved approval of the request. Johnson seconded the motion, and it **failed** by a vote of 5 to 8:

Yes: Coburn, Collins, Johnson, Olsen, Post

No: Catlin, Henion, Kirbey, Konopa, Kopczynski, Leland, Reid, Spence

8. *St. Mary's Parish Train House – 706 Ellsworth Street SW (\$5,000)*

Sharon Konopa said that she will abstain from voting on this request because she is on staff at St. Mary's.

Spence said that he lives near this site and he knows that an ADA elevator ramp has always been a part of the project. He is unclear as to why this request is coming to CARA; in this case, the funding would not allow something to happen that would not have happened otherwise.

Johnson noted that CARA helped to fund the elevator on the Manley project even though that elevator was planned. She does not see something that was already planned as being a roadblock to receiving CARA's help.

Coburn said that he has an issue with separation of church and state; he has a concern about giving tax dollars to churches. Posts said that there is no legal prohibition to granting this request. Johnson noted that CARA previously gave money to the Whitespires Church.

MOTION: Johnson moved for approval of the request. Kopczynski seconded the motion, and it **passed** by a vote of 7 to 5, with Konopa abstaining.

Yes: Catlin, Collins, Henion, Johnson, Kirbey, Olsen, Post

No: Coburn, Kopczynski, Leland, Reid, Spence

1. *Albany Regional Museum – 136 Lyon Street (\$5,000)*
2. *Forrest Johnson – 225 Calapooia Street SW (\$5,000)*
3. *Shannon Kearns – 436 First Avenue SW (\$2,250)*
5. *Mike McLain – 122-130 Ferry Street SW (\$1,000)*
6. *John & Deborah Orr – 225 Broadalbin Street SW (\$1,800)*
7. *P'Shaws Cards and Gifts – 233-243 Third Avenue SW (\$4,856)*
9. *Montie & Wendy Torgeson – 222 Washington Street SW (\$5,000)*

MOTION: Reid moved for approval of the above requests. The motion was seconded, and it **passed** unanimously.

Staff Updates and Issues

Porsche distributed information sheets to be added to the members' CARA binders.

Porsche advised that a tour of historic homes will be held July 31 from 11:00 a.m. to 5:00 p.m. Herb Yamamoto has invited CARA Advisory Board members to serve as hosts at his location. Gordon Kirbey has volunteered; other interested members may contact Porsche.

BUSINESS FROM THE BOARD

Dick Olsen encouraged members to visit the Albany Regional Museum site to see the cast iron pillars that were recently exposed on the Second Avenue side of that building.

In response to inquiries from Kopczynski, Porsche provided a brief update on the Labor Temple and RCM Homes projects.

NEXT MEETING DATE

The next meeting of the CARA Advisory Board is scheduled for Wednesday, August 18, 2010, at 5:15 p.m. in the Council Chambers.

ADJOURNMENT

Hearing no further business, Chair Post adjourned the meeting at 5:45 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 *Kate*
DATE: August 13, 2010, for August 18, 2010, CARA Advisory Board Meeting
SUBJECT: Mikesell/JC Penney Extension Request

Rick Mikesell is coming to you to request an extension to complete the work on his building. The contract stipulated December 3, 2009, as the completion date. I was remiss in not bringing this before you sooner. With that, construction on the building is well underway and tenants are scheduled to move into the building in September. Mr. Mikesell is requesting an extension through December 31, 2010, to complete work on the building.

It should be noted that this extension does not cover or pertain to the forgivable loan related to bringing a restaurant into the space on the first floor. As you may recall, Mr. Mikesell was loaned \$200,000 to be made forgivable with the stipulation that the space become a restaurant. That deadline is December 3, 2013.

Mr. Mikesell will be present at the meeting to answer any questions you may have.

Recommendation

The JC Penney building has been a significant project. It is a large building; and Mr. Mikesell's renovations have been thorough, including seismic reinforcements and an elevator. Mr. Mikesell has continued to make significant strides on the JC Penney Building and has complied with CARA's process. His request for an extension is justified. Staff recommends approval of the extension through December 31, 2010.

KCP:ldh
Attachment

U:\Economic Development\CARA\CARA Advisory Board\2010\Staff Reports\08.18.10 Mikesell Request for extension Staff Report.doc



TO: CARA Advisory Board
FROM: Kate Porsche, Urban Renewal Manager *KAP*
DATE: August 13, 2010, for August 18, 2010, CARA Advisory Board Meeting
SUBJECT: Crandall Visit and Presentation

Summary

As we discussed at last month's meeting, George Crandall will be coming to Albany to give a presentation to talk about creating a roadmap to success for CARA.

Background

George Crandall assisted us with the original Central Albany Land Use and Transportation Study (CALUTS) Plan, which became the reason and inspiration for the CARA Urban Renewal District. His firm, Crandall Arambula (CA), specializes in creating redevelopment strategies for cities, integrating urban design, planning, architecture, and economics.

RFP Process

I wanted to give you some background on the RFP for the downtown market study and how we got to Crandall's visit. Back in February, after a presentation from the Main Street Economic Development Committee, the Advisory Board agreed that it would be a good idea to begin to look into the possibility of a market study as a tool to guide the policy and decision making for CARA funding.

The RFP was written broadly in order to cast a wide net. In March, the RFP was sent out; and we ended up receiving six proposals. The approaches were quite different; and prices varied widely, from \$42,000 to over \$171,000. In the end, the committee reviewing the proposals found that none of the proposals were quite what we were looking for; and the committee had reservations at the steep price-tag that many of the proposals carried. Additionally, we were concerned with the time and effort that would be necessary for the firms to get up to speed on the background and special nature of Central Albany. After some good meetings and discussion, the committee was able to hone in on what we really needed to know:

- 1) What types of businesses are we missing/needng that will create a more vibrant and economically viable Central Albany?
- 2) What steps to we take to get to where we want to go?
- 3) How do we make a framework of policy to then ensure that CARA money is funding those projects that will drive Central Albany's vitality and economic viability?

It was at this point in time that the committee took a time-out to regroup and think about how to best go about achieving these goals with the least expense. During this time, staff and the committee engaged George Crandall for some sage advice about how we might go about answering our three main questions. It is from those conversations that the idea for George's presentation and the possibility of engaging with CA for their assistance in creating a redevelopment strategy—a retail refinement, as they call it—came about.

I want to pause here and mention that the discussions that have been had at the last couple of CARA meetings evidence the need for better policy. A stronger policy framework will ensure that CARA's money goes to projects that achieve the goals of the urban renewal plan and will drive a vibrant community. It seems logical that, in order to make good policy, one must start with the broader view and look to the overarching priorities, then understand the specific details, and, finally, make the policy. From my perspective, the retail refinement plan is a critical component in creating policy—policy that will ensure that CARA money goes to projects which Central Albany needs and which will drive our diverse and lively community. With the support of strong policy we can then begin to take a proactive role, rather than a reactive one.

Crandall's Presentation

George's presentation has two main points: the importance of public projects—how they can and will drive private investment (this ties into the discussion on the TE Grant), and how the refinement of the CALUTS Plan, with a focus on retail refinement, could position this Board to make better funding choices.

Crandall has written up a scope of work for the proposal which he will be detailing and explaining at the meeting. I've included his scope of work and budget for your review prior to the meeting.

Following are some of the highlights of the proposal (see attached proposal from CA for more details):

- The study, tentatively focuses on the core downtown area—from one-half block east of S. Lyon Street west to SW Calapooia Street and from Water Avenue south to SE Fourth Avenue.
- In an effort to reduce costs, staff and CA felt it would be beneficial to engage students from Oregon State University through an internship with the City to learn about urban planning, while assisting the collection of data.
- CA will conduct three separate meetings with a steering committee, tentatively the same group that worked on the RFP: Rich Catlin-CARA Advisory Board member, Mayor Sharon Konopa, Kate Porsche-Urban Renewal Manager, Greg Byrne-Community Development Director, Anne Catlin-Community Development Planner, Marc Manley-ADA Board Member and DT Building owner, Rebecca Bond-AVA, Oscar Hult-ADA Director.
- CA will conduct three separate meetings with stakeholders; these will be one-on-one meetings.
- CA will produce:
 - Various memos outlining project goals, objectives, summaries of meetings
 - Design concept to identify:
 - A ¼-mile long retail “main street” hot spot
 - Supporting retail streets
 - Retail parking key sites
 - Opportunities for anchor retailers
 - Infill site opportunities that will strengthen the retail environment with side-by-side retail
 - Retail access and circulation
 - Summarize the preferred retail refinement plan
 - Implementation Strategy including how plan will drive policy decisions for CARA and how plan will serve as a roadmap and catalyst for public investments
 - Final presentation to the CARA Advisory Board
- Cost of the CA piece: **\$49,983**
- Cost of economic analysis (through a separate firm): **\$7,500**

Staff Recommendation

Originally, I had written a long paragraph here about George, the importance of this work, etc. But, here's what I really want to say:

- We need some better policy to guide the funding decisions.
- In order to create good policy, we need good information and a good road map of where we want to go.
- Crandall knows Albany, and his firm does great work.
- The retail refinement plan is the map we need, and Crandall's experience and assistance in this process will create better policy and a better community.
- Staff recommends approval of \$49,983 for Crandall's firm to complete the retail analysis and \$7,500 for Urban Advisors to complete the economic analysis piece—total allocation of \$57,483.

KCP:ldh
Attachment

Scope of Work – Retail Refinement Plan, Albany, OR

Phase 1—Starting

Task 1.1 Kick-off Meeting with Steering Committee (Trip 1)

Purpose:

- Identify key stakeholders, stakeholder meetings and dates
- Discuss project objectives and strategies, including how plan will drive policy decisions for CARA and how plan will serve as a roadmap and catalyst for public investments
- Confirm study area boundary: from one-half block east of S. Lyon Street west to SW Calapooia Street and from Water Avenue south to SE Fourth Avenue
- Review ongoing projects and updated existing conditions information
- Discuss Oregon State University students' or others' role in collecting existing retail conditions data

Work Tasks: Crandall Arambula will meet with City/CARA for kick-off meeting.

Deliverables/Responsibilities: None.

City/CARA Responsibilities: Organize and host meeting; invite Steering Committee attendees.

Task 1.2 Stakeholder Meetings (Trip 1)

Purpose: Gain a clear understanding of key stakeholders' goals, issues, and concerns for the retail environment in downtown Albany.

Work Tasks: Crandall Arambula will meet with key stakeholders in one-on-one meetings following the kick-off meeting with the Steering Committee. This works best if Crandall Arambula remains in one place and stakeholder meetings are set up one after the other every half hour with a ten-minute break between meetings.

Deliverables/Responsibilities: Memorandum of key stakeholder comments; Crandall Arambula

City/CARA Responsibilities: The City/CARA will arrange meeting date, place and time with key stakeholders.

Task 1.3 Collect and Review Additional Background Information: Maps, Plans, Studies, and Regulatory Documents (with Assistance from City/CARA)

Purpose: Collect additional information on existing plans, proposed projects, and other documents, studies, and existing data.

Work Tasks: Crandall Arambula will work with the City/CARA to gain additional information needed for the Retail Refinement Plan.

Deliverables/Responsibilities: None.

City/CARA Responsibilities: The City/CARA will provide Crandall Arambula with all existing and updated background information. The City/CARA will provide Crandall Arambula with one combined file of mapping data in AutoCAD format.

Task 1.4 Work with Oregon State University Students or Others to Inventory Existing Retail Conditions

Purpose: Communicate with students regarding their role in developing an inventory of existing retail conditions.

Work Tasks: Crandall Arambula will advise students on information necessary for the inventory of existing retail conditions.

Deliverables/Responsibilities: List of inventory needs; Crandall Arambula

City/CARA Responsibilities: The City/CARA will assist in organizing meeting with students.

Task 1.5 Update Study Area Boundary and Base Map

Purpose: Based on kick-off meeting discussion and meetings with key stakeholders, Crandall Arambula will refine study area boundary and base map.

Work Tasks: Crandall Arambula will update and refine base map.

Deliverables/Responsibilities: Base map of existing conditions; Crandall Arambula

City/CARA Responsibilities: None.

Task 1.6 Finalize Project Objectives

Purpose: Finalize the project objectives that will be used to evaluate the refinement plan concepts and the preferred refinement plan throughout the project.

Work Tasks: Crandall Arambula will finalize project objectives based on background information and discussions with the City/CARA and stakeholders.

Deliverables/Responsibilities: Memorandum outlining the project objectives; Crandall Arambula

City/CARA Responsibilities: None.

Phase 2—Designing

Task 2.1 Develop and Analyze Retail Refinement Plan Concepts

Purpose: Based on the kick-off meeting and meetings with key stakeholders, Crandall Arambula will examine concepts that will enhance Albany's retail environment. Concepts will promote a safe, walkable and bikeable retail environment. The Refinement Plan concepts will identify:

- A 1/4-mile long retail 'main street' hot spot
- Supporting retail streets
- Retail parking key sites
- Opportunities for anchor retailers
- Infill site opportunities that will strengthen the retail environment with side-by-side retail
- Retail access and circulation

Work tasks: Crandall Arambula will develop up to two design concepts that address the above items.

Deliverables/Responsibilities: A PowerPoint presentation with descriptions and rendered plans, sections, diagrams, and sketches of the design concepts; Ballot response sheet for upcoming stakeholder meetings; Crandall Arambula

City/CARA Responsibilities: None.

Task 2.2 Steering Committee Meeting (Trip 2)

Purpose: Gain input from the Steering Committee on the retail refinement plan concepts

Work Tasks: Crandall Arambula will meet with City/CARA prior to meeting with key stakeholders.

Deliverables/Responsibilities: Update of PowerPoint presentation and ballot response sheet that will be used for key stakeholder meetings

City/CARA Responsibilities: Organize and host Steering Committee meeting; provide input.

Task 2.3 Stakeholder Meetings (Trip 2)

Purpose: Gain feedback from key stakeholders regarding their concerns, suggestions, and support of the Retail Refinement Plan concepts.

Work Tasks: Crandall Arambula will meet with key stakeholders in one-on-one meetings following the kick-off meeting with the Steering Committee. This works best if Crandall Arambula remains in one place and stakeholder meetings are set up one after the other every half hour with a ten-minute break between meetings.

Deliverables/Responsibilities: Memorandum of key stakeholder comments; Crandall Arambula

City/CARA Responsibilities: The City/CARA will arrange meeting date, place and time with key stakeholders.

Task 2.4 Finalize Preferred Retail Refinement Plan

Purpose: Finalize preferred Retail Refinement Plan based on feedback from key stakeholders, the City, and CARA.

Work tasks: Crandall Arambula will finalize the preferred Retail Refinement Plan.

Deliverables/Responsibilities: PowerPoint Presentation with updated plans, sections, sketches, or other drawings or illustrations showing the preferred plan. Ballot response sheet for upcoming stakeholder meetings; Crandall Arambula

City/CARA Responsibilities: None.

Phase 3—Implementing

Task 3.1 Develop Draft Implementation Strategy

Purpose: Develop draft implementation strategy for the preferred Retail Refinement Plan.

Work tasks: Crandall Arambula will develop an implementation strategy for the preferred Retail Refinement Plan that focuses on implementation priorities. The implementation strategy will identify:

- Catalyst projects (Projects that need to occur first)
- Coordinate conceptual cost estimates for catalyst projects prepared by others
- Implementation schedule
- Implementation responsibilities

Deliverables/Responsibilities: Implementation strategy summary memorandum in PDF format; Crandall Arambula

City/CARA Responsibilities: None.

Task 3.2 Steering Committee Meeting (Trip 3)

Purpose: Discuss preferred refinement plan and implementation strategy with the Steering Committee

Work Tasks: Crandall Arambula will meet with City/CARA prior to meeting with key stakeholders.

Deliverables/Responsibilities: Update of PowerPoint presentation and ballot response sheet that will be used for key stakeholder meetings

City/CARA Responsibilities: Organize and host Steering Committee meeting; provide input.

Task 3.3 Stakeholder Meetings (Trip 3)

Purpose: Gain feedback from key stakeholders regarding their concerns, suggestions, and support of the preferred retail refinement plan and the implementation strategy.

Work Tasks: Crandall Arambula will meet with key stakeholders in one-on-one meetings following the kick-off meeting with the Steering Committee. This works best if Crandall Arambula remains in one place and stakeholder meetings are set up one after the other every half hour with a ten-minute break between meetings.

Deliverables/Responsibilities: Memorandum of key stakeholder comments; Crandall Arambula

City/CARA Responsibilities: The City/CARA will arrange meeting date, place and time with key stakeholders.

Task 3.4 Finalize Implementation Strategy

Purpose: Finalize implementation strategy.

Work tasks: Crandall Arambula will finalize the implementation strategy for the preferred Refinement Plan based on feedback from public and private stakeholders, the City, and the CARA.

Deliverables/Responsibilities: Final implementation strategy in PDF format; Crandall Arambula

City/CARA Responsibilities: None.

Task 3.5 Develop Retail Refinement Plan Document

Purpose: Based on discussions with the City/CARA and stakeholders, Crandall Arambula will prepare the Retail Refinement Plan.

Work tasks: Crandall Arambula will prepare the plan document that includes the implementation strategy.

Deliverables/Responsibilities: Retail Refinement Plan document; Crandall Arambula

City/CARA Responsibilities: Provide input.

Project Fee - Albany Retail Refinement Plan

		Crandall Arambula			
		G. Crandall, FAIA and D. Arambula, ASLA		J. Graf	Support Staff
		Mgmt., Public Involvement, Urban Design	Urban Design	Urban Design	
		\$160	\$85	\$65	
		Meetings	Total Cost Per Task		
Scope of Work					
Phase 1 - Starting					
Task 1.1 Kick-Off Meeting with Steering Committee	Trip 1	\$1,790	8	6	0
Task 1.2 Stakeholder Meetings	Trip 1	\$1,880	8	4	4
Task 1.3 Collect and Review Additional Background Information: Maps, Plans, Studies and Regulatory Documents (with assistance from the City/CARA)		\$660	2	4	0
Task 1.4 Work with Oregon State University Students to Inventory Existing Retail Conditions		\$340	0	4	0
Task 1.5 Update Study Area Boundary and Base Map		\$2,770	0	2	40
Task 1.6 Finalize Project Objectives		\$660	2	4	0
Total Hours - Phase 1			20	24	44
Total Costs - Phase 1		\$6,100	\$3,200	\$2,040	\$2,860
Phase 2 - Designing					
Task 2.1 Develop and Analyze Retail Refinement Plan Concepts		\$11,000	10	80	40
Task 2.2 Steering Committee Meeting	Trip 2	\$1,880	8	4	4
Task 2.3 Stakeholder Meetings	Trip 2	\$1,880	8	4	4
Task 2.4 Finalize Preferred Retail Refinement Plan		\$5,920	6	40	24
Total Hours - Phase 2			32	128	72
Total Costs - Phase 2		\$20,680	\$5,120	\$10,880	\$4,680
Phase 3 - Implementing					
Task 3.1 Develop Draft Implementation Strategy		\$5,210	4	40	18
Task 3.2 Steering Committee Meeting	Trip 3	\$1,880	8	4	4
Task 3.3 Stakeholder Meetings	Trip 3	\$1,880	8	4	4
Task 3.4 Finalize Implementation Strategy		\$2,520	4	16	8
Task 3.5 Develop Retail Refinement Plan Document		\$7,430	4	60	26
Total Hours - Phase 3			28	124	60
Total Costs - Phase 3		\$18,920	\$4,480	\$10,540	\$3,900
Total Hours			80	276	176
Total Costs		\$47,700	\$12,800	\$23,460	\$11,440
TOTAL LABOR		\$47,700			\$47,700
Expenses		\$375			
CA Printing, Telephone and Related Expenses @4% of CA Labor		\$1,908			
TOTAL PROJECT COSTS		\$49,983			
Crandall Arambula Rental Car \$75/per day, 3 trips 1 day		\$225			
Crandall Arambula Per Diem @ \$50/per day/per person, 3 people/3 trips		\$150			
Total Expenses		\$375			



TO: CARA Advisory Board
 FROM: Kate Porsche, Urban Renewal Manager *Kate*
 DATE: August 13, 2010, for August 18, 2010, CARA Advisory Board Meeting
 SUBJECT: Transportation Enhancement Grant

Background

At the last meeting, the possibility of assistance with funding the Broadalbin Promenade and four blocks of Water Avenue via the Transportation Enhancement (TE) grant was briefly discussed. It was agreed that we would submit a letter of intent to ODOT (attached for your review). Staff has completed this task and now the deadline of the official grant application is looming. This month, the decision is before CARA as to whether or not to proceed with the official grant application, as well as specific details as to how to best format the application.

Grant Details

- Maximum Grant: \$1.5 Million
- Required minimum match: 10.27%
- In general, federalizing a project is estimated to add 20%-40% to the project costs. (see table below)

Project Costs & Cost to Federalize

Project	Cost Per Block	# of Blocks	Total Cost	Federal Cost 20%	Federal Cost 40%	Total Federalized Range (20%-40%)
Broadalbin Promenade	\$500K	2	\$1M	\$600K	\$700K	\$1.2-\$1.4M
Water Avenue	\$700K	4	\$2.8M	\$840K	\$980K	\$3.36-\$3.92M

Timeline

Item	Date
CARA decides on commitment (yes/no; amount)	August 18, 2010
ARA confirms commitment via resolution	September 15, 2010
City Council confirms authorization of grant application via resolution	September 22, 2010
Application due	September 30, 2010
ODOT identifies 30 finalists	February 2011
ODOT makes recommendation	April 2011
Oregon Transportation Commission selects recipients	March 2011
Draft contracts	June-September 2011
Design money available	October 2011
Construction begins	2013

Structure of the Request and Staff Recommendation

Ron Irish, the City's Transportation Systems Analyst, has spoken with a representative from ODOT on the possible structure of the grant application. As was briefly discussed at prior meetings, there are two possible projects that appear to be a good match with the TE grant program's goals and project ranking criteria. The first is the completion of the remaining two blocks of the Broadalbin Promenade (First Avenue to Water Avenue, and Second Avenue to Third Avenue). The second possible project is the construction of the Water Avenue streetscape (design previously adopted by the City Council) from Washington to the Ellsworth Bridge.

There is some strategy involved in packaging the grant application in such a way that takes the most advantage of the federal funds while at the same time minimizing the exposure and project costs to federalized programs.

Discussions between ODOT TE and City staff resulted in the following observations and conclusions:

- While both projects meet minimum TE guidelines, the Broadalbin Promenade would probably be ranked higher than a project on Water Avenue because of the heavy pedestrian component and lack of railroad issues (as compared to Water Avenue).
- The use of TE funds on Water Avenue would “federalize” that entire project and raise costs by 20 percent to 40 percent. Project cost increases of that magnitude would essentially negate any benefit gained by the use of TE funding. In essence, project costs would increase by about the same amount as the any TE funds we were able to obtain.
- The most reasonable TE application appears to be an application involving completion of the remaining two blocks of the Broadalbin Promenade. Costs would range from \$1.2-\$1.4M, if federalized. Staff feels that it’s likely that costs will be closer to \$1.4M plus \$100,000 for design costs, bringing the total to \$1.5M. The minimum match is 10.27 percent. This would mean that CARA’s contribution would be \$154,050 and the TE Grant would be \$1,345,950.
- The completion of this project would finish off the Promenade project and help create the main north-south link from the courthouse to the river, connecting First and Second Avenues to the river and the river to downtown—a key component of the UR plan.
- Indicating in the application that CARA and the City have a remaining interest in the construction of Water Avenue in the future will strengthen the merit of this application. That leaves open the possibility of applying for TE or other grant funding in the future.
- It is staff’s recommendation is that because of the magnitude of the two projects it seems to make sense to split up the projects and focus on the Promenade now.

The TE Grant is a great opportunity to use federal funds to help stretch our urban renewal dollars even further. With that, staff recommends the CARA Board applying for TE funds in the amount of \$1,345,950 to complete the remaining two blocks of the Promenade and that CARA commit to the 10.27 percent match equal to \$154,050.

KP:ldh
Attachment

U:\Economic Development\CARA\CARA Advisory Board\2010\Staff Reports\08.18.10 TE Grant staff report v1.doc

NOTICE OF INTENT

This Notice is required for all applicants. FAX to: (503) 986-3290 or mail to:
 ODOT Transportation Enhancement Program, 355 Capitol St NE, Rm 326 Salem OR 97301-3871
Due: June 30, 2010

INSTRUCTIONS: (1) Enter project information in the boxes below. (2) Attach a letter or narrative (1 page max.) explaining the need for the project, type and extent of proposed work, property ownership status, funds requested and matching funds available, and the role of any co-applicants or partners. (3) Attach a vicinity map and site map or other appropriate graphics—1 or 2 pages.

APPLICANT	
Agency City of Albany	Contact Ron Irish
Address P.O. Box 490 Albany, OR 97321	Title Transportation Systems Analyst Telephone (541) 917-7656 Email ron.irish@cityofalbany.net
CO-APPLICANT (if any)	
Name None	Contact
Address	Title Telephone
PROJECT (name, location, and one-line description) Albany Downtown Streetscape Project Construction of Streetscape improvements in Downtown Albany on Water Avenue and Broadalbin Street.	
COST SUMMARY	RIGHT-OF-WAY NEEDS
Total Project Cost: \$3.8 million	Property to be purchased?
Non-TE costs included above: 0	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no <input type="checkbox"/> don't know yet
Matching funds: \$2.3 million	Easements or donated property?
TE Request: \$1.5 million (Total minus non-TE & match)	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no <input type="checkbox"/> don't know yet
COORDINATION ISSUES (mark all that apply)	
<input type="checkbox"/> Project located in MPO jurisdiction (metropolitan area with population >50,000)	<input type="checkbox"/> Project on railroad property <input checked="" type="checkbox"/> Project within 500 ft. of a railroad crossing
<input type="checkbox"/> Project within state highway right-of-way	<input type="checkbox"/> Contribution from other than applicant
<input type="checkbox"/> Use of land owned by another agency	<input type="checkbox"/> Maintenance by other than applicant

ODOT Reply Area

- APPROVED TO PROCEED with an application for FY 2013-2014 funding.
- Application requires advance coordination or endorsements. See 'Part 2 Checklist' attached.
- Please call the TE Program Manager at (503) 986-3528 to discuss this proposal.
- NOT APPROVED TO APPLY project not eligible applicant not eligible

ALBANY DOWNTOWN STREETSCAPE PROJECT NARRATIVE

Project Need: The City of Albany is interested in energizing its downtown core area and riverfront. A major part of that effort involves the transition of the Water Avenue corridor from its former function as an industrial waterfront to a vibrant mixed use urban waterfront, and using Broadalbin Avenue to connect Albany's historic retail downtown core area to the waterfront. This vision was initially developed in the Albany Town Center Plan (CALUTS) in 1995, and was further refined by the Albany Square Design Plan (1997), "Building Great Neighborhoods" (1998-2000), the Initial Implementation Strategy for the CARA (2002), the Water Avenue Streetscape Plan (2008), and the Broadalbin Promenade Project (2010).

Proposed Work: The project will construct improvements on four blocks of Water Avenue (Washington Street to Lyon Avenue) consistent with the Water Avenue Streetscape Plan. Because an active rail line parallels the street, the Streetscape Plan was developed with community, local property owner, and ODOT Rail participation. The plan for Water Avenue envisions a plaza style street design combining a pedestrian friendly environment, flexible open space, traffic calming features, and decorative street paving site furnishing. The project will also improve the two remaining blocks of the Broadalbin Promenade to connect Water Avenue with Albany's historic retail downtown. Promenade improvements include: widened pedestrian areas that will allow for outdoor seating, special community events; public art; decorative furnishings; and water quality landscape planters.

The project will support Albany's accredited Main Street program. It will also improve the one grade separated crossing of Highway 20 (Lyon and Ellsworth Streets) in the downtown. The Highway 20 corridor is the subject of a pending STA designation currently scheduled for approval by the OTC. The project will support tourism and economic development by enhancing Albany's Willamette River frontage and linking those improvements to the downtown retail core and the future Albany Carousel site (Washington Street/1st Avenue). Albany has demonstrated a strong commitment to implementation of the city's vision for this area by successfully encouraging mixed-use redevelopment projects along the waterfront and undertaking construction (currently underway) of the Broadalbin Promenade between 1st Avenue and 2nd Avenue.

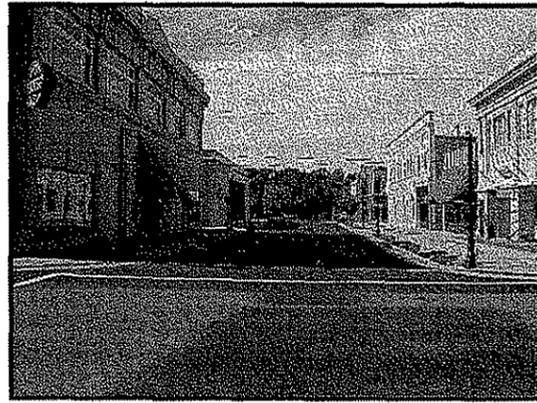
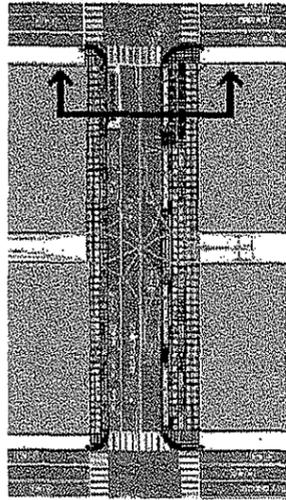
Property Ownership Status: All improvements will be located within existing right-of-way.

Funds Requested: Albany anticipates requesting TE funding in the amount of \$1.5 million for program year 2013-2014.

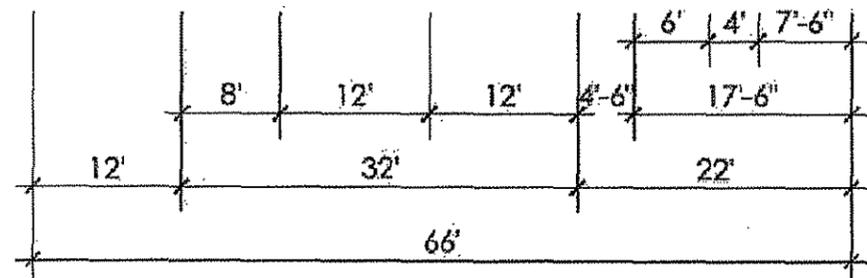
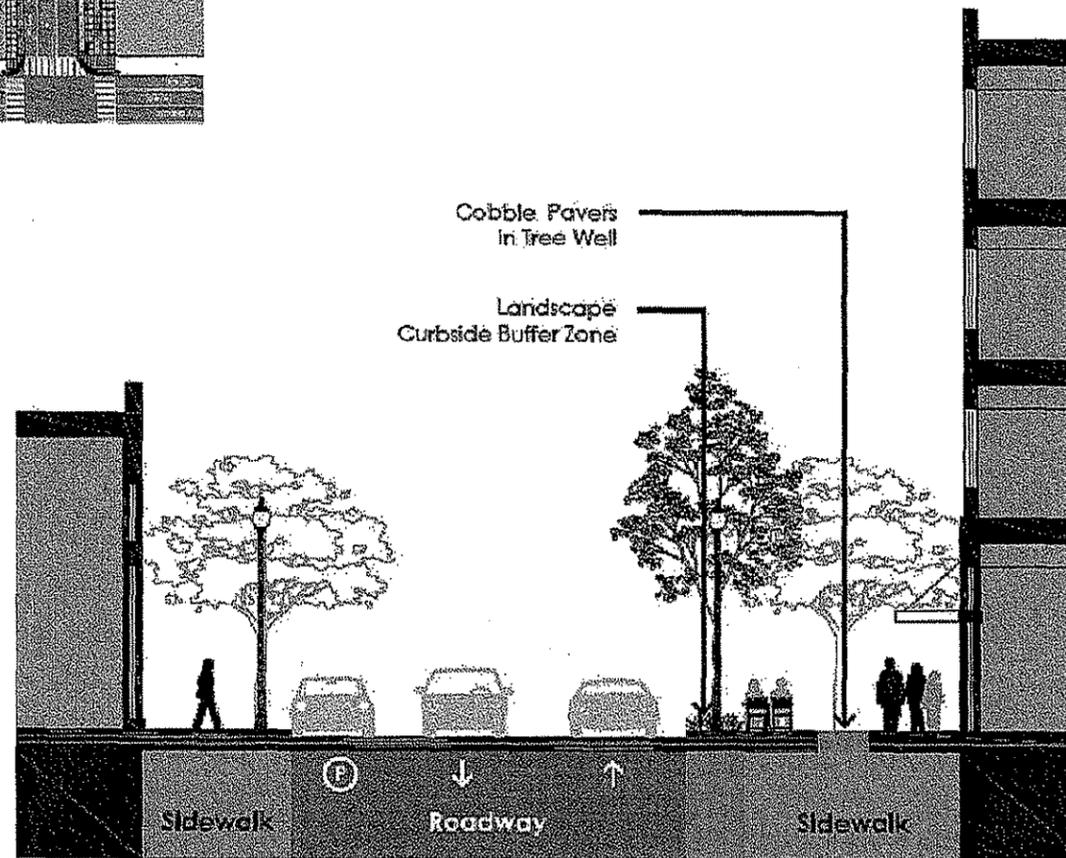
Matching Funds Available: The project is located within the Central Albany Revitalization Area (CARA) urban renewal district. Preliminary estimates place the total project cost (Water Avenue + Broadalbin Street) at approximately \$3.8 million. While use of CARA funds will allow Albany to provide a local contribution exceeding the minimum required match, it may be difficult for the City to fund the entire remainder of project cost in 2013-14. Albany would like to explore the possibility of splitting the project over two TE application cycles and using the urban renewal district to provide matching funds in the range of 40% to 50% of total project cost.

Co-applicants or partners: None.

Section AA



Improvements Under Construction



Broadalbin Street Promenade