

NOTICE OF PUBLIC MEETING

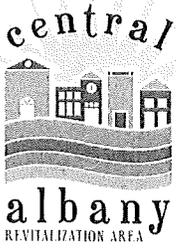
CENTRAL ALBANY REVITALIZATION AREA ADVISORY BOARD
City Hall Council Chambers
Wednesday, September 16, 2015
5:15 p.m.

AGENDA

1. CALL TO ORDER (Chair Rich Catlin)
2. ROLL CALL
3. APPROVAL OF MINUTES
➤ August 19, 2015. [Pages 2-5]
Action: _____
4. SCHEDULED BUSINESS
 - a. Business from the Public
 - b. Small Grant Request
1) 223 Second Avenue SW (Dick & Lillian Juntunen) (\$1,250). [Pages 6-13] (Reid/Applicant)
Action: _____
 - c. Wayfinding signs presentation from consultant. [Verbal Presentation] (Ambrosini)
Action: _____
 - d. Staff updates and issues. [Verbal] (Porsche)
Action: _____
5. BUSINESS FROM THE BOARD
6. NEXT MEETING DATE: *Wednesday, October 21, 2015*
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, advance notice is requested by notifying the City Manager's Office at 541-917-7508, 541-704-2307, or 541-917-7519.



APPROVED: Draft

CITY OF ALBANY
Central Albany Revitalization Area Advisory Board
City Hall Council Chambers, 333 Broadalbin Street SW
Wednesday, August 19, 2015

MINUTES

Advisory Board Members present: David Abarr, Russ Allen, Rich Catlin, Bill Coburn, Loyd Henion, Bessie Johnson, Rich Kellum, Sharon Konopa, Ray Kopczynski, Dick Olsen, Mark Spence, Maura Wilson (left at 5:45)

Advisory Board Members absent: Floyd Collins (excused)

CALL TO ORDER

Chair Rich Catlin called the meeting to order at 5:15 p.m.

APPROVAL OF MINUTES

June 9, 2015

MOTION: Ray Kopczynski moved to approve the minutes as revised. Rich Kellum seconded the motion, and it passed 8-0 with Allen, Catlin and Spence abstaining.

SCHEDULED BUSINESS

Business from the Public

Sharon Konopa welcomed Peggy Burris, the Albany Downtown Association's new Director, who was present in the audience.

Herb Yamamoto – CADD Connection Update

Herb Yamamoto, CADD Connection, 705 Lyon Street SE, expressed appreciation for the partnership with CARA and provided an update on his project. He said it's been almost seven years since he received funding from CARA. In hindsight, he said there were two objectives to the project. One was to restore the building to its historic nature and remove blight; he thinks we ended up with a good project which received a partnership award from the Oregon Economic Development Association. The second objective was for his firm to contribute to the local economy by bringing technology and jobs. They moved into the new building in 2009, at the height of recession, and developed a 3D advanced modeling technique which allows them to create 3D representations of building projects. The formula has proven to save money for large projects, including projects at Oregon State University and University of Oregon. He showed video graphics of some projects. He thanked the Board again and stated he doesn't think his firm would be here today without the partnership.

Kellum asked whether the 3D modeling program might be beneficial for the upcoming fire and police facilities. City Manager Wes Hare said he could put Yamamoto in contact with the owner's representative for those projects.

In response to further inquiries from the Board, Yamamoto said he currently has 16 employees, 12 of which are full-time. This is up from about eight employees when he relocated to the current space. Regarding the blighted building adjacent to his property on Seventh Avenue, he said he has been able to form relationships with some of the people there and his clients access the building from another area; however, it would be nice for the neighborhood if that building was improved.

Historic Homebuyer Loan Program

Economic Development & Urban Renewal Director Kate Porsche said this item is being brought back as requested. She said it has been helpful to have Nathan Reid's help in refining the proposed program.

Economic Development & Urban Renewal Coordinator Nathan Reid reviewed the staff report. Staff started working with the Landmarks Advisory Commission (LAC) on the details for a program focused on historic homebuyers in the Hackleman Historic District in 2013; however, they were unable to find time to finalize the program until recently. He reviewed the loan program as proposed. He spoke with the LAC in July and received full support from all members. CARA had tentatively set the annual allocation at \$70,000; however, the LAC suggested that it be raised to \$80,000 to really maximize the program. With approval of the program, staff will contact local real estate agencies to spread awareness and maximize exposure.

Kopczynski asked if any candidates for the program have been identified. Reid said no; however, Zillow and other Realtor applications show numerous homes for sale and recently sold that would be eligible.

Maura Wilson asked how projects would be monitored for long-term compliance with the owner occupancy requirement. Staff said the requirement is in the contract and there is an administrative process in place that would allow for annual monitoring.

Dick Olsen referred to the requirement that the first application to CARA must be within 12 months of purchase. He has heard the advice that people should live in a house for a year or two before tearing into it. He is in favor of this type of program, but he has concerns about the timeframe and the minimum overall project costs. Reid said the hope is that the program will incent people to purchase these properties, fix them up, and live in them and all exterior alterations would be approved by the LAC. Porsche added that she heard from the Advisory Board in 2013 the desire to incent the purchase of some of these dilapidated homes. One of the barriers to young families buying homes in the Hackleman District is some of the significant repairs that are needed. The idea is that the overall project cost is high enough that it will reflect on the tax rolls, but that total can include numerous smaller improvements such as a roof, a porch, etc.

Mark Spence said this program fits perfectly with what he recalls being previously discussed and proposed. Kopczynski agreed, noting that one of the goals has been to do some targeted incentives, which this does.

Konopa said this is what was previously discussed but she thinks it may not be proactive enough. She noted that when CARA was established 14 years ago, there was talk about getting rid of blight and revitalizing the Hackleman District. If there is no interest in this program within three months, she would like the Advisory Board to consider establishing a program or revolving loan fund to incent the purchase and revitalization of these homes for home ownership.

Kellum said many people do at least some of the work on their own and he agreed with Olsen that 12 or 18 months may not be a long enough timeframe. Porsche clarified that, as proposed, applicants would have 12 months after purchase to apply for the program and then an additional 18 months to complete the work, for a total of 30 months of time. Further discussion followed regarding the timeframe.

Catlin said he is a Hackleman District resident and he hopes this program will be promoted in an aggressive way. He thinks it's important to have a somewhat long-term commitment, maybe five years, to allow it to become a better known program.

MOTION: Spence moved to approve the Historic Homebuyer Loan Program as presented at \$80,000 per year. Kopczynski seconded the motion.

Russ Allen asked why the program was increased from \$70,000 to \$80,000 per year. Reid said the LAC requested that amount in order to maximize the number of possible projects.

The motion passed 8-2 with Kellum and Olsen voting no.

Heritage Grant Program – Matching Funding Request

Reid reviewed an opportunity brought forward by Cathy LeSuer, an Albany Regional Museum (ARM) Board member, who also serves on the LAC, to further improve the Dave Clark Path by applying for a grant through the Oregon Heritage Program. The request is that CARA consider partnering in an amount not to exceed \$20,000 as matching funds to leverage up to \$20,000 of state funds on a project to install cultural signage along the Dave Clark Path. Final approval would not come until after the grant is received and the signage costs are firmed up. In response to questions, Reid provided clarifying information.

Kellum said he doesn't see that this is doing away with blight or what CARA needs done. Porsche said the project speaks to the vitality component of the plan, helping not only to get abnormal users off the path but also to draw desired users and families. Olsen said he thinks it would make the neighborhood more attractive which is a benefit. Spence noted signs are used in other places and they provide a reason to stop, look, and learn about the ground you're walking on; he thinks it's a value-added project. Kellum said he was under the impression that matching funds are intended to get local folks involved. He sees bigger problems than this.

In response to questions from the Chair, Reid reviewed some of the design and construction options and noted that Parks & Recreation and other staff will be engaged in the process.

MOTION: Spence moved to approve the request. Johnson seconded the motion.

Allen said he will likely support the motion but he is sympathetic to Kellum's concerns and he is uncomfortable with the thought of the match being funded entirely with CARA money. Reid noted the funding request will come back for final approval if the grant is successful.

Catlin said he understands the concerns; however, this project is in the category of enhancing the livability of downtown and adding quality to the community, similar to street trees and bulb-outs.

The motion passed 9-1 with Kellum voting no.

Staff Updates and Issues

Porsche provided several project updates. Regarding the downtown streets project, it is expected that the architect's recommendation and staff analysis will be presented at the October meeting for the Advisory Board to review and prioritize. Regarding the wayfinding signage, the consultant is expected to have a plan ready for consideration by the September meeting. Regarding lighting on the Dave Clark Path, staff from multiple departments have been working together on the design and the project is slated to go out for bid in September. The IHI and Woodland Square project is complete and Reid helped to nominate that project for the Oregon Economic Development Association's Outstanding Partnership Award. Edgewater Village held their open house recently. Scott Lepman will be moving forward on the two projects – the Fortmiller Building and the development project on Third Avenue SE. Brief discussion followed.

BUSINESS FROM THE BOARD

Spence said he has looked through the Advisory Board's meeting minutes back to June 2014, and he reviewed discussion on specific items from several of the meetings. He said the decision was made in early 2014, after a year and a half of process work, to be proactive and focus on public projects; however, that has not occurred. He has been frustrated by this, and he would like to make better progress.

Porsche said the process has sometimes been slower than hoped; however, she has felt a renewed enthusiasm with Reid now on board, basically doubling the capacity of what she has been able to do.

City Manager Wes Hare noted that Porsche was promoted to Economic Development Director, doubling her job without additional assistance until the last couple of months. By adding more resources, we should see results. Konopa added that the process has been stymied by naysayers, but she would like to move forward and

get CARA moving for the betterment of the community. Kopczynski said there hasn't been the political will to move forward with the plan in place so we end up with "paralysis by analysis." Catlin said he is hopeful that over the course of the next few months, the Advisory Board will be able to get its arms around the public projects, perhaps putting together a multiyear plan similar to the Capital Improvement Plan to identify, organize, and prioritize projects. Brief discussion followed.

Hare suggested that the Board not lose sight of what has been accomplished. A number of projects in the community have taken place with CARA's help and this body has done a remarkable amount from his perspective.

NEXT MEETING DATE

Wednesday, September 16, 2015

ADJOURNMENT

Hearing no further business, Chair Catlin adjourned the meeting at 6:38 p.m.

Submitted by,

Reviewed by,

Teresa Nix
Administrative Assistant

Kate Porsche
Economic Development & Urban Renewal Director



CARA Funding Application

333 Broadalbin Street SW, Albany, OR 97321

1. APPLICANT

Name: Dick + Lillian Juntunen

Mailing Address: 1753 Elk Circle SW

Albany, OR Zip Code: 97321

Contact Name: Dick Juntunen Phone Number: 541 928 6698

Fax Number: 541 928-6698 E-mail Address: moma.poj.j@aol.com

2. BUSINESS/BUILDING INFORMATION

Legal Business Name: NONE

Number of Years in Operation: owned building since March, 2012

Legal Form: Sole Proprietorship Partnership Corporation S-Corp LLC
Profit Nonprofit

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

Have you ever filed for bankruptcy? Yes No

Project Address (if different than mailing address): 223 2nd Avenue SW, Albany, OR

Property Tax Account Number: 81147

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: _____

Mailing 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 Please give a comprehensive description of project.

Canopy replacement in front of building.

6. TIMELINE FOR COMPLETION OF PROJECT: October 31, 2015

7. PROJECT COSTS

ESTIMATED COST OF PROJECT: \$ 9,015.

ESTIMATED VALUE OF PROJECT UPON COMPLETION: \$ 9,015

Basis for valuation and value upon completion: Cost of project

SOURCES FOR PROJECT:

Owner/Company Contribution \$ 7,765

Bank (estimated) \$ _____ Term: _____ Interest Rate: _____

Other private funds (please specify) \$ _____ Term: _____ Interest Rate: _____

Other governmental (please specify) \$ _____ Term: _____ Interest Rate: _____

CARA (proposed) \$ 1250 Specify: _____

TOTAL SOURCES \$ 9015

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

USES FOR PROJECT:

Land and/or Building Acquisition \$ _____

Soft Costs (architectural, engineering, financing, and legal fees, and other pre- and post-construction expenses.) * \$ _____

Construction Costs * \$ 9,015

Tenant Improvements \$ _____

Machinery/Equipment/Installation Costs \$ _____

Working Capital \$ _____

Other (please specify) \$ _____

TOTAL USES \$ 9,015

*Please provide a detail of Soft Costs and of Construction Costs.

8. PREPARATION OF COST ESTIMATES

Who prepared your cost estimates? Contractor

(If applicant prepared their own estimate, verification may be required. **Please attach minimum of two bids, preferably three.**)

Mailing Address: See estimates

Phone Number: _____ E-mail Address: _____

9A. EXPLAIN WHY CARA FUNDING IS NECESSARY TO INSURE PROJECT COMPLETION. (Please provide a description of the financial gap requiring CARA assistance.)

Enhancement of awning with installation of lighting

9B. IF YOU DON'T RECEIVE THE FUNDS, WHAT COMPONENTS WILL BE DROPPED? WOULD THE PROJECT GET DONE WITHOUT CARA FUNDS? (Please provide a detailed explanation.)

LED lighting would not be done. Additional cost covers installation.

10. WHERE ELSE HAVE YOU LOOKED FOR FUNDING?

Have not looked elsewhere.

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

The current canopy is old (40+). Wood has rotted, water leaks through when raining and is a safety hazard for pedestrians.

12. PLEASE OUTLINE ANY OTHER VIRTUES OR BENEFITS YOUR PROJECT PROVIDES. (To Albany, and the area/ neighborhood.)

A new canopy will enhance building appearance and make customers feel more welcome

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

Yes

No

If so, amount 151,000 prior owner

FOR WHAT PROJECT(S): _____

14. ASSISTANCE REQUESTED

Total Estimated Project Costs:	\$ <u>9,015</u>
Your Total Contribution	\$ <u>7,765</u>
Total Amount Requested from CARA:	\$ <u>1,250</u>

Final payment will be based on actual costs not estimates. Ten percent of CARA funds will be held back for final payment.

15. BREAKDOWN OF USE OF CARA FUNDS

CARA funds can only be used for permanent improvements to the building. Please provide a breakout with specific details of how the CARA funds will be used in the project. If more space is needed, please attach a separate page.

Item	Amount	Notes
LED lighting	1,000	
Installation Cost	250	
TOTAL	1,250	Total should match total amount requested from CARA from line 14.

Certification

The Applicant understands and agrees to the following conditions:

1. Any physical improvements proposed must be approved by the Albany Revitalization Area Agency (ARA) 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 preapproved 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.
9. If CARA's total assistance to the project is greater than \$750,000, prevailing wage for the project may apply.
10. CARA may withhold approval of this application until information satisfactory to CARA is provided.

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.

Dick Juntunen

Applicant's Printed Name

Dick Juntunen

Applicant's Signature

Date

8/31/15

Lillian Juntunen

Applicant's Printed Name

Lillian Juntunen

Applicant's Signature

Date

8/31/2015

Return application/attachments to: City of Albany c/o Kate Porsche, Economic Development Director
333 Broadalbin Street SW/ P.O. Box 490
Albany, Oregon 97321

FOR CITY USE ONLY

Date Received:

8-31-15

By: _____

Application Complete:

Yes No

Comments: _____

Date application returned to applicant for completion: _____

Date application returned to City: _____

By: _____



B and W Builders
 20 E Airport #207
 Lebanon, OR 97355
 CCB# 169929

Estimate

8/31/2015	15-1177
Licensed, Bonded and Insured Oregon CCB# 169929	

Name / Address
Fun Zone 223 SW 2nd Albany, OR 97321

<p>Labor and disposal costs to remove all damaged materials from the existing awning on the front of the building. 1,275.00</p> <p>Labor and materials to frame the new awning, using the existing dimensions, with pressure treated materials. Additional costs may be incurred, once the face of the building is opened, depending on conditions found. 5,080.00</p> <p>Labor and materials to install, at the top of the awning, a new 50 mil PVC membrane, install new clad metal on the perimeter, and set new roof drains 2,312.50</p> <p>Labor and materials to fabricate and install new 22g stainless steel panels on the underside of the awning and around the face 6,500.00</p> <p>Labor and materials cost to install 4 exterior can lights with trims on the underside of the awning. 2,500.00</p> <p>Labor and materials **budget number** to connect roof drains to sidewalk drains. This number may need to be amended once construction begins, depending on conditions discovered. 1,562.50</p> <p>**BUDGET NUMBER** Building permits and sidewalk closure. This number may be amended, once final costs are assessed by the city. 600.00</p> <p>This proposal may be withdrawn if not accepted within 30 days, or at any time before work begins. A retainer of 30% will be required before scheduling the project, with the remaining balance due upon completion. A finance charge of 1.5% (18% annually) will be charged for each billing cycle in which your account maintains a balance after completion.</p> <p>This proposal does not include repairs to any hidden conditions.</p> <p>All work is to be completed in a workmanlike manner according to standard practices.</p> <p>The owner is to carry fire, tornado and all other necessary insurance. If agreement is with tenant they will carry all necessary insurance and have express consent of owner to do outlined work.</p> <p>Sincerely,</p> <p>David W Warner, President B and W Builders, LLC</p>	
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By signing this form, you agree that you have the authority to accept the above proposal, for which you agree to pay the amount stated in said proposal, and according to the stated terms. All projects over \$2000 will require a contract, in addition to this signed estimate.

Total	\$19,830.00
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Signature: _____ Date _____

Higby Construction, LLC

40033 River Dr.
 Stayton, OR 97383
 CCB# 182666

Phone: (541) 231-4471 E-mail: higbyw@hotmail.com

Estimate

Estimate # 1521

Date: 8/31/2015

TO: Dick Juntunen

JOB: 223 2nd St. Awning Repair

DESCRIPTION	QUANTITY	RATE	TOTAL
Remove existing soffit and roofing, repair damaged framing (8 hour framing allowance due to unknown damage).			\$2,275.00
Install 210 sq. ft of 24 guage Lifetime Soffit made by Taylor metal. Color- Zincolume SRI-65			\$1,187.69
Install new membrane roof over tapered foam. Connect (2) roof drains to existing drain pipe behind soffit. If the existing drain lines under the sidewalk cannot be used, additional charges will apply.			\$3,050.00
Install 6 LED can lights with a photo cell.			\$1,000.00
Profit/ Overhead			\$1,502.54
Total			\$9,015.23

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications above 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, accidents or delays beyond our control. Oregon has a construction lien law. Higby Construction, LLC is required to notify you if the contract price exceeds \$1,000.00. Payment is due upon completion. Unpaid balances shall bear service charge at the rate of eighteen percent (18%) per annum, until paid. In the event of suit or action, including any appeal therefrom, is brought to enforce any terms of this agreement, the prevailing party shall be entitled to such reasonable attorney's fees and costs as may be awarded by the trial and appellate courts. This proposal may be withdrawn from us if not accepted within 30 days

Acceptance of Proposal

Date:

Signature: