NOTICE OF PUBLIC MEETING

CENTRAL ALBANY REVITALIZATION AREA ADVISORY BOARD
City Hall Council Chambers
Wednesday, January 20, 2016
5:15 p.m.

AGENDA

1. CALL TO ORDER (Chair Rich Catlin)

2. ROLL CALL

3. APPROVAL OF MINUTES
   - November 12, 2015. [Pages 2-6]
   Action: _____
   - December 16, 2015. [Pages 7-13]
   Action: _____

4. SCHEDULED BUSINESS

   a. Business from the Public

   b. Albany Carousel Museum Extension Request. [Pages 14-15] (Porsche/Applicant - Kirbey)
   Action: _____

   c. Novak's Hungarian Extension Request. [Page 16] (Porsche/Applicant – Novak's)
   Action: _____

   d. Loan request to move house (Scott Cowan). [Pages 17-26] (Porsche/Applicant – Cowan)
   Action: _____

   e. Review of final costs and expenses for streets project design. [Pages 27-33] (Porsche/PW Team)
   Action: _____

   f. Staff updates and issues. [Verbal] (Porsche)
   Action: _____

5. BUSINESS FROM THE BOARD

6. NEXT MEETING DATE: *Wednesday, February 17, 2016*

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
Thursday, November 12, 2015

MINUTES

Advisory Board Members present: David Abarr, Rich Catlin, Bill Coburn, Floyd Collins, Loyd Henion, Rich Kellum, Sharon Konopa, Ray Kopczynski, Mitch Langjahr, Dick Olsen, Mark Spence, Maura Wilson

Advisory Board Members absent: Russ Allen (excused), Bessie Johnson (excused)

CALL TO ORDER

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

SCHEDULED BUSINESS

Business from the Public

Peggy Burris, representing the Albany Downtown Association (ADA) and its Board of Directors, expressed support for the streetscape program presented at the last meeting. They are looking forward to the next phase to improve Second and Third Avenues. This is a positive direction, and it's exciting to see the downtown revitalized in a way that will help develop and bring in more businesses, customers, shoppers, and diners. She offered her support in working with downtown merchants, especially through the construction phases.

Matilda Novak, Novaks Hungarian Restaurant, said several businesses on Second Avenue would love to see their frontage looking like First Avenue; however, in the doing of that, they would appreciate parking being taken into consideration. The hope is that as the downtown is being made beautiful, it can also be made more accessible. She has requested that parking be added as an agenda item on the December 2 City Council meeting. She hopes there is a way to add pull-in parking, and lots of it, to accommodate people that the businesses are bringing downtown.

Mark Manley expressed appreciation to the CARA Advisory Board for the tremendous impact they have had in creating what is now a blooming downtown on First Avenue. Ten years ago, when he and his wife were looking at two thoroughly deteriorated buildings, it was a hard decision to get involved in something so comprehensive, expensive, and risky. What pushed them to make that investment was the City funding. They and others came in and renovated buildings, and there is the potential now to repeat that on Second and Third Avenues. He supports the Board in its efforts.

Rod Bigner said he is a downtown resident and business owner. He expressed appreciation to the CARA Advisory Board for putting investment into the downtown. He and his wife came here a few years ago because they wanted to live and work in the historic downtown, and now they are doing both. They are excited to see the streetscape work begin on Second Avenue.

Bill Ryals, 935 Jones Avenue NW, said the CARA Advisory Board is responsible for an amazing turnaround downtown and he is happy with the direction things are going. He wants to throw out a general idea about how to move forward. He referred to the Woodwind Apartments project, a unique project which included an experienced owner who came to him to ask how best to do the project in Albany, understanding his job is to understand and implement the vision. Similarly, he said, it is the job of the CARA Advisory Board to understand that the bosses are the people who pay taxes, to translate their wishes into direction, and to expect that the consultants will make that vision work.

Streets Project Design Details Presentation

Economic Development & Urban Renewal Director Kate Porsche said this is a follow-up to last month's meeting when George Crandall and Don Arambula presented an overarching set of designs for downtown streets, and the CARA Advisory Board had a lot of good discussion and directed staff to bring back details related to design, planning, and phasing for a set of identified street projects. She expressed appreciation to Public Works Engineering staff, including Engineering Manager Staci Belcastro, Civil Engineer III Chris Cerklewski, and Engineering Associate Lori Shumacher, for the significant amount of work in putting together the details. She noted Transportation System Analyst Ron Irish was present to provide information related to parking, and George Crandall was present to answer questions about the consultant's proposal.

Schumacher gave a presentation entitled "Albany Downtown Streetscape Preliminary Estimates and Scenario Cost Comparison" for the priority downtown streetscape project areas of Second and Third Avenues, Broadalbin Street between Second and Third Avenues, North Ellsworth and Lyon Streets, South Ellsworth and Lyon Streets, and Fire Station 11 Frontage Improvements. The presentation included examples and information about project elements and options, including lighting and banners, street furniture, landscaping improvements, and public infrastructure improvements, as well as ongoing costs. Porsche noted that maintenance and ongoing costs would be a decision point for the City Council going forward.

Schumacher reviewed staff-identified concerns with the some of the proposed decorative elements: large banners and catenary lighting pose an obstacle for the Fire Department; the Police Department will be consulted on the final bench selection and placement; and traffic calming planters pose a maintenance challenge for City street crews. She then reviewed design elements and cost estimates for base improvements and additional options, and CARA Advisory Board decision points for each project area, as detailed in the presentation.

Irish presented information related to parking options. With Downtown Albany streets, there is a 66-foot right-of-way and a 42-foot curb-to-curb width with 12-foot sidewalks. The curb-to-curb width generally includes parallel parking which takes up 8 feet on each side, a bike lane that takes 5 feet, and two travel lanes. On the sidewalks, the 6 feet closest to the curb is generally where you find fire hydrants, benches, poles, signs, tree wells, etc., and the 6 feet closest to the building is essentially dedicated to pedestrian traffic. In comparison, Corvallis has 76-foot rights-of-way and 52-foot curb-to-curb widths. In downtown Corvallis, in areas where they have diagonal parking, bumper overhang often affects the ability to add streetscape elements. Irish reviewed an example parking plan that includes diagonal parking on Second Avenue, noting areas where one would see bumper overhang. He noted the consultant's presentation suggested that diagonal parking on one side would result in no room for parking on the opposite side; however, allowing for 3 feet of bumper overhang in areas, it is possible to have parallel parking on the opposite side although the bumper overhang would impact streetscape elements that could go in those locations.

In discussion and in response to questions, Irish provided clarifying information. The signalized intersection at Ellsworth Street is under ODOT jurisdiction and is shown in the Transportation System Plan as at capacity or beyond in 2030. A plan to reduce to one lane on the approach to Ellsworth, which would further reduce capacity, is not likely to be approved by ODOT. The idea of a forced left-turn lane and change to one lane in the block before reaching the diagonal parking as shown on the diagram would work from a capacity standpoint; however, dropping to one lane would surprise people and some increased crash frequency could be expected for a period of time. Diagonal parking is physically possible, but he can't say whether it is a good idea or not. Brief discussion followed.

Crandall said the diagonal parking would create what is essentially a parking lot in the middle of one of the downtown streets which is not a good idea. Circulation needs to be straightforward and simple, and it's really bad for retail to disrupt downtown circulation with parking. He referred to staff concerns about cables and banners across the street and complications for the Fire Department. He said this has been done in other historic downtowns, including Whitefish, Montana, and the fire departments haven't had any problems. He thinks this is an appropriate and important improvement, and he hopes a compromise can be reached. He said

the presented schemes are not elaborate. The idea is to create an elegant, simple, durable, low maintenance scheme, and all of the suggested improvements together will accomplish that vision.

Fire Chief Jon Bradner said he is willing to have further conversation; however, he noted that Whitefish is a much smaller community with much wider streets than ours, and his concern is the ability to get to someone in an upper window or get a firefighter to an upper story.

Schumacher reviewed CARA Advisory Board decision points for Second and Third Avenue Blocks, and discussion followed with staff providing additional clarifying information about the optional items.

Catlin asked for a show of hands of those interested in the base option plus all of the optional design elements for Second and Third Avenues. One hand was raised. Catlin asked that each Board member state their opinions about the optional items.

Rich Kellum said partial sidewalk replacement may be sufficient if we replace where mandatory and pressure wash and coat the remainder to match. He supports the 3-inch pavement grind inlay if what we have is deteriorating; if we can get more time from what's there, he wants to do that. He supports the double acorn lighting if it's needed for extra light; if it's just for looks, he would prefer to match First Avenue. He thinks lights or banners across the street looks busy and he hears the Fire Chief's concerns. Regarding traffic calming planters or curb extension planters, he understands those would result in the loss of parking when we are hearing from people that parking is needed.

Floyd Collins said he hasn't seen where pressure washed and coated sidewalks come close to matching new, and new sidewalks are needed, especially on Third Avenue. He supports building the model around full sidewalk replacement. He supports the 3-inch pavement grind inlay, and he thinks it's needed to accommodate existing traffic. He doesn't have a strong preference regarding lighting. He understands the Fire Chief's concerns, and he wants to ensure that we have emergency access. He is flexible on the rest.

Loyd Henion said he generally agrees with Collins. He supports a model that includes full sidewalk replacement and 3-inch pavement grind inlay. He doesn't have a real preference for single or double lighting unless double is needed for function. He supports Chief Bradner in not wanting to have things across the street that would impact the ability to put out a fire. He doesn't have a strong preference on the remainder.

Bill Coburn said he likes what was done on First Avenue, and he would like to replicate those improvements. In response to his question, Porsche said the base budget does not include elements that were not included on First Avenue. Coburn said he supports full sidewalk replacement and the 3-inch pavement grind inlay. He agreed with comments that banners and lights going across the street make it look busy.

Mitch Langjahr said, as someone who walks downtown each morning, he knows the sidewalks need to be replaced and he is in favor of full sidewalk replacement. He isn't a pavement expert, but he cares about return on investment; if the 3-inch grind inlay will last more than ten years, it seems satisfactory. As far as the rest of the items, he would like to mirror what is on First Avenue.

Mark Spence said he believes full sidewalks are warranted, and he doesn't support patching them. He supports the 3-inch grind overlay which will save on maintenance costs. He has no special preference on the type of lighting. He could support poles and banners in a festival area such as that noted the CALUTS Plan; however, he would be concerned about creating busy sightlines in the middle of the downtown streets. He would like to see very large traffic calming planters.

Sharon Konopa said she supports full sidewalk replacement and feels the 3-inch grind inlay is needed for longevity. She could go with either way on the lighting, but we should probably be consistent with First Avenue. She thinks the decision about traffic calming planters or curb extension planters should be made

based on the best fit for each block. While she appreciates Crandall's vision, she feels that banners and strands of lights across the street may distract from the architectural beauty of our historic buildings. She generally agrees with the idea of keeping improvements on Second and Third Avenues consistent with those on First Avenue.

Catlin said he supports catenary lights as a way to attract the attention of pass-by traffic on Lyon and Ellsworth. He isn't a big fan of banners and cables across the road. He supports curb extensions as a pedestrian amenity, and he thinks they can be designed in a way not to lose parking. He supports full sidewalk replacement. After receiving information from City Engineering staff related to the history of the downtown streets and the ability to ensure some longevity with the 3-inch grind inlay, he is supportive of that option.

Dick Olsen said he supports full sidewalk replacement and the 3-inch pavement grind inlay. Given that our streets are narrower than those in Corvallis, he thinks we can do without bulb-outs on Second and Third Avenues. He originally thought banner poles and cables were a nice idea, but he agrees that our buildings are the main attraction and he now questions whether banners and lights across the streets are needed. He agrees with Catlin that catenary lights near the main roads might draw people's attention. He thinks diagonal parking might be a good idea around the post office; but, given the information presented, he doesn't think it is feasible in other areas.

Maura Wilson said that because it's difficult to see when crossing our downtown streets, she supports curb extensions. She finds that lighting makes a huge difference in friendliness and comfort level, and she feels strongly about the concept of having lights downtown. She recently visited Ireland where there is a lot of lighting which she found to be festive and inviting.

David Abarr said he supports full sidewalk replacement and the 3-inch pavement grind inlay. He would probably support the single lights but the multi-strand lights seem extreme. He thinks traffic calming planters or curb extensions should match those on First Avenue. He is uncertain about banner poles and cables, but he does support something that would attract people downtown.

Ray Kopczynski said he is in favor of full sidewalk replacement, 3-inch pavement grind inlay, and double acorn with single catenary lights. He supports having some type of planters, and he likes the banner poles and cables which could go up when there is a special event. He is not in favor of multi-strand catenary lights. He is interested in further discussion regarding parking options.

Catlin said he heard consensus for the base option, the full sidewalk replacement, and the 3-inch pavement grind overlay for Second and Third Avenues. He called for a show of hands on each of the remaining optional items.

Lighting – Single Acorn Lighting or Double Acorn Lighting with Single Catenary Lights: Following additional discussion and clarification, a majority supported Single Acorn Lighting. Staff clarified that option is included in the base cost and matches what was done on First Avenue.

Traffic Calming Planters or Curb Extension Planters or None: A majority supported no changes to the corners. It was noted that planters or curb extensions could be considered on Broadalbin, between Second and Third Avenues.

Banner Poles and Cables: A majority did not support banner poles and cables.

Multi-Strand Catenary Lights: Public Works staff noted that since the Board opted out of the banner poles and cables, as well as the double acorn lighting with single catenary lights, the multi-strand catenary lights are no longer an option.

Diagonal Parking: There was no support for diagonal parking as a policy decision.

Porsche said the base option, full sidewalk with curb and gutter replacement, and the 3-inch pavement grind inlay would amount to $1,993,000 for Second and Third Avenues.

The Board then discussed the Fire Station Frontage Improvements base option, additional option elements, and contingencies. In response to questions, Irish reviewed preliminary discussions with ODOT related to the proposed improvements. He said the consultant will firm up the conceptual design within the next week and staff will then schedule a meeting with ODOT for what amounts to a predesign meeting to determine the precise construction elements.

MOTION: Kopczynski moved to authorize the Base Option of $380,000 plus the Contingency of $160,000 for Fire Station frontage improvements. Konopa seconded the motion, and it passed 12-0.

Additional discussion was tabled until the next meeting.

Staff Updates and Issues

None.

December Meeting Schedule

Board consensus to have December meeting.

BUSINESS FROM THE BOARD

None.

NEXT MEETING DATE

Wednesday, December 16, 2015.

ADJOURNMENT

Hearing no further business, Chair Catlin adjourned the meeting at 8:02 p.m.

Submitted by,

Teresa Nix
Administrative Assistant

Reviewed by,

Kate Porsche
Economic Development & Urban Renewal Director

APPROVED: Draft

CITY OF ALBANY
Central Albany Revitalization Area Advisory Board
City Hall Council Chambers, 333 Broadalbin Street SW
Wednesday, December 16, 2015

MINUTES

Advisory Board Members present:	David Abarr, Russ Allen, Rich Catlin, Floyd Collins, Rich Kellum, Sharon Konopa, Ray Kopczynski, Mitch Langjahr, Dick Olsen, Mark Spence, Maura Wilson
Advisory Board Members absent:	Bill Coburn (excused), Loyd Henion (unexcused), Bessie Johnson (excused)

CALL TO ORDER

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

APPROVAL OF MINUTES

October 21, 2015

MOTION: Ray Kopczynski moved to approve the minutes as written. Mark Spence seconded the motion, and it passed 11-0.

SCHEDULED BUSINESS

Business from the Public

There was no Business from the Public unrelated to a scheduled agenda item.

Catlin said he would like to revise the order of agenda items so that Street Project Design Details Presentation is the last item before Staff Updates and Issues. There were no objections.

Consideration of Loan Request to Move House (Sixth & Ellsworth)

Economic Development & Urban Renewal Director Kate Porsche reviewed the written staff report. Scott Cowan, the successful bidder for the house located on Sixth and Ellsworth which needs to be moved to make way for the new Fire Station building, has expressed interest in relocating the house to a vacant lot in the Hackleman Historic District and has inquired about the possibility of CARA funding for the project. Cowan has identified a specific funding gap, and staff believes the request has merit. There was general agreement that the Board will hear the request at the January meeting.

Bid for Dave Clark Path Lights

Civil Engineer III Chris Cerklewski said the project for lighting along the Dave Clark Path went out to bid and nine contractors expressed interest, four of which submitted bids as detailed in the written staff report. The Board previously approved expenditure of up to $300,000 for this work. Based on the bid and anticipated related costs, the total estimated project cost is $352,800. Staff believes this is a good cost for the project and recommends that the contract be awarded to the low bidder, Crawford Electric of Stayton, Oregon.

Floyd Collins noted that two of the bidders were Albany companies, and he thought the costs should be less working locally. Cerklewski said that it's not unusual to see a spread in bids depending on how the contractor approached the project and that staff saw no red flags with the low bidder.

Rich Kellum said he had requested that light poles be split out in the bid and that contractors be advised that work could be done locally; he asked if that was done. Cerklewski said there was a separate line item in the bid for light poles. The question of whether poles could be made locally was asked by a contractor at the mandatory pre-bid meeting, and staff responded that they most definitely could.

Kellum asked which staff members are recommending that the contractor purchase lighting materials rather than have the City purchase them at a lower cost. Porsche said the recommendation comes from Economic Development/Urban Renewal and Public Works staff, and the Parks and Police Department staff weighed in as well. All felt that the recommendation was the best way to move forward.

Kellum questioned the need to pay an additional $4,000 for a couple hours of work that could be done by staff. Cerklewski said it has been the experience of Public Works staff that when the City has ordered materials to be delivered to the contractor, it has resulted in complications which take more staff time than would be thought. Brief discussion followed.

Spence asked if each of the bids received would result in an identical finished product. Cerklewski said yes.

MOTION: Kopczynski moved to approve the request. Wilson seconded the motion, and it passed 9-2 with Kellum and Langjahr voting no.

Edgewater Village Update and Direction

Catlin said his firm works for George and Paula Diamond, who are present for this item. He recused himself and turned the meeting over to Vice Chair Mark Spence.

George Diamond, 2839 SW Second, Portland, said he and his wife are developing the Edgewater Village project. They have five homes completed, and two under construction. The homes are high quality and look great. Even though the homes are priced pretty much at cost, he said, they aren't selling. He can't sell them for less than they cost to build, and there is no way he can meet the timelines based on this product. To date, he and his wife have spent over $2 million, and they are invested in this property. He thinks they will be fine in the long run; but they have to be smart, and he isn't going to keep building homes if they won't sell. He distributed a photo, tentative plat map, and graphic showing the area where they propose to build multifamily housing and perhaps some retail, creating more of a village effect and giving the area more synergy. If the multifamily housing concept is approved, they would also request an option to buy the adjacent one-acre lot from the City at appraised value over a two-year period. Their goal would be to start on Hill Street and build Phase F, the current City-owned property, and Phase C, followed by Phases D and E. As proposed, they would be able to build 120 to 130 apartment units which would increase the tax base.

Porsche said the question of sale of the City-owned lot will likely be considered by the City Council at a regular meeting in January. Staff is seeking direction from the CARA Advisory Board regarding how the design review for this substantial change should go forward. The typical process would be for staff to work with CARA architect George Crandall to review the applicant's proposed design which would then be presented for the Board's review. There is funding set aside for Crandall to provide design oversight and guidance on large projects such as this. Other alternatives include having staff review the design internally with the Board providing feedback as a group or having CARA pay for a designer to develop a proposal based on the developer's requested changes. Brief discussion followed regarding the process.

City Manager Wes Hare clarified that the first question is whether the Board is receptive to the idea of changing the model to allow the development of multifamily units. There is no specific design plan being presented at this time. If the concept is approved, the design plan will be the next step.

David Reece said this change in the approved master plan would go back through the Planning Commission process; however, the developers would first like to get this group's feedback. Based on his experience, he said, having apartments, office buildings, and townhomes on the river is working really nicely.

Paula Diamond said the goal is to create a win-win situation. They have a lot of money invested in this project, and they want to do things right. They believe that beds bring business and that the proposed change could bring in people and create the energy the Board wants to revitalize the downtown.

Maura Wilson said this would be a big change for the subject site as well as surrounding areas. She would want to carefully review before approving this request.

Dick Olsen questioned whether adding apartments would meet the vision for the area. Diamond said the cost to build single-family homes is $320,000 before sales and interest carrying costs. The homes are difficult to sell, based in part on the very small lot sizes.

Kellum said a report on the history of this site would be helpful, especially for newer members of the Board.

Mitch Langjahr said his business backs up to this site, and he was surprised to see homes being built there because the east-west bound train goes by several times a night and the whistle blows at every crossing. If the idea is to draw professionals who are willing to pay more for housing than they would pay elsewhere, he doesn't think this area will draw those people. If he had been part of the Board when this was approved, he probably would have voted against putting housing at this location, and he will vote against a change to allow multifamily units.

Spence noted this site has gone through multiple design plans and previous iterations included a village and condos with more multifamily units than single-family homes.

Collins said it's important to relate this request to the original objective. He thinks it's incumbent upon the applicant to develop a plan and bring it back through the process. He would like to see a plan that includes the City parcel, as well as a plan that does not.

Sharon Konopa said the Planning Commission process doesn't focus so much on the CARA vision. She said we have a lot invested in this property and it's in the City's interest to make sure it's done right. She would like to consider alternatives for the site and she thinks that could be done with a review team including the developers, staff, and perhaps George Crandall.

Russ Allen said terminology is important. He is more comfortable talking about a mixed use village that might have some unique characteristics to it as opposed to just throwing up apartments. He isn't opposed to looking at alternatives and he feels it may be better to give input prior to this going through the Planning Commission process.

Porsche agreed that, if there is a willingness on the part of the Board to consider a revised design, it would be most effective to start the design review with the most stringent criteria which is the CARA criteria.

Olsen said he doesn't want the developers to be discouraged by the comments. He and his neighbors live near a main rail line and they have seen their property values rise. He said the City has an interest in this development being successful. Diamond said railroad tracks are often found along the water; and he noted successful riverfront developments in Portland, Lake Oswego, and other places despite the presence of rail.

Kopczynski said there have been multiple attempts with this property; and if it takes adding apartments and a bigger tax base to get this going, he recommends trying to move forward.

David Abarr said he lives near the subject site, and he doesn't see the railroad tracks as an issue; he is surrounded by tracks, and he loves it. The key is getting something to fill that land. The lots are narrow with little yard, and he thinks they may be better suited to apartments than to single-family homes.

Wilson urged that a revised design lean more toward a village concept with less multifamily than indicated on the handout. On a personal note, she said the presence of the indicated amount of multifamily units would prevent her family from purchasing in this area.

George Crandall said this is the first he has heard of the proposal. He said a good subdivision plan has flexibility to change as the market changes. The market has changed and multifamily units may be appropriate, depending on what they look like. He thinks the Board should consider this, but more detail is needed.

MOTION: Allen moved that the CARA Advisory Board agree to consider a new design for the Edgewater Village property, which could include a mixed use village concept. Wilson seconded the motion.

Collins said he would like to see design options both with and without the City property. Allen and Wilson accepted that as a friendly amendment.

The motion passed unanimously.

Discussion followed regarding how staff should proceed with the design review. Paula Diamond clarified that they have already paid architects to design three preliminary plans for this concept, and they are just asking for the Board's blessing for the multiuse village concept before proceeding.

There was general agreement that staff will work with the applicants and George Crandall to review the applicant's plans and bring a recommendation back to the Board for review prior to it going to the Planning Commission.

Business from the Public: Pertaining to the Albany Streets Project

Peggy Burris, Executive Director, Albany Downtown Association (ADA), said she was present on behalf of the ADA and ADA Design Committee to request that the CARA Advisory Board consider adding a few key design components into the streetscape design for Second and Third Avenues, such as the double acorn lights, the single catenary lights overhead, and other decorative components that add vitality and greater investment into our downtown area. At her request, four people in the audience stood in support of the request.

Street Project Design Details Presentation

Catlin resumed the Chair. Porsche said downtown business owner Oscar Hult asked that it be noted that many of the recommendations and design details brought forward by George Crandall's team align with recommendations made in the 2010 downtown study associated with the Main Street program.

George Crandall gave a brief presentation. He said the purpose of street improvement is to stimulate private investment, thereby stimulating the local economy and improving downtown retail. Shopping is a competitive business, and downtowns get about two percent of shoppers. One reason that malls and lifestyle centers do well is that people want a safe pedestrian environment and a convenient retail experience. He showed examples of street furniture, trees and landscape, lighting, banner poles, sidewalks, and curb extensions in other communities. He then reviewed a project scenario for First, Second, and Third Avenues which includes new sidewalks, cobble tree wells, LED double acorn lighting with baskets, LED cable suspended lighting, banner poles, street furniture, and street trees. He said the consultants believe that these are the minimum improvements needed to stimulate private investment. They also believe that curb extensions could be appropriate on the east-west streets. The 3" pavement grind and inlay that is part of the previously approved package doesn't stimulate private investment and would typically be funded with capital improvement rather than urban renewal funds. Crandall then reviewed the project scenario for Ellsworth & Lyon Streets including the Fire Station area. Elements include flag pole holes, partial sidewalk restoration, LED ornamental highway lighting with banner arms. Curb extensions are also suggested.

In response to an inquiry from Olsen, Crandall further reviewed lighting options for Ellsworth & Lyon Streets which could include both tall poles for highway lighting as well as added sparkle with lower pedestrian lights. Olsen said he prefers the shorter light poles. Crandall said providing the required lighting with shorter poles would be the consultants preference as well and that could be explored with ODOT through the design phase.

Spence said he doesn't support having wires across the road. Crandall said the recommendation would be that power, telephone, and electric wires be relocated as part of these improvements; however, the individual wire across the street from which you could hang lighting or banners is not at all visible. In response to an inquiry from the Board, Porsche said the Fire Chief has expressed that he is not comfortable with multi-strand lights or banners across the road; however, he is willing to consider the three stands per block catenary lights.

Collins said he will continue to argue that the regrind and inlay be part of this project. Given the condition of the City's street funding, that capital improvement is unlikely to happen unless it is done as part of this project. If we are successful in bringing businesses downtown, he said, they would likely not want their business disrupted for street work after they have relocated and made an investment in their buildings. Konopa agreed; she said the downtown streets are not in good shape and she wants to do this project right.

Kopczynski said CARA is charged to improve the infrastructure to help generate projects; however, he is concerned about spending a lot of money on infrastructure while not doing many of the accoutrements that the public will see and remember. He supports the proposed improvements.

Wilson asked that the group not lose sight of the vision for downtown or barebones the project. She feels that the proposed elements are reasonable and that the Board will be pleased with the results.

Spence said he understood the Board had already approved some of these improvements for Second and Third Avenues. Catlin explained that, following the last meeting, he heard from people in the downtown community commenting that what was approved amounted to not much more than a public works project and asking about the items that will make downtown special. Because of the feedback he heard, it seemed there was another opportunity to do more, he asked that the motion from the last meeting be brought back for reconsideration. Discussion followed.

Kellum said the focus should be on Ellsworth & Lyon Streets, notifying and directing people to the downtown area.

Allen said he doesn't believe that street grinding is part of CARA's mission. He does support curb extensions which he thinks are critical for pedestrian experience.

Olsen said he heard comments similar to those mentioned by Catlin. He told about his family's visit to Leavenworth, Washington, where the streets were cracking but they had lights and decorations and the place was hopping. He has changed his mind since the last meeting and will now support the double acorn street lights and single wires across the street for suspending lighting or banners.

MOTION: Wilson moved to approve the proposed elements for First, Second, and Third Avenues – new sidewalks, cobble tree well pavers, LED double acorn lighting, LED cable suspended lighting, banner poles, street furniture and trees, and curb extensions. Kopczynski seconded the motion.

Spence commented that the project area includes a county building, parking areas, and other areas that won't be retail, at least not for quite some time. That said, he supports the motion. He also supports the grind and inlay.

Following brief discussion, it was generally agreed that this motion does not take away from the elements that were previously approved.

The motion passed with 10-1, with Kellum voting no.

MOTION: Langjahr moved to remove the pavement grind and inlay from the previous decision. Kellum seconded the motion.

At Kellum's request, Transportation System Analyst Ron Irish provided information about downtown streets. He said an overlay can be done every ten years, extending the life of the street almost indefinitely. Once the street deteriorates past the point of where an overlay works, the street needs a full reconstruction. The cost to rebuild the street is the same regardless of its condition. The base in most of the downtown streets tends to be okay which is why staff is recommending the grind and inlay and not a full reconstruction. The risk of delaying too long is that the traffic load will begin to deform and damage the underlying base, requiring full reconstruction at much higher cost. It's very difficult to pick a point in time when a street it will fail, and there have been situations in the community where weather conditions caused a street to fall apart before staff thought it would, and what was thought would be an overlay turned into full reconstruction.

City Engineer Staci Belcastro added that Broadalbin in front of the bus stop is an area where the subgrade failed and a full reconstruct will likely be required. This past winter, there was pavement failing on First Avenue, and lanes had to be closed for repairs. She said the City is investing about $670,000 in capital money to replace water lines ahead of these improvements. If Council made a decision to use capital money for street work, they would need to decide from which project in the capital plan that money would be taken.

Collins said it would be a huge mistake to not address the streets in conjunction with the other improvements.

Langjahr said he has walked the streets in the CARA District, many of which are much worse than First, Second, and Third Avenues. If CARA is going to spend money on grind and inlay, he thinks it should be put into the streets where it is most needed.

Crandall commented that leaving the grind and inlay in the budget provides more flexibility in how the curb extensions at the corners can be treated.

The motion failed 4-7:

Yes: Allen, Kellum, Langjahr, Olsen
No: Abarr, Catlin, Collins, Konopa, Kopczynski, Spence, Wilson

Catlin initiated discussion about improvements along Ellsworth & Lyon Streets.

MOTION: Wilson moved to accept the recommendations for Ellsworth and Lyon Streets – flag pole holes, partial sidewalk restoration, LED ornamental highway lighting with banner arms, and curb extensions where appropriate. Kopczynski seconded the motion.

In response to inquiries, staff clarified that the Oregon Department of Transportation (ODOT) said some of the consultant's proposed improvements could not be done on Ellsworth & Lyon Streets, and that the improvements proposed this evening would apply to both the north and south sections of Ellsworth & Lyon Streets. Brief discussion followed with staff and the consultant providing additional clarifying information.

The motion passed 11-0.

Spence said he would like to see pedestrian level lights on the highway streets between Third Avenue and Water. Olsen said he would like to see pedestrian scale lights the full length of Lyon and Ellsworth Streets. Cerklewski said ODOT has indicated approval for any combination of lighting that meets highway lighting standards and structural requirements for light poles.

Crandall said the City has a talented engineering group which are capable of doing contract documents for this project. He presented two design review options, both of which assume that City staff will do the contract documents. Under the first option, engineering staff would take the lead and Crandall's team would assist with design review at 30, 60, and 90 percent completion with a fee estimated at $50,000. The second option would have Crandall's team doing the full design of the decorative elements with a fee estimated at $99,000. In both

options, staff would design the public improvements and Crandall's team would work carefully with City engineering throughout the process. Following brief discussion, Porsche suggested that staff bring back a financing update and recommendation which includes a decision point related to design costs. There was general agreement.

Staff Updates and Issues

Porsche provided the following updates:

- Staff reached out to the owners of King Kone and expressed an interest in partnering with them on the potential demolition of outbuildings on that site. The owners were not quite ready to proceed, and staff will check back with them this spring.
- Board members are invited to check out the revamped CARA website and e-mail staff with any thoughts or suggestions.
- Staff is working on a RFP for the Development Code work. Scott Lepman, whose project challenges spurred this work, is aware of the process and is okay with the timeline.
- Regarding the wayfinding signage, the designer is doing the final work on wording, placement, and engineering details. His final design is expected by the end of this month, after which the project can be put out for bids.

BUSINESS FROM THE BOARD

Board members requested that staff bring back a history of the Edgewater Village project.

NEXT MEETING DATE Wednesday, January 20, 2016

ADJOURNMENT

Hearing no further business, Chair Catlin adjourned the meeting at 8:15 p.m.

Submitted by,

Teresa Nix
Administrative Assistant

Reviewed by,

Kate Porsche
Economic Development & Urban Renewal Director

TO: CARA Advisory Board

FROM: Kate Porsche, Economic Development and Urban Renewal Director Kate(sd)

DATE: January 13, 2016, for January 20, 2016, CARA Advisory Board Meeting

SUBJECT: Albany Carousel Museum Extension Request

Wendy Kirbey from the Albany Carousel Museum is coming to you to request an extension to complete the construction of the Carousel. The contract from December 2, 2011, stipulated a deadline for completion of the building of December 31, 2015, as the completion date. Our contract defines completion of the project as when the Certificate of Occupancy is received.

Wendy is prepared to speak with you and give you an update on the project and where they are at with the fund-raising, design, and carving. The Carousel is requesting an extension through December 31, 2017, to complete their fund-raising, then construction of the building.

It should be noted that the Carousel has two agreements with CARA:

- 2011 Architectural Design forgivable loan $110,000
- 2007 Developer Partnership Grant (for purchase of the land) $300,000

The 2007 partnership grant outlined a completion date of July 1, 2012. Back in 2011 when we completed the contract for the Architectural Design forgivable loan, I had incorrectly assumed that the new completion date would apply to both contracts. In discussion with the City Attorney, he indicates that's not the case but that we can easily remedy the situation with either two contract addenda or a new, combined contract with a single expiration date.

If approved, staff would work with the City Attorney to prepare the appropriate new documents. For Wednesday's meeting, we seek your review and consideration of the extension of the completion date of the project to apply to both contracts.

Recommendation

The Carousel and Museum project is a significant, grassroots' project. It will be the west anchor in our downtown. Their fund-raising efforts have yielded great results so far. The carousel group has continued to make significant strides on the design of the building and the carving of the animals. Their request for an extension is justified. Staff recommends approval of the extension through December 31, 2017.

KCP:ldh
Attachment

G:\Economic Development\CARA\CARA Advisory Board\2016\Staff Reports\2016.01.20 Carousel request for extension.doc

HISTORIC CAROUSEL & MUSEUM
ALBANY, OREGON

January 13, 2016

Central Albany Revitalization Area
333 Broadalbin Street SW
Albany, OR 97321

To our supporters at CARA,

Thank you so much for all the encouragement and support you have given the Albany Carousel project! Your support has made it possible to move forward in our efforts to further the completion of our carousel project. Our community of carousel volunteers continues to work to bring the magic of carousels to the downtown Albany area, with the goal of creating a world-class, multipurpose, multifunctional attraction.

Community members continue to support this project through the sponsorship of animals, panels and artwork designed to make this project very special and unique to Albany. Donations arrive every day for the building of the new home for the carousel at First and Washington in downtown Albany. We have seen a constant effort from local and regional community organizations, businesses and families and individuals cheering us through the project. We look forward to continuing to welcome new partnerships for the future.

To continue to meet the objectives set by CARA we request an extension of the date set for completion to December 2017. We are in the final stretch of the Capital Campaign and have set plans to dismantle the current building this spring. The construction phase of the new building will follow. The architect's building plans are complete and are being closely reviewed.

As always, you are invited to visit the studio, and, to make arrangements for Saturday afternoon visits to the completed carousel structure in the temporary location in North Albany.

Again, thank you for the support CARA has given us through the Focus Area Loan program. We hope that the requested extension for the Albany Historic Carousel is met with mutual excitement and approval.

Sincerely,

Wendy Kirbey

Wendy Kirbey
Board President

TO: CARA Advisory Board

FROM: Kate Porsche, Economic Development and Urban Renewal Director Kate (Dan)

DATE: January 13, 2016, for January 20, 2016, CARA Advisory Board Meeting

SUBJECT: Novak's Extension Request

Novak's Hungarian Restaurant is coming to you to request an extension to complete one final detail of the construction of their building located at 208 Second Avenue SW. The forgivable loan contract ($200,000) and repayable loan contract ($175,000) stipulated a deadline for completion of the building of December 15, 2015. Our contract defines completion of the project as when the Certificate of Occupancy is received.

The Novaks are in the space, and the restaurant is currently operating via a temporary Certificate of Occupancy. The one outstanding item left to complete is the decorative cow head (or sunburst, as an alternative) at the top, front peak of the building. The Novak's have been working with Planning Manager Bob Richardson, as well as the Landmarks Advisory Commission, on the completion of this final detail. They have lined up two possible craftsmen to do the work, one—a carver at the Carousel.

I met with the Novaks this week to discuss the extension, and they will be on-hand and prepared to speak with you and give you an update on the project, how business has been, and next steps on the cow's head. The Novaks are requesting an extension through October 31, 2016, to complete the design, carving, and installation of the decorative cow's head on the front of the building.

If approved, staff would work with the City Attorney to prepare the appropriate new documents. For Wednesday's meeting, we seek your review and consideration of the extension of the completion date of the project to apply to both contracts.

Recommendation

The Novak's building is basically complete, with the exception of this one decorative element. They are open for business and have created new energy and vitality in downtown. Staff feels their request for an extension is justified. Staff recommends approval of the extension through October 31, 2016.

KCP:ldh

G:\Economic Development\CARA\CARA Advisory Board\2016\Staff Reports\2016.01.20 Novak's request for extension.doc

TO: CARA Advisory Board

FROM: Kate Porsche, Economic Development & Urban Renewal Director Kate (ld)

DATE: January 13, 2016, for January 20, 2016, CARA Advisory Board Meeting

SUBJECT: Staff Report – Ad Hoc Loan Request to Move House (Scott Cowan)

Summary

Scott Cowan is coming before you with a request for a repayable loan. This project would see the relocation of the house located on Sixth and Ellsworth, which needs to be moved to make way for the new Fire Station 11 building. The house is slated to be relocated to a vacant lot in the Hackleman Historic District. Please see the attached application and breakdown of costs. Mr. Cowan will bring an outline of bids and estimates he has received thus far to Wednesday's meeting.

Nathan Reid, Economic Development/Urban Renewal Coordinator, has completed a review of the project's merits which you will find outlined in the attached decision matrix.

Request

Mr. Cowan is requesting $105,306.66 in the form of a repayable loan. Proposed terms are as follows:

- Term: 3 years, interest-only payments during this time
- Interest rate: 1.5%
- Balloon payment at the end of the three years. Mr. Cowan proposes to cash-out the CARA loan as soon as he is able to refinance the property, which may be as soon as two years, but the contract would stipulate not to exceed three years.

Budget Impact

This project would use $105,306.66 of the funds available for public-private partnerships. However, since this is a short-term, repayable loan, the funds would be repaid within two to three years.

KCP:ldh
Attachments 2

G:\Economic Development\CARA\CARA Advisory Board\2016\Staff Reports\2016.01.20 Scott Cowan Loan Request.docx

central albany

Focus Area Loan Program

CARA Funding Application

333 Broadalbin Street SW, Albany, OR 97321

1. APPLICANT

Name: Scott Cowan

Mailing Address: 2491 NE Millersburg Drive

Albany OR Zip Code: 97321

Contact Name: Scott Cowan Phone Number: 541-974-6200

Fax Number: _____ E-mail Address: scott.cowan@cityofalbany.net

2. BUSINESS/BUILDING INFORMATION

Legal Business Name: Scott Cowan

Number of Years in Operation: _____

Legal Form: Sole Proprietorship ☒ Partnership ☐ Corporation ☐ S-Corp ☐ LLC ☐

Profit ☒ Nonprofit ☐

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

Have you ever filed for bankruptcy? ☐ Yes ☒ No

Project Address (if different that mailing address): 423 SE Jefferson Street, Albany OR. 97321

Property Tax Account Number: 87508

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: Tim Siddiqui

Contact Name: Tim Siddiqui

Mailing Address: 133 5th Ave. SE

Albany, OR. Zip Code: 97321

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.*

The purpose of this project is to preserve and save a 1939 house resembling Minimal Traditional style, currently located at 531 SE Lyon Street. The home is scheduled for demolition in April of 2016. My goal is to relocate (moved) this historic home into the Hackleman Historical District at 423 SE Jefferson Street so it won't be torn down and hauled to landfill. The demolition of the house is needed to provide room for the new downtown fire station to be built in June or July. The house was originally a single residence home converted over to an office building. The home is a 2,200 sqft., partial 2 story house with great historic characteristic which I would plan to return it back to an owner occupied single family residence. I'm excited to report that the Landmarks Commission ruled in favor of this house being moved into the historic district and thought that this house had the characteristic and craftsmanship that would represent the district and blend well in the neighborhood. The home would be moved by NW Movers a company out of Scappoose Oregon with more than 20 years of moving experience. The home would be moved onto an empty lot that has been vacant for over 15 years. Something unique about this city lot is that it has one of the largest N.W. Myrtle trees in Albany on it. My goal is to have that tree identified as a heritage tree and preserved. The home will be remodeled and brought back to as much of the original workmanship as possible and feasible. Throughout this project I will be using local contractors to complete the needed work to make this project a reality.

6. TIMELINE FOR COMPLETION OF PROJECT: Completion of Project June 2017.

7. PROJECT COSTS

ESTIMATED COST OF PROJECT: $ 148,848.66

ESTIMATED VALUE OF PROJECT UPON COMPLETION: $ 185,000.00

Basis for valuation and value upon completion: Broker Jason Cadwell Realty Group did a market analyses of this project.

SOURCES FOR PROJECT:

Owner/Company Contribution	$ 13,042.00		
Bank (estimated)	$ 30,500.00	Term: 3 years	Interest Rate: 4.2%
Other private funds (please specify)	$	Term:	Interest Rate:
Other governmental (please specify)	$	Term:	Interest Rate:
CARA (proposed)	$ 105,306.66	Specify: 3yr term; 1.50% interest-only payments balloon @ end.	
TOTAL SOURCES	$ 148,848.66		

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

USES FOR PROJECT:

Land and/or Building Acquisition	$ 43,542.00
Soft Costs (architectural, engineering, financing, and legal fees, and other pre- and post-construction expenses.) *	$ 2,500.00
Construction Costs *	$ 89,306.66
Tenant Improvements	$
Machinery/Equipment/Installation Costs	$
Working Capital	$
Other (please specify)	$ 13,500 (10% contingency)
TOTAL USES	$ 148,848.66

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

8. PREPARATION OF COST ESTIMATES

Who prepared your cost estimates? Scott Cowan

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

Mailing Address: 2491 NE Millersburg Drive, Albany OR. 97321

Phone Number: 541-974-6200 E-mail Address: sjcowanfamily@msn.com

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

I need CARA assistance to help me with this unusual project that normal lending agents don't loan on. I have been working closelly with my bank (US Bank) on different options to help bridge the financial gap in completing this project but have been unable to secure any further funding for this project other than a standard property loan for the lot at 423 Jefferson. With CARA assistance, this 1939 historic house can be saved and become a productive home for a family near the down town area. Saving this home and converting the empty lot on Jefferson into a meaningful single family home, would be a successful end to this project. CARA funding could be that bridge to making this a successful project. If CARA funding was provided, I would use those funds to help move the house, infill the a 15+ year vacant lot and repair the house so it would be a livable and sustainable home for a future family.

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.*)

With a project like this and the many dynamic components to this unusual project, it's an all or nothing type event. What I mean by that is that house moving is a specialty trait with only a few companies in Oregon that do this type of work. When you move a house it's not as inexpensive as one would think because it's a specialty trait. You must have property that can accommodate the move in close proximity of the house with limited overhead obstructions (utility lines, trees, and street lights). You also need to then construct new infrastructure for the house to properly function on the property and then repair all moving damages to the house so it can be properly occupied as a home. As you can imagine the logistics and cost of this project can add up quickly.

If I'm unable to receive funds, the house is slated for demolition and removal in April of 2016. Through the City of Albany public bid process. The house went through the city's request for proposal (RFP) procedure. I was the only one who officially expressed interest in the preservation (moving) of the house scheduled for demolition. The home is well built, maintained and in great shape. It would be very unfortunate and a shame to have this building demolished and hauled away in a dumpster, especially when there's means of keeping it intact and part of our community.

10. WHERE ELSE HAVE YOU LOOKED FOR FUNDING?

I have been working with US Bank and have secured some funding through my Home Equity Line Of Credit (HELOC) and a short term loan to purchase the property at 423 SE Jefferson Street. I have attempted to work through US Bank on additional loans but they along with many other banks, don't provide loans that involve the many logistical dynamics that this project involves. Once the house is placed onto the foundation at the Jefferson residence, the house could then be prepared for refinancing and eligible to get a loan to pay off outstanding debts such as a CARA loan.

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

The value this brings to CARA and community is that this project will preserve a historic home slated for demolition and keep it out of the landfill. The Hackleman District will gain a well built home that represents the historical nature of this neighborhood. The house has been approved by the Landmarks Committee and identified to being a good fit and addition into this neighborhood and the central Albany area. The city lot identified for this project has been empty for more than 15 years and will now provide the final resting spot for this older home, improving the neighborhood and adding an additional home/family into a needed housing market.

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

I believe this project has many additional benefits to CARA and the community. The property I'm considering to move the house to has been vacant for 15+ years. City staff reported that this property has been a difficult lot to find the right project to fit with the many restrictions and challenges it has. A benefit to this project is that I have already been pre-approved by the City and officially approved by the Land Marks Committee to move the house to this corner lot. Additional benefits are that by moving this house, I will be preserving an older historic type home in the historic district, providing a family to owner/occupy a nice home which will increase the residential density. The home is in close proximity to the central Albany/down town area which could provide and foster more foot traffic and activities/spending in that core area. This project is the best use of the property and meets the desired land use specified by the city zoning and ordinances. It will provide a single residential home and infilling of the long term empty lot. The entire project (excluding NW Movers) will be completed by local Albany owned businesses and contractors such as Cadwell Realty Group, Maier Roofing, Big Valley Electric, Deford Heating, Mid Pacific Enterprises, Gerig Construction, Millers Concrete and Ron Night Plumbing. Throughout this project I plan on using good quality like materials to make sure I stay consistent with the surrounding neighborhood. As part of this project and during construction, I will be adding additional insulation into the house, preserving the existing high efficiency heating system (ductless heaters with heat pump) and converting many of the light fixtures over to low energy, high efficiency fixtures. In addition to the added energy efficiency measures, all appliances installed into the house will meet the energy star criteria, providing as much energy savings as possible. One last benefit to this project will be the savings to the City of Albany. If the house is moved off the property at 531 Lyon Street it won't be torn down. If the house isn't removed by April 2016, it will be demolished and taken to landfill. By moving the house, it will save the City of Albany demolition and asbestos abatement cost which could be $25,000 or even higher. It will also keep the construction for the new fire station on track to break ground in July of 2016.

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

Yes ☐ No ☒ If so, amount $_____

FOR WHAT PROJECT(S):_____

14. ASSISTANCE REQUESTED

Total Estimated Project Costs:	$148,848.66
Your Total Contribution	$43,542.00
Total Amount Requested from CARA:	$105,306.66

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
House moving expenditures	$60,806.66	cost reflects all cost involving the move of the house and getting the house set on property
Land Preparation	$4,500.00	Cost reflects both Lyon and Jefferson Street land preparation and cleanup
House Repairs and Improvements	$24,000.00	Cost reflects house repairs post move and needed repairs to convert over to home
City Permits	$2,500.00	cost reflects required permits by the city (building,electrical, plumbing, Etc.)
10% contingency	$13,500.00	Cost reflects a contingency for miscellaneous unknowns
TOTAL	105,306.66	**Total should match total amount requested from CARA from line 14.**

Metrics and Other Benefits

If you receive funding, you will be asked to tally the final numbers on the project and certify their accuracy. Please use this space to estimate the impact of your project:

Number of Jobs Created: _____ Full-time _____ Part-Time

Collateral for Loans

CARA Loans are usually secured by the project property (CARA is the primary or subordinate lender) AND by personal guaranties from developer members with an ownership share exceeding 20%. Indicate below what collateral you are offering for the CARA loan.

Preferred Collateral

☐ First lien position or ☐ subordinate lien position in the project property

☐ Personal guaranty from developer members (list names):

Alternate collateral proposed

	Description	Estimated Value	(-)Liens	(=)Available Equity
Real Estate - Commercial		$	$	$
Real Estate - Residential		$	$	$
Machinery and Equipment		$	$	$
Accounts Receivable		$	$	$
Other		$	$	$

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.

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 s/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.

SCOTT COWAN
Applicant's Printed Name

Scott Cowan — 1/10/16
Applicant's Signature — Date

Jennifer Cowan — 1/4/16
Applicant's Signature — Date

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:_____ By:_____ Application Complete: ☐ Yes ☐ No

Comments:_____

Date application returned to applicant for completion:_____

Date application returned to City:_____ By:_____

Details of the project	Cost
Land & Building Acqusition	
City fees and property purchase	$ 1,042.00
purchase of Property at 423 Jefferson Street	$ 42,500.00
Subtotal	$ 43,542.00
Soft Cost	
Property cleanup at 531 Lyon St.	$ 2,500.00
Subtotal	$ 2,500.00
Construction Cost	
City Permits - building, electiral, plumbing, etc.	$ 2,500.00
Prep for house move (utility and seperating the house in two)	$ 4,000.00
Property prep at 423 Jefferson	$ 2,000.00
Moving the house from Lyons to Jefferson (NW Movers, PP&L, Comcast and CentLink)	$ 45,806.66
Foundation and Driveway construction	$ 7,500.00
Utilities hook up at 423 Jefferson (PP&L, NWNG, City)	$ 3,500.00
Post move repairs (siding,roof, electical, plumbing, heating, gas)	$ 9,000.00
Converting struction back to residential home (kitchen,master bedroom,downstairs bath)	$ 15,000.00
Subtotal	$ 89,306.66
Total	$ 135,348.66
10% Contingency	$ 13,500.00
Grand Total	**$ 148,848.66**

Project Evaluation Grid: PROJECT NAME

Request: $105,306.66 Type Ad-Hoc Loan

	Item	Description	Staff Analysis/Comments
Overall Goals			
A)	**CARA Goal & Objectives:** The purpose of this CARA Plan is to eliminate blighting influences found in the CARA, to implement goals and objectives of the City of Albany Comprehensive Plan, and to implement development strategies and objectives for the CARA. The goal and objectives for the CARA have been defined as follows: ***CARA Goal:*** To revitalize the Central Albany Revitalization Area by implementing the Town Center Plan developed through the Central Albany Land Use & Transportation Study (CALUTS) using a citizen-driven process.	Does the project further the Town Center Plan? Which of CARA's objectives does the project meet? ***CARA Key Objectives:*** ◆ Attract new private investment to the area. ◆ Retain and enhance the value of existing private investment and public investment in the area. ***CARA Additional Objectives:*** ◆ Provide a safe and convenient transportation network that encourages pedestrian & bicycle access to and within the town center. ◆ Preserve the Historic Districts, historic resources and existing housing in the area. ◆ Create a readily identifiable core that is unique and vibrant with a mixture of entertainment, housing, specialty shops, offices, and other commercial uses. ◆ Increase residential density in the area. ◆ Encourage the development of new forms of housing and home ownership. ◆ Enhance and protect the community and environmental values of waterway corridors in the area. ◆ Provide an enriching environment and livable neighborhoods.	◆ Retain and enhance the value of existing private investment and public investment in the area. ◆ Preserve the Historic Districts, historic resources and existing housing in the area. ◆ Increase residential density in the area.
B)	CARA Planned Projects	Which project category and activity in the UR Plan does this project fulfill? (See CARA Project Activities document, or Table 2 of the UR Plan and Report)	Financing of renovation & rehabilitation of owner & renter occupied housing, including upper floor housing, consistent with Historic Preservation standards.
C)	Development Pattern (Highest and Best Use)	Does it achieve desired land use (e.g., mixed-use, higher density) and/or transportation objectives (e.g., Esplanade, pedestrian-friendly areas)? Is the proposed project desired in this location and the highest and best use of the property?	Increases the density of the land by placing a historic home on a vacant lot. It is the best use of the property, which is zoned for this use. Also means an existing, historic home is not destroyed.
D)	Blight	Would it remedy a severely blighted building? How? Does the project utilize a vacant space?	It is removing a blight situation by utilizing the vacant lot in a positive fashion and creating infill development.
E)	Preservation	Would it rehabilitate or sensitively redevelop a historic property?	Yes it would.
F)	Vitality/People Attractor	Does the general public benefit (i.e. restaurant, carousel, something they can go to; does the project enhance the public's experience of the space? Is it a business we are seeking)?	Residential project, N/A.

G)	Retail Hotspot (1st Avenue between Lyon and Calapooia)	Is the project located in the Retail Hotspot? If so, will the first floor use be active retail, as recommended in the Retail Refinement Plan?	No applicable.
H)	Sustainable Building	Will the building be built using sustainable practices including LEED or others?	Applicant referred to high-efficiency fixtures and heating system.
I)	Residential	Is there a residential component? How many units?	Single family home
Economic Development			
J)	Bring new business to Albany	Will a new business open or come to Albany as a part of this project?	N/A
K)	Job Creation	Will the project create additional jobs? How many, what types and what salary level?	Temporary construction and repair due to the situation surrounding moving the house/general updating of property.
L)	Local Labor and Materials	Has applicant specifically called out a commitment to use a certain percent or amount of local labor and/or materials?	Yes- Applicant states Albany owned businesses and contractors will be used.
Financial			
M)	Ratio	Proposed public funds Private funds % of CARA Investment Ratio-Public $:Private $	$105,306.66 $ 43,542 71% CARA $1 : $0.41
N)	Financial Impacts	What are the financial risks and/or financial benefits to CARA?	Risk is the home could be damaged during moving of property increasing the money needed to rehabilitate the house. CARA's loan would be in second position behind the $30,500 bank loan for the land. However, the request would see the loan paid off in 3 years when the property is refinanced.
O)	Gap	What is the "Gap" or need of the developer?	Applicant has not been able to procure funding for the moving of the structure, as banks are not lending on this type of project.
P)	Private Risk	What is the risk for the developer? What is their skin in the game?	Putting up $13,042 of private funds to save a historic home from destruction, and his bank loan.
Q)	CARA/City funds	Has the project received other CARA/City funding in the past?	No.
R)	Tax Increment ROI	Is the ROI on this project less than 5 years, less than 7 years?	n/a – this is a repayable loan—CARA will receive all funds back plus some interest. However, we anticipate a slight increase in assessed value—the old location is coming off the tax rolls, but with the house at the new location as it will go from vacant land to a renovated single-family home on the site.

TO: CARA Advisory Board

FROM: Kate Porsche, Economic Development and Urban Renewal Director Kate Porsche

DATE: January 15, 2016, for January 20, 2016, CARA Advisory Board Meeting

SUBJECT: Final Streets Project Design Details

Summary

Over the last two months, you heard from George Crandall and staff on the breakdown of costs and design alternatives related to the streets projects. This month, we are bringing back to you the final overview of costs and features and the information related to the decision point on Crandall's assistance with the design work.

Please find attached the summary of costs, as outlined by Lori Schumacher in Public Works. She and the Public Works Team, including Staci Belcastro and Chris Cerklewski, will be on hand for the discussion. The attached outline is broken down into the different project component areas. At the bottom of each page, there are totals and average per block costs. The costs for the Fire Station 11 frontage are summarized separately from the north and south parts of Lyon and Ellsworth for your review.

There will be a couple quick items to discuss and review with you at the meeting.

We also are seeking your consideration of Crandall's proposal to partner with our Public Works Engineering Department to complete the design work. This discussion began last month, but we wanted to clarify some points before bringing it back to you. Crandall's proposal is also attached to this report. Staci Belcastro, City Engineer, has reviewed the proposal. She is comfortable with the proposed work and thinks it would dovetail nicely with her group's work. The goal is that with the technical expertise of in-house staff, paired with the design expertise of Crandall's firm, we will end up with a superior infrastructure project.

Budget Impact

Second and Third Avenues – seven blocks	$2,660,000
North Lyon and Ellsworth Street (First Avenue to Fifth Avenue) – eight blocks	2,360,000
South Lyon and Ellsworth Street (Fifth Avenue to Ninth Avenue) – six blocks	1,640,000
Fire Station 11 Frontage – two blocks	540,000
Broadalbin – one block	580,000
Design work, Crandall Arambula	99,000
TOTAL PROPOSED STREETSCAPE ESTIMATE	$7,879,000

KCP:ldh
Attachments 2

G:\Economic Development\CARA\CARA Advisory Board\2016\Staff Reports\2016.01.20 Streets Projects.doc

Albany Downtown Streetscape Project
Cost Estimate Summary

Estimates include design, construction, inspection and 20% contingency costs for the entire project areas.

2nd and 3rd Avenues – 7 Blocks

- **Sidewalk Replacement - $840,000**
  - The estimate includes full sidewalk replacement and full curb and gutter replacement.
  - The estimate also includes the stormwater quality fee that is triggered by the removal and replacement of the sidewalks per the municipal code.
- **Paver Tree Wells - $105,000**
  - The estimate includes price for 12 paver tree wells on average per block.
- **Constructing Curb Extensions – $330,000**
  - Estimate includes the price for 4 curb extensions per block.
  - The curb extensions will reduce the number of parking spaces on 2nd and 3rd by 17 spaces as described in the November power point presentation. However, it's possible an alternative design could reduce the number of parking spaces lost.
  - Curb extension design will need to be of the appropriate size/radii to accommodate sweeper truck movements.
- **Pavement Grind Inlay - $580,000**
  - The estimate is for a 3-inch grind inlay.
- **Double Acorn Lighting with Baskets - $315,000**
  - The estimate includes the cost for the extension poles required to suspend the cables for the catenary lights.
- **Catenary lights – $95,000**
  - The estimate accounts for 3 single catenary lights suspended in the middle and at each end of each block.
- **Banner poles – $170,000**
  - The estimate includes the cost of 4 tall poles and 2 cable systems to suspend banners in between the catenary lighting.
- **Street Furniture and Street Trees - $220,000**
  - The estimate includes a price for 6 benches, 4 waste receptacles, 8 bicycle racks and 12 street trees on average per block.
- **Raised Intersections - $0 Extra**
  - There will be little to no cost difference between raised intersections and non raised intersections.

- **TOTAL for 2nd and 3rd Avenues - $2,660,000**

- **Average Cost Per Block - $380,000**

North Lyon and Ellsworth Street (1st Avenue to 5th Avenue) – 8 Blocks

- **Flag Pole Holes - $65,000**
  - The estimate assumes 50 holes per block, or 25 per side of each block.
- **Partial Sidewalk Replacement - $310,000**
  - Cost of doing full sidewalk replacement for all 8 blocks is $800,000 ($490,000 more).
- **Ornamental Highway Lighting with Banner Arms – $125,000**
  - The estimate includes price for 2 ornamental highway lights per block as per Crandall's design concepts.
- **Constructing Curb Extensions - $620,000**
  - This is the price for constructing 4 curb extensions per block that are of the appropriate size/radii to accommodate sweeper truck movements.
  - These will reduce the number of parking spaces on North Lyon and Ellsworth by approximately 16. It is unlikely ODOT would approve an alternative design that could reduce the number of spaces lost.
- **Planting/Greening of Curb Extensions - $80,000**
  - Estimate includes landscaping approximately 32 curb extensions.
- **Install Landscape Strips - $800,000**
  - The estimate includes construction of landscape strips and installing vegetation within them. There are currently no landscape strips in from 1st to 5th Avenues.
- **Street Trees and Paver Tree Wells - $170,000**
  - The estimate includes price for 8 street trees and paver tree wells on average per block.
- **Acorn Lighting from 1st to 3rd Avenue- $190,000**
  - The estimate includes price for 6 acorn lights per block from 1st Ave to 3rd

- **TOTAL for North Lyon and Ellsworth Streets - $2,360,000**

- **Average Cost Per Block - $295,000**

South Lyon and Ellsworth Street (5th Avenue to 9th Avenue) – 6 Blocks

- **Flag pole holes - $45,000**
  - The estimate assumes 50 holes per block, or 25 per side of each block.
- **Partial Sidewalk Replacement - $235,000**
  - Cost of doing full sidewalk replacement for all 6 blocks is $600,000 ($141,000 more).
- **Ornamental Highway Lighting with Banner Arms – $100,000**
  - The estimate includes price for 2 ornamental highway lights per block per Crandall's design concepts.
- **Constructing Curb Extensions - $465,000**
  - This is the price for constructing 4 curb extensions per block that are of the appropriate size/radii to accommodate sweeper truck movements.
  - These will reduce the number of parking spaces on South Lyon and Ellsworth by 15. It is unlikely ODOT would approve an alternative design that could reduce the number of spaces lost.
- **Planting/Greening of Curb Extensions - $60,000**
  - Estimate includes landscaping approximately 24 curb extensions.
- **Improve Landscape Strips - $600,000**
  - The estimate includes construction of landscape strips and installing vegetation within them.
- **Street Trees and Paver Tree Wells - $130,000**
  - The estimate includes price for 8 street trees and paver tree wells on average per block.

- **TOTAL for South Lyon and Ellsworth Streets - $1,640,000**

- **Average Cost Per Block - $275,000**

Fire Station 11 Frontage – 2 Blocks

- **Minimal Fire Station Frontage Improvements - $260,000**
  - The estimate includes improvements that are necessary for the fire station project to move forward. Improvements include new curb, gutter, driveways, sidewalk restoration, concrete parking area, valley gutter, west curb extension and advanced warning blinker signs.
- **Crandall Frontage Improvements - $120,000**
  - Crandall improvements associated with the fire station blocks include partial sidewalk replacement on west side, 4 ornamental highway lights, flag pole holes, street trees and cobble tree wells on west side and two extra curb extensions on the west side.
- **Possible Grind Inlay Contingency - $160,000**
  - ODOT may require a grind inlay of the entire width of Lyon Street along the frontage of the new fire station as a condition of the permit.
- **TOTAL for Fire Station 11 Frontage Improvements - $540,000***

***The board made a motion at the November meeting to grant $540,000 to the fire station for frontage improvements.**

Broadalbin – 1 Block

- **Broadalbin Between 2nd and 3rd Avenues - $540,000**
  - Staff assumed the CARA Board would want the block of Broadalbin to look like the existing block as much as possible. Therefore, no decision points were developed.
- **Relocation of Bus Stop - $40,000**
  - Location of new bus stop is to be determined.
- **TOTAL for Broadalbin - $580,000**

Porsche, Kate

Subject: FW: Albany Streets

From: George Crandall [mailto:gcrandall@ca-city.com]
Sent: Wednesday, January 13, 2016 3:33 PM
To: Porsche, Kate
Cc: Don Arambula; Jason Graf
Subject: Albany Streets

Kate,

In reference to your questions and Staci's December 23, email about services we much prefer the 2009 Broadalbin model. It ensures that the street designs are carefully worked out and that a high quality product is produced.

In 2009 we produced design drawings and Albany staff produced the contract documents and provided construction services. Our 2009 Broadalbin services are listed below. The cost of the final product was $12,688.

2009 Crandall Arambula Broadalbin Design Services Work Program

Task 1 - Develop alternatives: paving patterns, planters, landscaping and street furniture
Task 2 - Review alternatives with client (Conference Call)
Task 3 - Refine preferred alternative
Task 4 - Review preferred alternative with client (Conference Call) George Crandall Present to CARA
Task 5 - Provide final product (detailed plan with typical construction profile and outline specifications)

We proposed similar design services and products for the current Albany Streets project. The difference is that this time is that we are not dealing with a design for 1 block, we are dealing with 24 blocks and 4 different street types. Each block has special conditions that will need to be addressed and design plans will need to be produced for each block.

For this project, the only things we would add to the 2009 Broadalbin Design Work Program would be:

- An Albany kickoff workshop and site tour with staff to initiate the project
- Review of alternatives in Albany (not conference calls) with staff (2)
- Review of the engineer's contract documents for compliance with the design plans

Our design plans would be CAD drawings similar to what we produced for Broadalbin. Our preliminary budget is summarized as follows:

- Three meetings and workshops in Albany $14,000
- Design plans for 24 blocks ($2,708 /block) $65,000
- Final product $15,000
- Review of contract documents (30/60/90) $ 5,000

Total $99,000

If you have any questions, please give me a call.

We are ready to go to work.

Thanks,
George

George Crandall, FAIA, Principal

CRANDALL ARAMBULA
520 SW Yamhill, Roof Suite 4
Portland, OR 97204
503.417.7879 - phone
503.417.7904 - fax
gcrandall@ca-city.com
www.ca-city.com