



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

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CITY OF THE DALLES

**AGENDA Special Meeting**  
**COLUMBIA GATEWAY**  
**URBAN RENEWAL ADVISORY COMMITTEE**

Conducted in a Handicap Accessible Meeting Room

**Wednesday, September 7, 2016**

5:30 pm

City Hall Council Chambers

313 Court Street

The Dalles, Oregon

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF AGENDA
- V. ACTION ITEM – Recommendation Concerning Urban Renewal Property Rehabilitation Façade Improvement Grant Request – Craig Development (revised).
- VI. FUTURE MEETING – September 20, 2016
- VII. ADJOURNMENT



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY  
CITY OF THE DALLES

**AGENDA STAFF REPORT**

**URBAN RENEWAL ADVISORY COMMITTEE**

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
September 7, 2016	ACTION ITEM	

**TO:** Urban Renewal Advisory Committee

**FROM:** Eric Nerdin, Urban Renewal Consultant

**DATE:** August 30, 2016

**ISSUE:** Façade Improvement Grant – Craig’s Office Supply

**BACKGROUND:** On February 1, 2016 staff received an application from Main Street on behalf of Craig Development, LLC for a façade improvement grant under the Urban Renewal Property Rehabilitation Program for the building commonly known as the Craig Building located at 323 E. 2<sup>nd</sup> Street, The Dalles, Oregon. The Urban Renewal Advisory Committee has previously approved this grant with a broader scope and higher cost.

At the Agency Board meeting February 22, 2016 the Board rejected the previous request. They requested the applicant revise the scope to include only the facade. Some previous items appeared to include work on the roof, which is not covered by the Façade Program.

A revised grant request of \$23,755 was presented to, and recommended for, approval by the Urban Renewal Advisory Committee at its March 15, 2016 meeting. This revised grant request was approved by the Agency Board at its March 28, 2016 meeting. All work contained in this revised request was considered eligible under the Façade Program.

On August 4, 2016, Craig Development, LLC submitted another revised UR façade improvement program grant application due to the scope of work changing after the Agency Board approval of Craig Development LLC’s previously revised application. The 8-4-2016 revised application is for a \$21,168.63 grant request. The most significant change to the scope of work is replacing the awning instead of removing the awning and

replacing the glass tiles. This change is due to the glass tiles no longer being available and the work involved to replace them is too expensive to complete at this time, as it would require rebuilding much of the lower façade of the building. The total project amount is revised from \$48,755 to \$44,168.63 and the applicant match is revised from \$25,000 to \$23,000.

This revised application and matching funds meet the program guidelines. On January 27, 2016 the applicant's request was reviewed by the Historic Landmarks Commission and received unanimous approval.

### **BUDGET IMPLICATIONS**

Detailed information was provided with the original grant request showing the Agency had sufficient funds to grant the request. As this request is less than the originally approved amount and less than the previously approved revised amount, there are more than sufficient funds to meet this request.

This fiscal year there was \$200,000 budgeted for new Property Rehabilitation Projects, including façade improvement grants. Thus far, the Agency has approved \$46,157 in grants for façade improvement and \$16,250 for Civic Improvement Grants. If this revised Craig Development, LLC façade grant application of \$21,168.63 is approved; the total amount granted this budget cycle (fiscal year 2017) will be \$83,575.63, with \$116,424.37 remaining for future applications.

### **ALTERNATIVES**

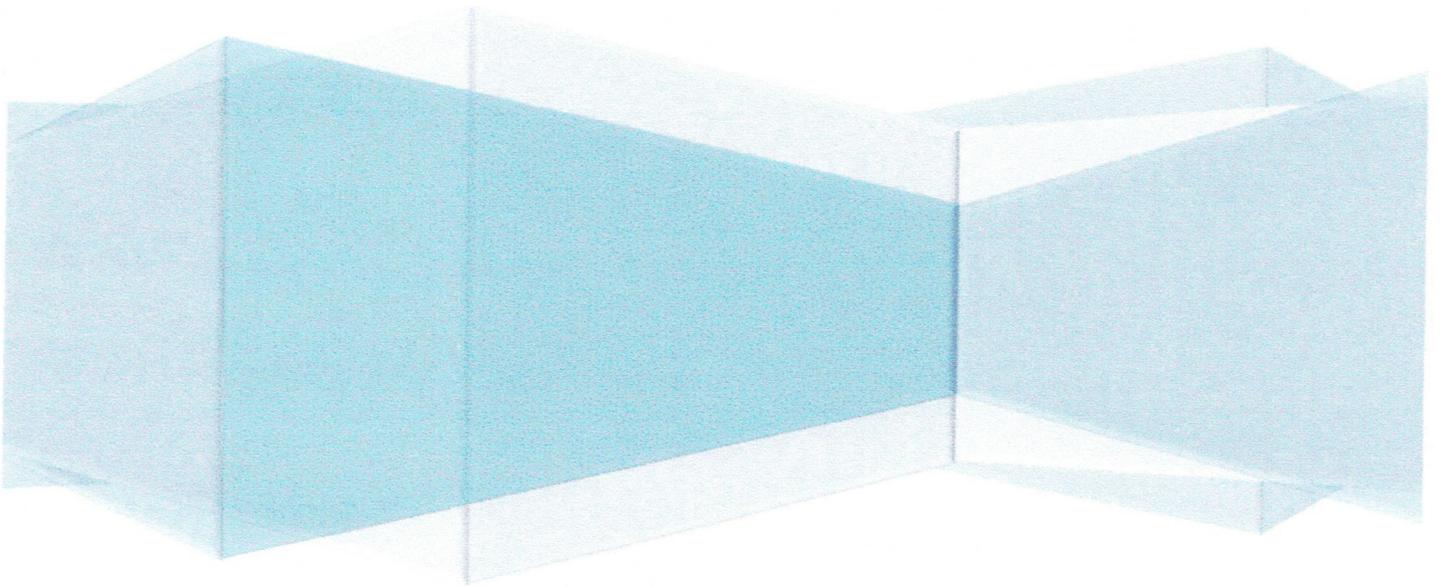
1. Move to recommend to the Agency Board, approval of grant funds to Craig Development, LLC in an amount not to exceed \$21,168.63.
2. Deny the request for a recommendation

APPLICATION

# THE DALLES

## URBAN RENEWAL AGENCY

PROPERTY REHABILITATION  
GRANT AND LOAN PROGRAMS



MAY CONTAIN CONFIDENTIAL INFORMATION

The Dalles Urban Renewal Agency  
Property Rehabilitation Grant and Loan Programs  
-APPLICATION-

Application Date: REVISED 8-4-2016

Application Number: \_\_\_\_\_

**PROGRAM APPLYING TO (Check One)**

- Historic Design and Restoration Program
- Redevelopment of Unused & Underused Property Program
  - Loan Interest Subsidy Program
  - Demolition Loan Program
- Civic Improvements Grant Program
- Façade Improvement Grant Program
  - Residential Structure

**APPLICANT INFORMATION**

Applicant Name: Craig Development

Contact Person: Jim Craig

Mailing Address: 

4337 S Via DeFebrero  
Green Valley, Arizona 85622

Applicant is: Owner  Leaser

Phone Number: 541-993-7667 Email: jwc819@gmail.com

Federal Tax ID or Social Security Number: NA 47-4572140  
(Loan & Interest Subsidy Only)

Bank of account and contact: NA  
(Loan & Subsidy Only)

Name of Business: Craig Development LLC

Business Mailing Address: 

323 E. 2nd St.  
The Dalles, OR 97058

The Dalles Urban Renewal Agency  
Property Rehabilitation Grant and Loan Programs  
-APPLICATION-

Name of Principle: Jim Craig

Site Address

323 E 2nd St.  
The Dalles, OR 97058

Legal Description

1N 13E 3 BD 2400

**HISTORIC PROPERTY (STAFF USE)** YES  NO  (If yes, requires HLC approval)

**PROJECT INFORMATION**

Building Age: 1910 Building Square Footage: 18,000

Building Current Use: Retail/Office

Building Planned Use: Retail/Office

Project Description Outline:

The Craig Building is one of the best historic buildings in Downtown The Dalles. Its Chicago style windows and white brick are an iconic symbol of the past, and when renovated will be the finest example of what is possible for other buildings throughout Downtown.

This facade grant will make possible removal of the dated, torn awning which has covered up much of the front of the building for decades. Behind this awning are large decorative tiles which are broken and missing. You can see them on the corner posted. They are cracked and in need of restoration. They will be replaced with new porcelain tiles to restore the original look. The window sills have pulled away from the building. New metal sill caps will be fabricated and installed. The top four rows of bricks will be prepped, sealed and painted. And finally, the Chicago style windows have original wood sashes and trim. All of the window trim will be renovated, including being scraped, cracks and defects filled, chemically treated, primed and repainted to look original.

The end result of this project will be the restoration of the Craig building to what it looked like as a new building in 1912 when it was the Pease and Mays Mercantile.

This is in addition to the renovation of the entire inside of the building by Craig Development to accommodate two new tenants and a total of 75 employees in Downtown.



The Dalles Urban Renewal Agency  
 Property Rehabilitation Grant and Loan Programs  
 -APPLICATION-

**PROPOSED SOURCES OF FUNDING (loans)**

<u>Source</u>	<u>Amount</u>	<u>Rate</u>	<u>Term</u>	<u>Match</u>
Urban Renewal Loan	\$ _____			
Equity (applicant)	\$ _____			
_____ Bank	\$ _____	_____ %	_____	

**PROPOSED SOURCES OF FUNDING (grants)**

Urban Renewal Grant	\$ <u>21,168.63</u>			
Applicant Match	\$ <u>23,000.00</u>			
Other Source _____	\$ _____	_____ %	_____	<input type="checkbox"/>
Other Source _____	\$ _____	_____ %	_____	<input type="checkbox"/>
Other Source _____	\$ _____	_____ %	_____	<input type="checkbox"/>
<b>Total</b>	<b>\$ 44168.63</b>			

(Must equal total expected costs)

The Dalles Urban Renewal Agency  
Property Rehabilitation Grant and Loan Programs  
-APPLICATION-

Applicant hereby certifies that all information contained above and in exhibits attached hereto are true and complete to the best knowledge and belief of the applicant and are submitted for the purpose of allowing the full review by The Dalles Urban Renewal Agency and its agents for the purpose of obtaining the financial assistance requested in this application.

Applicant hereby consents to disclosure of information herein and the attachments as may be deemed necessary by MCEDD and its agents for such review and investigation.

I Craig Development have read and understood the guidelines of The Dalles Urban Renewal Agency Property Rehabilitation Grant and Loan Programs and agree to abide by its conditions.

 Owner  
Signature and Title if appropriate

8/5/16  
Date

\_\_\_\_\_  
Signature and Title if appropriate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Title if appropriate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Title if appropriate

\_\_\_\_\_  
Date

The Following Items Are Required Before A Loan Is Approved Or Grant Project Can Begin:

A. Loans and Grants

1. Certificate of approval from agency (if required).
2. Letter of approval from Historic Landmarks Commission (if required).
3. A summary of the project outlining the work to be done.
4. Complete plans and specifications.
5. Costs estimates or bids from a licensed contractor.
6. Evidence that building permits or any other required permits are in place.
7. Preliminary commitment of any other funds to be used in the project.

B. Loans Only

1. Amount of loan requested and proposed terms being requested.
2. Bank's loan application and any other information the bank requires, such as current financial statements, including balance sheets and income statements.

For Applicants Under The Civil Improvements Grant Program:

The grants will be awarded semi-annually on a competitive basis and based on the selection criteria in your narrative and attach it to this application form. The deadlines for applications are July 31 and January 31 of each year.



# Bob's Glass, Inc.

2424 W. 7<sup>th</sup> St.  
The Dalles, Oregon 97058  
Oregon CCB# 36618

541-296-2468 / 296-3549  
fax 541-296-2189  
Washington CCB# BOBSGI\*01006

Revised IV PROPOSAL

3/1/16

## ADAMS DESIGN CENTER

307 E. 2<sup>nd</sup> St.  
The Dalles, Oregon 97058  
541-296-0074  
Attn: Dave

Jobsite: Craigs Bldg. (Upstairs Remodel)  
The Dalles, Oregon

Regarding Upstairs existing windows:

Wood panels will be removed by others so we can install the following new glass in those panels... Then the panels will be re-installed back in window openings by others...

Supply & Install:

1 - 44 x 40 - 3/16 clear glass  
1 - 52 x 40 - 3/16 clear glass  
Putty

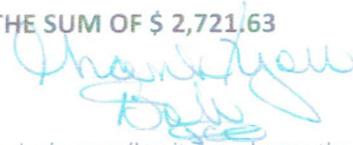
Supply & Install in existing windows:

3 - 16 x 20 - 1/8 clear glass  
Putty

Supply & Install in East window:

2 - 52" x 102" - 1/4" clear tempered mono glass  
1 - 102" clear anodized division bar

**FOR THE SUM OF \$ 2,721.63**



NO OTHER ITEMS INCLUDED IN THIS PROPOSAL EXCEPT WHAT IS LISTED

(If any additional insurance is required, beyond the Oregon Contractors Board, please call as it may change the the cost above)

Please sign, date, fax or email a copy to us... Thank You...

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Bob's Glass, Inc.

2424 West 7th Street  
 The Dalles, Oregon 97058-4163  
 541-296-2468 fax 296-2189

## Invoice

Date	Invoice #
2/29/2016	4355

<b>Bill To</b>
Adams Design Center 307 E. 2nd St. The Dalles, Oregon 97058 541-296-0074

<b>Ship To</b>
Craigs Bldg. The Dalles, Oregon 97058

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Dave			2/29/2016			
Quantity	Item Code	Description			Price Each	Amount
	Commercial	Supply & Install in east window: 2 - 52" x 102" 1/4" clear tempered glass 1 - 102" clear anodized division bar \$ 1,179.00			1,179.00	1,179.00
We Do Not Send Statements ... Please Pay on Receipt of Invoice.. Thank You						
					<b>Total</b>	\$1,179.00

# Bob's Glass, Inc.

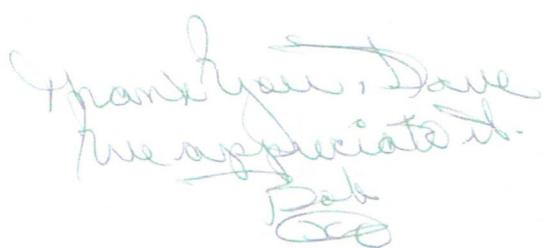
2424 West 7th Street  
 The Dalles, Oregon 97058-4163  
 541-296-2468 fax 296-2189

## Invoice

Date	Invoice #
4/27/2016	4394

<b>Bill To</b> Adams Design Center 307 E. 2nd St. The Dalles, Oregon 97058 O 541-296-0074 Dave 541-288-6336
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<b>Ship To</b> Will Call our shop
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P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Brandon			4/28/2016			
Quantity	Item Code	Description			Price Each	Amount
	Commercial	Supply: 1 - 31 3/4 x 34 - 1/4" clear annealed glass lite seam  little inv # 597041 for Will Call signature  <div style="text-align: center;">  </div>			64.00	64.00
<b>We Do Not Send Statements ...                      Please Pay on Receipt of Invoice.. Thank You</b>						
					<b>Total</b>	\$64.00

# Bob's Glass, Inc.

2424 West 7th Street  
The Dalles, Oregon 97058-4163  
541-296-2468 fax 296-2189

## Invoice

Date	Invoice #
4/12/2016	4396

<b>Bill To</b>
Adams Design Center 307 E. 2nd St. The Dalles, Oregon 97058 O 541-296-0074 Dave 541-288-6336

<b>Ship To</b>
Craig's Bldg. The Dalles

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Dave			4/12/2016			
Quantity	Item Code	Description	Price Each	Amount		
	Commercial	Supply & Install: 1 - 26 x 38 clear tempered insulated glass, Low-E, argon, sealer and labor in existing exterior door	258.00	258.00		
<i>Thanks very much, Dave We appreciate it. Bob BSE</i>						
We Do Not Send Statements ... Please Pay on Receipt of Invoice.. Thank You						
				<b>Total</b>	\$258.00	



# QUOTATION

Date: June 10, 2016

FROM THE DESK OF: KEN SPEARING | ken@pikeawning.com

7300 SW LANDMARK LANE PORTLAND, OREGON 97224  
(503) 624-5600 | (800) 866-9172 | Fax: (503) 968-5440 | www.pikeawning.com

**SUBMITTED TO:**

Craig Development

**SITE:**

323 E 2<sup>nd</sup>  
The Dalles, OR

**Attn:** Gary Rains

**Phone:** 541.386.5351

**Email:** gary@garyrains.com

**INCLUDES:**

**1 - Fabric awning recover complete and installed**

Height: 7' 8"  
Projection: 4' 0"  
Width: Corner with legs of 78' and 12'

Fabric: Sunbrella, ten-year warranty  
Color: #4894 Motive Dusk on top and #4684 Slate on valance  
Seams: Welded  
Thread: Tenera by Gortex, lifetime warranty

**Cost: \$7,850**

Graphics: Copy on valance "Adams Design Center" & "MCMC Financial Services"  
Color: Off white

**Cost: \$570**

**EXCLUDES:**

Existing fabric ceiling to be removed and given to building owner

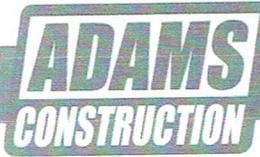
**Total: \$8,420** \_\_\_\_\_

**Sales Terms:** 1/3 down and balance due upon completion

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Price good 90 days



Craigs  
323 East 2nd St  
The Dalles OR 97058

Date: 6/10/2016

Proposal #1825

**We Hereby submit specifications and estimate for: Exterior Windows Paint.**

**Prep-Work:**

- > Pressure wash building exterior windows and trim.
- > Scrape, putty lite sand and caulk windows and sashes where needed.
- > Mask all (26) windows to be painted.

**Paint:**

- > Sherwin-Williams Primer RX Peel Bond Primer, helps even out less than perfect surfaces for smoother finish.
- > Sherwin-Williams SuperPaint, withstands the elements and resists peeling and blistering, apply (2) coats (color TBD).

**Equipment:**

- > Rental of man-lift.

**Total Project Cost: \$23,035.00**

Any alterations or deviations from work to be performed will involve extra cost of materials and labor above the sum mentioned in this contract which does not include the cost of any permits that may be involved, plumbing, or electrical unless specifically stated in the above proposal. All agreements must be in writing. Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Authorized by**

\_\_\_\_\_

**TERMS**

50% deposit via cash / check / credit card required at time of acceptance, 50% due at time of substantial completion.

*Credit card payments will incur a processing fee of 2.5% of total project cost.*

**Total Down \$** \_\_\_\_\_

**Check #** \_\_\_\_\_

**Verification** \_\_\_\_\_ / \_\_\_\_\_

**ACCEPTANCE**

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which

\_\_\_\_\_ agrees to pay the proposed amount, according to the terms above.

**Accepted**

\_\_\_\_\_

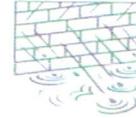
Date \_\_\_\_\_

**(541) 296-4242**

1215 E. 18<sup>th</sup> Street • The Dalles, OR 97058

CCB# 160249 • WA# ADAMSCL956JL

D&R MASONRY RESTORATION, INC.



8890 SE McLoughlin Blvd.  
Milwaukie, OR 97222

**CCB#99196 (WA) DRMASRI006BS**

Phone (503) 353-1650  
Fax (503) 654-1291

[www.drmasonry.com](http://www.drmasonry.com)

June 14, 2016

Dear Gary,

D&R MASONRY RESTORATION, INC. proposes to furnish all materials and perform all labor necessary to complete the Masonry Cleaning and Painting of the windows located at 327 East 2<sup>nd</sup> Street in The Dalles, OR..

**SCOPE OF WORK SOUTH AND EAST ELEVATIONS FOR THE CLEANING AND SEALING:**

- \* Set up to perform work below
- \* Provide a lift to perform the work below
- \* Pressure clean the exterior to remove the dust and biological growth from the masonry
- \* Apply an clear breathable water repellent as per manufacturer's spec.
- \* Clean mess up and haul away

**\$9,719.00**

If any masonry repairs need to be done, D&R will provide a proposal for the additional work.

**SCOPE OF WORK SOUTH AND EAST ELEVATIONS PAINTING OF THE WINDOWS:**

- \* Set up to perform work below
- \* Provide a lift to perform the work below
- \* Hand scrape with a tool the wood window frames to remove loose paint
- \* Prime all bare wood window frames
- \* Apply two coats of paint to the window frames
- \* Remove the deteriorated caulking around the perimeter of the windows
- \* Install the correct backing rod/bond breaker tape as per manufacturer's spec.
- \* Install a Urethane paintable caulking as per manufacturer's spec.
- \* Clean mess up and haul away

**\$16,104.00**

I can be contacted at 503-353-1650 with any questions.

Sincerely,  
*Ray Elkins*  
Ray Elkins  
Estimator  
[ray@drmasonry.com](mailto:ray@drmasonry.com)

Proposal accepted: \_\_\_\_\_  
Date: \_\_\_\_\_

