



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

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CITY OF THE DALLES

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

Conducted in a Handicap Accessible Meeting Room

**Special Meeting**

**Tuesday, July 14, 2015**

6:00 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. APPROVAL OF MINUTES – June 16, 2015
- VI. PUBLIC COMMENTS (For items not on the agenda)
- VII. ACTION ITEM – Recommendation Concerning Urban Renewal Property Rehabilitation Façade Improvement Grant Request – Petite Provence
- VIII. ONGOING URBAN RENEWAL PROJECTS UPDATE
- IX. EXECUTIVE SESSION
  - A. Recess to Executive Session in Accordance With ORS 192.660 (2) to Conduct Deliberations With Persons Designated by the Governing Body to Negotiate Real Property Transactions.
  - B. Reconvene to Open Session
- X. FUTURE MEETING – August 18, 2015
- XI. ADJOURNMENT

**Columbia Gateway Urban Renewal Agency Advisory Committee  
Tuesday, June 16, 2015**

**5:30 PM**

City Hall Council Chambers

313 Court Street

The Dalles, OR 97058

*Conducted in a handicap accessible room.*

CALL TO ORDER

Chair Grossman called the meeting to order at 5:30 PM.

ROLL CALL

Members Present: Gary Grossman, Greg Weast, John Nelson, Linda Miller, Atha Lincoln, John Willer

Members Absent: Steve Kramer, Jennifer Dewey

Staff Present: Urban Renewal Manager Nolan Young, Administrative Fellow Daniel Hunter, Administrative Secretary Carole Trautman

Others Present: Main Street Director Matthew Klebes

PLEDGE OF ALLEGIANCE

Chair Grossman led the group in the Pledge of Allegiance.

APPROVAL OF AGENDA

Chair Grossman noted that Item IX, "Executive Session," should be stricken from the agenda.

It was moved by Weast and seconded by Nelson to approve the agenda as amended. The motion carried unanimously; Kramer and Dewey absent.

APPROVAL OF MINUTES

It was moved by Weast and seconded by Miller to approve the May 19, 2015 minutes as submitted. The motion carried unanimously; Kramer and Dewey absent.

PUBLIC COMMENT

None.

ACTION ITEM – Urban Renewal Property Rehabilitation Façade Improvement Applicant Grant Match Guidelines

Administrative Fellow Hunter presented the highlights of the agenda staff report (ASR). Hunter explained that the confusion could have come about when the "dollar-for-dollar applicant match"

and the “50% applicant match” for grant requests were discussed as possible options for the Façade Improvement (FI) Grant Program. As indicated by the ASR attachments, the Agency adopted a two-tiered applicant match for the FI grant program. Hunter gave examples of the two-tiered matches. With an FI grant request of \$5,000, the Tier 1 guideline would come into effect (\$0-20,000), and the applicant would be required to provide a 50% match of the grant request total (\$2,500). With a \$30,000 FI grant request, the Tier 2 guideline would come into effect (\$20,001-40,000), and the applicant would be required to match dollar-for-dollar (\$30,000). Hunter said the design of the Tier 2 option was to require the grant applicant to have more “skin in the game” on the project.

Nelson asked if there were different requirements between a “for-profit” and a “non-profit” organization asking for a grant. Hunter said there were no differing FI grant requirements for the profit/non-profit organizations under the FI Grant Program. However, non-profits could apply for a Civic Improvement Grant (a points-based grant under the UR Property Rehabilitation Grant Program). Applicants requesting the Civic Improvement Grant are not required to provide a minimum matching grant, but if they choose to do so, the applicant could accrue more points for their grant scoring.

#### ONGOING URBAN RENEWAL PROJECT UPDATE

City Manager Young gave the following Urban Renewal Project Update:

- Windermere Real Estate – The FI Grant was approved by the Historic Landmarks Commission and the Urban Renewal Agency (Agency). Agreements are being drafted.
- Columbia Gorge Real Estate – The FI project work has been delayed due to a contractor scheduling delay. The artistic windows may be installed within a week or so.
- Thompson Pool – Opens this week. The soft opening will occur June 17, and the Grand Opening will occur June 20.
- Civic Auditorium – They submitted a list of potential grant opportunities to pursue.
- Wonderworks – They requested a six-month delay due to the current lack of availability of paving contractors.
- Granada Block Redevelopment – By the end of June, the cost of the Recreation demolition is to be agreed upon, Rapoza is to accept the archaeological report, and the Agency is to accept the redevelopment plan as viable. The demolition and archaeological report tasks are nearly complete. They are mainly working on the redevelopment plan at this time.

Young advised that a UR Architectural and Engineering grant request was submitted for the Craig Building for exterior historic restoration. Under this grant’s guidelines, staff may review architectural and engineering grant requests up to \$3,000.

Another grant application will be submitted for the July meeting, Young stated. The Executive Session scheduled for this meeting will be heard in July. He said two additional property rehabilitation grant applications are in progress and could be submitted in the near future.

Administrative Fellow Hunter reported that the foundry timeline for the Lewis and Clark Fountain has changed. The casting will be completed by the first part of September of this year.

Weast asked if the Agency could financially assist the Independent Order of Odd Fellows (IOOF) in the repair of the defacing of the building exterior. Young said the Agency could entertain a request to assist IOOF with the insurance and deductible if the committee was interested in recommending assistance. Main Street Director Klebes reported that the IOOF was working on an insurance claim for repairs. He said IOOF had an insurance deductible, and a rough estimate for repair was several thousands of dollars. After further discussion, Young asked Klebes to work as a UR program advocate with IOOF to determine the status of the insurance claim, including the amount of the insurance deductible, and determine if it would be helpful for the Agency to assist with the deductible and/or agree to pay upfront the initial repair expense with the understanding that the Agency would be refunded when the insurance money was paid. It was the general consensus of the Committee to have Klebes work with IOOF and report back at the July meeting.

FUTURE MEETING

Upon requests from City Manager Young and Greg Weast, it was the general consensus of the committee to reschedule the July meeting to July 14, 2015 at 6:00 PM.

ADJOURNMENT

Chair Grossman adjourned the meeting at 5:52 PM.

Respectfully submitted by Administrative Secretary Carole Trautman.

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Gary Grossman, Chairman



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 #
July 14, 2015		

**TO:** Urban Renewal Advisory Committee

**FROM:** Eric Nerdin, Urban Renewal Contract Consultant  
Mid-Columbia Economic Development District, Loan Fund Manager

**THRU:** Nolan Young, Urban Renewal Manager 

**DATE:** July 8, 2015

**ISSUE:** Urban Renewal Property Rehabilitation Façade Improvement Application Review and Recommendation to the Agency Board

**BACKGROUND:**

Dalles4, LLC dba Petite Provence of the Gorge is a bakery and restaurant operating in a leased building located at 408 E. 2nd Street in downtown The Dalles. Philippe Justel is the managing member of this LLC and operator of this business. This 2,600 square foot building is owned by Penta, LLC, which is separate business entity, of which Philippe Justel is also the managing member. This building is listed as a “Non-compatible and Non-contributing Resource” in the 1997 update to The Dalles Commercial Historic District for the National Register of Historic Places with the historical name of “Uptown Café” and being built in 1929. Based on this information, this project is not required to be presented to the City of The Dalles Historic Landmarks Commission for compliance to historic design standards. The City of The Dalles Planning Department has completed the required administrative review and found this project to be compatible with related ordinances and other requirements. This building is located in The Dalles Urban Renewal Zone.

According to the application, this project will improve the exterior storefront of the building by installing three fabric awnings over the transom windows at the front of the building.

**APPLICATION:**

The application from Dalles4, LLC dba Petite Provence of the Gorge was received on July 1, 2015. This application is for a grant of \$3,342 to assist with this \$5,013 project. The applicant will contribute \$1,671.00, which is the required 50% match of the Urban Renewal grant request amount required of the grant applicant for requests of \$20,000 or less.

**Expected Project Costs**

The expected project costs as listed in the application total \$5,013.

Three Fabric Awnings:	\$ 4,280.00 (Total cost; not per awning)
Engineering Study:	\$ <u>733.00</u>
Total:	\$ 5,013.00

**Proposed Fund Sources**

Applicant:	\$ 1,671.00
Urban Renewal Grant:	\$ <u>3,342.00</u>
Total:	\$ 5,013.00

These proposed project costs and funding sources are provided by the applicant. Note: The applicant has already paid \$733 for the engineering study and is included as part of the \$1,671 matching funds to be provided by the applicant.

**BUDGET IMPLICATIONS:**

The Dalles Urban Renewal Agency has \$200,000 in new monies available for new property rehabilitation and façade improvement grants and interest rate subsidies for fiscal year 2015. If this \$3,342 grant application is approved, the remaining funds available would be \$196,658.

**STAFF RECOMMENDATIONS**

1. Staff recommends that the Urban Renewal Advisory Committee Agency recommend approval by the Urban Renewal Agency Board of a \$3,342.00 Urban Renewal Property Rehabilitation Façade Improvement Grant to Dalles4, LLC dba Petite Provence of the Gorge to be used for façade improvements, as presented, on the building located at 408 E. 2nd Street, The Dalles, Oregon, with the condition that the applicant provide the following information to staff:
  - a. Bid, quote or estimate for the awning work.
  - b. Documentation that applicant has paid \$733 for the engineering study for this project.

**ALTERNATIVE OPTIONS:**

1. Move that the Urban Renewal Agency deny the grant request.

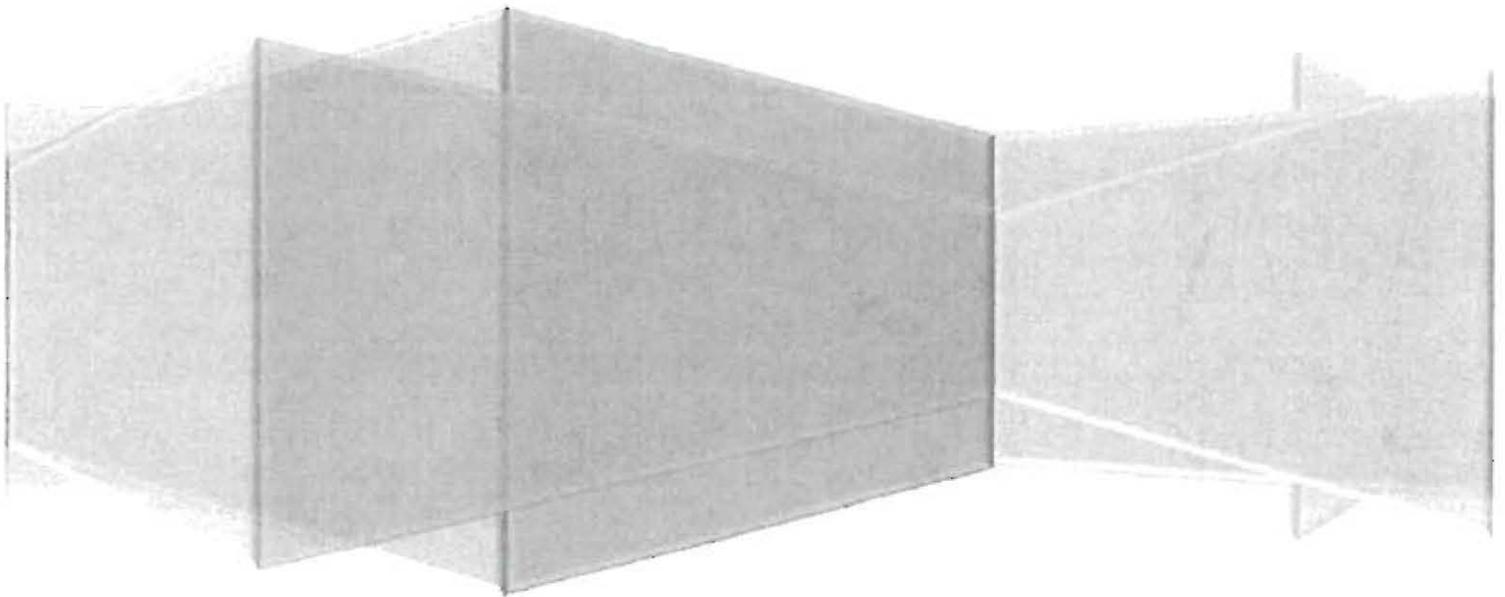
APPLICATION



# THE DALLES

## URBAN RENEWAL AGENCY

PROPERTY REHABILITATION  
GRANT AND LOAN PROGRAMS



MAY CONTAIN CONFIDENTIAL INFORMATION

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

Application Date: 6/29/2015

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

**PROGRAM APPLYING TO**

- 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

**APPLICANT INFORMATION**

Applicant Name: Petite Provence of the Gorge

Contact Person: Philippe Justel

Mailing Address: 

408 E. 2nd Street The Dalles, OR 97058
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Applicant is: Owner  Leaser

Phone Number: 503 348 3843 Email: philippe.justel@gmail.com

Federal Tax ID or Social Security Number: \_\_\_\_\_  
(Loan subsidy only)

Bank of account and contact: \_\_\_\_\_  
(Loan subsidy only)

Name of Business: Dalles4, LLC

Business Mailing Address: 

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

Name of Principle: Philippe Justel

Site Address

408 E 2nd Street  
The Dalles, OR 97058

Legal Description

1N 13E 3 BD 5400

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

**PROJECT INFORMATION**

Building Age: \_\_\_\_\_ Building Square Footage: 2600

Building Current Use: Restaurant/Bakery

Building Planned Use: Same

Project Description Outline:

This project will improve the exterior storefront of the building by installing three fabric awnings over the transom windows at the front of the business.

The awnings will contribute to the general streetscape of the downtown as well as improve the outdoor seating area experience. A multitude of small scale projects, such as this, will have a significant impact throughout the downtown.

The applicant has already completed the needed engineering studies for the project.



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>3342.00</u>			
Private Loan	\$ _____	_____ %	_____	<input type="checkbox"/>
Other Source	\$ <u>1671.00</u>	_____ %	_____	<input type="checkbox"/>
Other Source	\$ _____	_____ %	_____	<input type="checkbox"/>
Other Source	\$ _____	_____ %	_____	<input type="checkbox"/>
Total	\$ <u>5013.00</u>	(Must equal total expected costs)		

Facade Grant Matching Funds: Request \$20,000 or less (50% match) ; Over \$20,000 (100% match)

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 Philippe Justel 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

6/30/15  
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

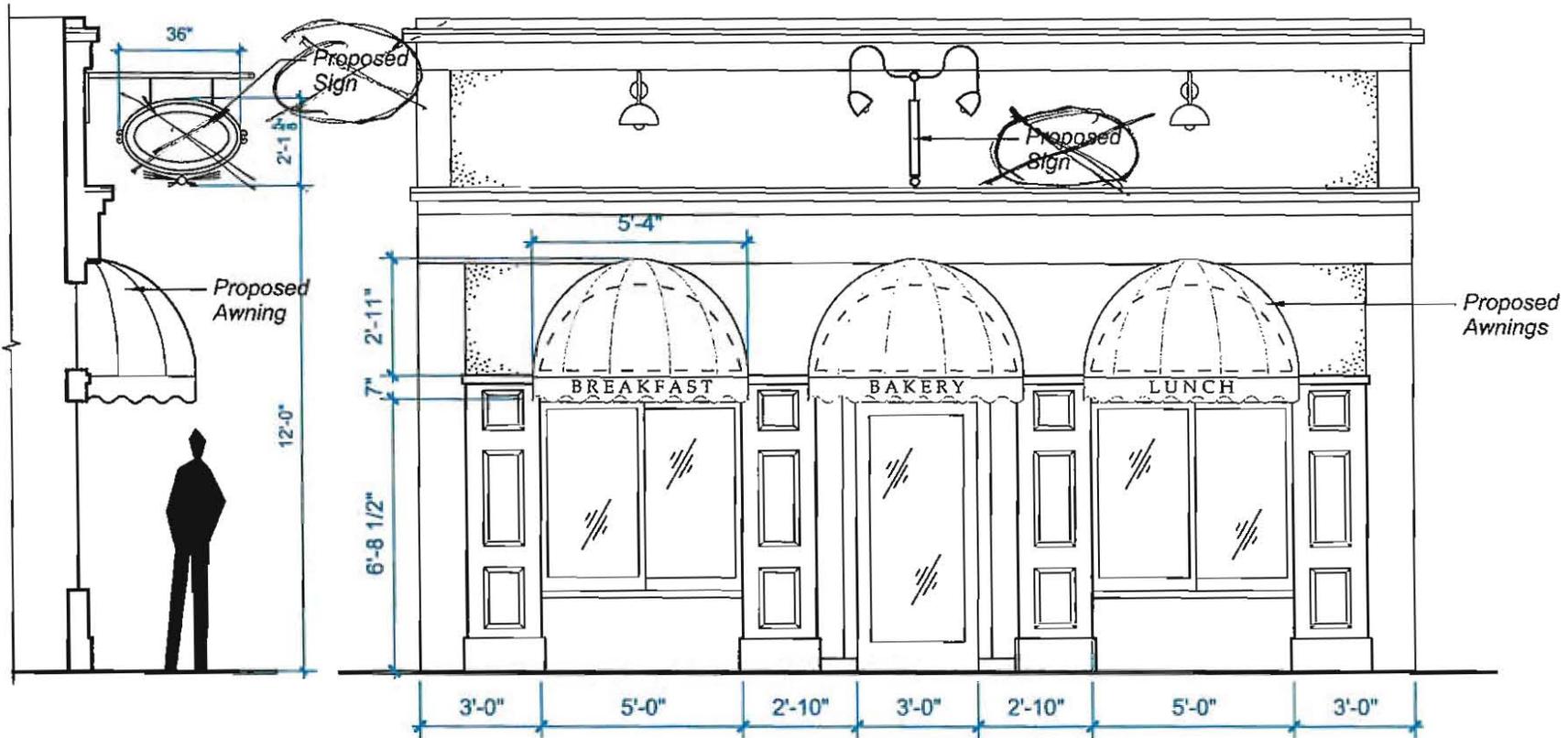
1. Certificate of approval from agency (if required).
2. Letter of approval from Historic Landmarks Commission (if required).
3. A summary of the project outlining the work to be done.
4. Complete plans and specifications.
5. Costs estimates or bids from a licensed contractor.
6. Evidence that building 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.



**2. Wall Section**

SCALE: 1/4" = 1'-0"

**1. North Elevation**

SCALE: 1/4" = 1'-0"

## PROPOSED SIGN & AWNINGS

**LRS**  
ARCHITECTS

720 NW Davis 503.221.1121  
Suite 300 503.221.2075  
Portland, OR 97209 www.lrsarchitects.com

PROJECT NAME:

PETITE PROVENCE  
408 W. 2nd STREET  
THE DALLES, OR 97058

SHEET:  
**SK-2**

PROJECT NUMBER:

215xxx

DATE ISSUED:

01.28.15

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