



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

## AGENDA

**Columbia Gateway Urban Renewal Agency**  
City Council Chamber  
313 Court Street, The Dalles, Oregon

*Meeting Conducted in a Handicap Accessible Room*

Monday, April 8, 2013  
Immediately Following the City Council Meeting

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. AUDIENCE PARTICIPATION
- V. APPROVAL OF MINUTES
  - A. Approval of March 11, 2013 Regular Meeting Minutes
- VI. ACTION ITEMS
  - A. Approval of Property Rehabilitation Grant Applications
    - 1. The Dalles Mural Society
    - 2. The Dalles Art Center
    - 3. St. Peter's Landmark
    - 4. Civic Auditorium
- VII. ADJOURNMENT

**Columbia Gateway Urban Renewal Agency Advisory Committee  
Meeting Minutes**

**Tuesday, March 19, 2013**

**5:30 PM**

City Hall Council Chambers

313 Court Street

The Dalles, OR 97058

*Conducted in a handicap accessible room.*

CALL TO ORDER

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

ROLL CALL

Members Present: Chris Zukin, Gary Grossman, Jennifer Botts, Steve Kramer, Dick Elkins, Greg Weast, Mike Zingg, Linda Miller

Members Absent: Robin Miles

Staff Present: City Manager Nolan Young, City Attorney Gene Parker, Administrative Fellow Garrett Chrostek, Administrative Secretary Carole Trautman

Also Present: Economic Development Specialist Dan Durow, MCEDD Loan Fund Manager Eric Nerdin

PLEDGE OF ALLEGIANCE

Chair Zukin led the group in the Pledge of Allegiance.

Note: Robin Miles joined the meeting at 5:32 PM.

APPROVAL OF AGENDA

It was moved by Zingg and seconded by Weast to approve the agenda as submitted. The motion carried unanimously.

APPROVAL OF MINUTES

- A. November 20, 2012 – It was moved by Grossman and seconded by Zingg to approve the minutes as submitted. Zukin, Grossman, Botts, Elkins, Weast, Zingg and Miller approved, Kramer abstained. The motion carried.

- B. February 26, 2013 – It was moved by Grossman and seconded by Elkins to approve the minutes as submitted. The motion carried unanimously.

PUBLIC COMMENT

None.

ACTION ITEM – Grant Applications

City Attorney Parker stated that, according to Oregon State Law, if committee members previously served on the board of any of the organizations that submitted a grant application, it would not be considered a conflict of interest to vote on the applications.

Economic Development Specialist Dan Durow presented opening comments to the grant application reviews. Durow stated that the total amount of funds requested for all four applications was approximately \$110,000. The total of three of the applications (The Art Center, St. Peter's and the Mural Society) was approximately \$50,538. Durow also stated that there was currently \$48,423 in the Urban Renewal Agency (URA) "Property Rehabilitation" budget line item. The Civic Auditorium Historic Preservation Committee (CAHPC) requested \$60,000 as outlined in the Staff Report. Staff researched the possibilities of accommodating all of the requests, including considering another URA budget line item entitled "Opportunity Driven Projects" that had a current balance of approximately \$42,000.

It was Staff's overall recommendation to take \$2,015 from the "Opportunity Driven" URA line item and move it to the "Property Rehabilitation" URA line item in order to fully fund the three smaller grant requests this fiscal year. For the CAHPC, staff's recommendation was to grant \$27,200 for engineering out of the "Opportunity Driven" line item this fiscal year and authorize \$30,000 for the architectural design work to be scheduled for the URA budget for next fiscal year 2013-14. Staff also recommended that the \$2,800 rendering be paid by the CAHPC, Durow reported.

MCEDD Loan Fund Manager Eric Nerdin gave an overview of the Staff Report for The Dalles Art Association and highlighted staff's recommendation to recommend to the URA an approval of the Art Association's request for \$14,313. Nerdin stated that the Art Association had already received approval from the Historic Landmarks Commission for the project.

Weast asked Steve Lawrence, Managing Board Member for the CAHPC, if the CAHPC would be satisfied with staff's suggested recommendation. Lawrence stated that the CAHPC was satisfied with staff's recommendation. It was the consensus of the URAC members to hear all four staff reports then follow up with discussion and motions.

Regarding The Dalles Art Association application, Weast asked what would take place if the attached contractors' quotes expired. Durow explained that he asked both the Art Association Board and St. Peter's Board to prioritize their project items in case the URA grant monies did not fully meet their projected costs. City Attorney Parker stated that, with any grant application approved by the Agency, grant agreement documents would be drawn up that would clearly indicate costs and grant amounts, and applicants were required to submit cost documents at that time. If there was a major discrepancy in money figures, it would be addressed at that time.

MCEDD Loan Fund Manager Nerdin gave an overview of the Staff Report for St. Peter's Landmark. Nerdin also highlighted staff's recommendation to recommend to the URA an approval of the St. Peter's Landmark request for \$18,225 to restore 11 stained glass windows.

Miles asked if these were the last remaining windows to be repaired at St. Peter's Landmark. Doug Leash, St. Peter's representative, stated that approximately 40% of the windows still needed to be repaired, but this application request would take care of immediate needs.

Nerdin gave an overview of the Staff Report for The Dalles Mural Society. Nerdin highlighted staff's recommendation to recommend to the URA an approval of the Mural Society's request for \$18,000 to pay for lighting, protection and enhancements to four outdoor murals and to include the condition of approval listed in staff's recommendation.

Weast asked who would pay electrical bills. Gary Honald, The Dalles Mural Society representative, stated the Mural Society would ask building owners to share the electrical costs.

Nerdin presented an overview of the Staff Report for the CAHPC. Nerdin reported that the CAHPC received a donation for the \$2,800 rendering. Staff recommended a motion to recommend the Agency approve the CAHPC grant request for \$60,000 for the theatre rendering, engineering design, and architectural design, as outlined in the Staff Report, including Staff's budget recommendations from Agency budget line items "Projects by Urban Renewal" and "Opportunity Driven Projects" for fiscal years 2012-13 and 2013-14.

It was moved by Weast and seconded by Grossman to recommend that the Columbia Gateway Urban Renewal Agency approve the four grant applications, based upon related Staff Report recommendations, and to include staff's recommended conditions of approval and budget strategies as outlined in the four Staff Reports. The motion carried unanimously.

#### ONGOING URBAN RENEWAL PROJECTS

City Manager Young gave the following urban renewal project updates:

- Granada Block – Rapoza Developers have signed the 45-day extension for the signing of the Disposition and Development Agreement, and they paid over \$20,000 for The Recreation Building back property taxes.
- The archaeological investigation at the Recreation Building will be taking place within the month to determine whether or not there are significant archaeological findings underneath the building. The developers are looking at "building up," and they are researching an engineering design on a foundation system that would not require them to dig at all into the asphalt and disturb the archaeological deposits underneath the building. Two letters regarding the archaeological impact of the development were received by the Agency. The Agency considered the comments but chose to approve the Advisory Committee's recommendation.

Zingg commented that, in some past projects, his design firm had been allowed to leave concrete slabs in place. Durow stated that the engineering is not that far along, and this information would be helpful.

Botts asked if there were any plans for recycling materials. City Manager Young reported that the City looked into that issue and decided it was not cost effective to tear out and salvage wood and other structural materials. Some loose items would be salvaged such as bowling balls, shoes, trophies, etc. Durow clarified that the demolition contractor would have the option to salvage materials for their use, Urban Renewal Advisory Committee

so the City would not require that all of the materials go to the landfill. Durow stated that the environmental materials would be removed from the Recreation prior to the removal of the loose items City Manager Young previously mentioned.

City Manager Young continued his project update as follows:

- Additional items regarding the Granada Block will go before the Advisory Committee, including the plan for the final development, the financing plan, and the overall schedule.
- The City has been working with a firm to develop the Request for Proposal on the design build for the Granada Block Redevelopment. The original timeline plan of awarding a contractor bid in May of 2013 and the start of construction in August of 2013 would probably not be feasible at this point. The City made a commitment to hold off on awarding a bid until the Granada Block property was purchased by the developers. The Memorandum of Understanding (MOU) allowed for a 120-day extension on the entire project, and the developers indicated they wanted the time extension.
- The City has been working with the private utility companies on the relocation of utilities located in the portion of the alley to be vacated behind the Granada Theater. The current plan was to create a common trench with the Washington Street Crossing development that would also require utility relocations. Overhead utilities close to the parking structure property between Federal and Washington streets would also be placed underground.

It was the consensus of Staff and the Advisory Committee that URAC meetings would be scheduled whenever Staff had agenda items that required committee feedback. Written updates would be posted on the City's website, and URAC members would receive update emails if committee feedback was not necessary. City Manager Young encouraged committee members to read staff reports and meeting minutes to remain updated on information if they were unable to attend a meeting.

Chair Zukin adjourned the meeting at 6:23 PM.

Respectfully submitted by Administrative Secretary Carole Trautman.

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Chris Zukin, Chairman

**MINUTES**

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

REGULAR MEETING  
OF  
MARCH 11, 2013

CITY COUNCIL CHAMBER  
313 COURT STREET  
THE DALLES, OREGON

**PRESIDING:** Chair Steve Lawrence

**AGENCY PRESENT:** Bill Dick, Carolyn Wood, Dan Spatz, Tim McGlothlin, Linda Miller

**AGENCY ABSENT:** None

**STAFF PRESENT:** City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger, Dan Durow

**CALL TO ORDER**

The meeting was called to order by Chair Lawrence at 8:17 p.m.

**ROLL CALL**

Roll call was conducted by City Clerk Krueger; all members present.

**APPROVAL OF AGENDA**

It was moved by Wood and seconded by Dick to approve the agenda as presented. The motion carried unanimously.

MINUTES (Continued)  
Urban Renewal Agency Meeting  
March 11, 2013  
Page 2

### **AUDIENCE PARTICIPATION**

None.

### **APPROVAL OF MINUTES**

It was moved by Wood and seconded by Spatz to approve the November 26, 2012 regular Agency meeting minutes, as presented. The motion carried unanimously.

### **ACTION ITEMS**

#### **Approval of Land Sale Contract for Sunshine Mill Property**

City Attorney Parker reviewed the staff report. A power point presentation that had been shown at the Urban Renewal Advisory Committee meeting was reviewed for the Agency Board. James Martin read a letter, thanking the Agency for their past support. He reported there were currently 64 full-time employees and millions of dollars had been leveraged for infrastructure projects because of the activity at the Mill. He said the plan for the Sunshine Mill would continue to be completed in phases. He discussed plans to use the silos as a hotel, noting he planned on a development with 42 guest rooms, using seven floors for the hotel portion of the operation. Martin said he was working with various agencies to ensure compliance with fire and building code requirements.

In response to a question, Martin said a date had not been set to begin cleaning of the exterior of the building. He said he did not plan to paint because it was expected the silos would be covered in a foam material during the hotel development, in approximately five years. Martin said he was experimenting with some other cleaning techniques for the interim.

It was moved by Dick and seconded by McGlothlin to accept the recommendation of the Urban Renewal Advisory Committee and authorize the execution of the land sale contract between the Urban Renewal Agency and Discover Development LLC for the purchase of the Sunshine Mill property. The motion carried unanimously.

#### **Approval of the Third Addendum to the Granada Block Redevelopment Memorandum of Understanding With Rapoza Development Group**

City Manager Young reviewed the staff report.

Michael Leash, representing Rapoza, handed out a time line of key dates (attached as Exhibit "A") to emphasize the many challenges the developer had experienced and to explain the need

for an extension of time to now work through the issues raised through the archaeology study. He said this would be the last extension needed, and requested the Agency extend the deadline to July 31. Leash said they had been working hard with the City to bring a corporate hotel to The Dalles. He said the Developer was prepared to offer \$10,000 on March 15 and an additional \$10,000 at a future date, if the Agency determined it was necessary to require a performance payment.

Chair Lawrence said it had been noted this would be the third extension, but that he believed there had also been an agreement from 2011 that had expired. He expressed concern regarding the number of times the agreement needed to be extended and yet the funding for the project didn't appear to be secured. He said the most recent extension was to review demolition costs due to possible lead paint and asbestos concerns. Lawrence said he was surprised no one would have known about those issues since the project started in 2010.

Mr. Leash said approximately \$10 million remained to be finalized, but it was able to be financed. He said, regarding demolition review, that the Recreation had not been the original site of the proposed hotel in 2010. He said many changes in proposed location and other challenges had caused adaptations in the plan. Leash asked the Agency to provide an extension to July 31 or August 31 to allow the developer time to ensure all challenges could be met.

Agency member Wood said she understood it was a very complicated issue and said many of the delays were caused by the Agency and not the developer. She said the size of the project and amount of investment warranted taking as much time as was needed before signing the agreement to find answers on issues such as the archaeology study.

Agency member Dick said he believed the proposal would be a wonderful addition to the downtown, but questioned whether it would be a reality. He questioned whether additional extensions should be granted.

Dan Durow spoke about the archaeology study, saying the firm was highly respected and they knew how to work through the process to clear a site. Durow said the developer had planned for underground parking, but with the findings of the study, that would likely have to be reconsidered. He said the developer needed time to consider various options and time was needed to perform the legal and administrative work to clear the site. Durow noted the work would need to be done if the site was ever to be developed.

Dick noted other urban renewal projects had been postponed to make this proposal a priority. He said it was difficult to prioritize projects with so many uncertainties.

Dan Durow said urban renewal projects were opportunity driven, noting the dock and festival park becoming higher priorities when other funding had been secured to get them done. He noted the downtown Third Street business owners had asked for a delay in the streetscape project and after that the Granada Block redevelopment project opportunity arose.

Mr. Leash noted that Rapoza had spent over \$200,000 already to move the project forward and they were confident it would be completed.

Chair Lawrence asked if a professional appraisal had been completed for the entire project. City Manager Young said the Development and Disposition Agreement required the developer to perform many items. He said this was just one step in the process. Lawrence questioned the feasibility of the project, noting the parking structure was to be partly paid with the revenue generated by room tax collected. He asked what the occupancy projections were for the new hotel. City Manager Young said 50% occupancy was the figure used and noted it was a conservative figure. Mr. Lease said the developer projected occupancy to be in the 60-65% range.

It was moved by Spatz and seconded by Wood to authorize the signing of the addendum of the original memorandum of understanding with Rapoza Development LLC, extending the Development and Disposition Agreement deadline 45 days and calling for Rapoza to pay the past due property taxes on the Recreation property with 50% of that amount going toward the purchase price in the future. The motion carried; Miller and Lawrence voting no.

**ADJOURNMENT**

Being no further business, the meeting adjourned at 9:44 p.m.

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Submitted by/  
Julie Krueger, MMC  
City Clerk

SIGNED:

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Stephen E. Lawrence, Chair

ATTEST:

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Julie Krueger, MMC, City Clerk

## Timeline of Key Dates

Mar. 2, 2011 - Court St. to Washington St. Site (Site #1) "State Registered Archaeological Site"

- City Staff and everyone became aware that Eric Gleason had the site registered as an Archaeological significant site
  - Start of concern for the site

April 18, 2011 – Court St. to Washington St. - Site #1 Plans

- Release of the rough set of plans

July 15, 2011 - Court St. to Washington St. - Site #1 Plans

- Release of first set of plans

### **Aug. 2011 - Court St. to Washington St. – Site #1 Abandoned**

- Dan Durow suggested moving the hotel building site over one block
- It was determined that the Site had too many challenges with Archaeology and the incorporation of the Chinese Building
  - Move to avoid delays and the incremental cost of Archaeological issues
  - This would eliminate the need for archaeological work

Aug 15<sup>th</sup> – Dec. 2011 – City Staff and Rapoza work on Development Plans for New Site (**Site #2**)

Jan. 6, 2012 – Washington St. to Federal St. Site – by Transportation Building (Site #2)

- First Set of designs available

Jan. 13, 2012 – Washington St. to Federal St. Site – by Transportation Building (Site #2)

- Second set of Plans were released

Feb-June 2012 - City Staff and Rapoza work on (Site #2)

**\*\*\* Aug 2011 - June 2012, 11- months on Site #2**

June 12, 2012 – Urban Renewal Board and Advisor – Recommended change (Site #3)

- Officially it was determined that Site #3 was the preferred Site

July 20, 2012 - First St. to Second St. - Site #3 Plans

- First round of designs of new site

Oct. 18, 2012 – First St. to Second St. - Site #3 Plans

- Plan change in garage to remove access from 1<sup>st</sup> Street and change the layout of the first floor.

Nov. 21, 2012 – Received first Demolition Estimate

- Demolition Company estimate - entire project almost \$500K

**\*\*\* 2/14/13 marks 8-months on New Site (Site #3)**

Feb. 15, 2013 – **Archaeological Study was available**

We received our first review of the Study and the cost of the Data Recovery

Feb. 15, 2013 - **Parking Spots under Hotel**

- We started the process of understanding the incremental cost and risk of significant incremental cost of the parking on hotel site.

Feb 18<sup>th</sup> – Feb. 25<sup>th</sup> – **Review Archaeological Study and Cost**

- We determined that the Archaeological unknowns warranted the request for an extension of the MOU.

Urban Renewal Agency Meeting  
March 11, 2013

**Feb. 22 – Started exploring the removal of all parking spots**

- Directed the architects to sketch-out the removal of the parking spots under the hotel.

**Feb. 27 – Started resign of lower levels of Hotel Plans**

- Redesign of 1<sup>st</sup> and 2<sup>nd</sup> Floors to accommodate the changes with the removal of the parking garage level

**Mar. 7 – We became aware that someone had written the State (SHPO) and requested that this site be given additional examination to the method in which the Archeological work is done.**

- It is our understanding that he has also requested that other Archeological Professionals to voice their concerns as well.

**Mar. 7 – Meeting with City Staff (Dan, Gene and Garrett)**

- Review of the significant nature of the Archeological work to be done
  - Determined a Proposed Timeline

**[Recreation Parking Lot Archaeology]**

1. March 22: CSHQA (Engineering Firm) - To complete the preliminary foundation design.
2. April 1: AINW ( archeological firm) - To complete preliminary foundation design review and develop an archaeological dig/study design.
3. April 15: AINW - To submit a new permit to SHPO (State Historic Preservation Office) to complete the archaeological dig/study.
4. May 15: SHPO - To issue new permit to complete the archaeological dig/study. [This assumes there are no procedural delays]
5. May 31: AINW - Starts archaeological dig/study.
6. June 30: AINW - Finishes archaeological dig/study. [This assumes nothing more significant is found and the site is cleared archaeologically.] The Written report to be provided at a later date.
7. July 31: Reserved time for any additional archaeological work to clear the site and for any engineering re-design of the foundation due to archaeological findings.

**[Recreation Building Archaeology]**

1. March 31: AINW - To complete preliminary foundation design review and develop an archaeological dig/study design.
2. April 10: AINW - To begin archaeological dig/study under the Recreation Building.
3. April 30: AINW - To complete archaeological dig/study. The written report to be provided at a later date. [This assumes that there is no further archaeological work necessary to clear the site. However, if other archaeological deposits are found under the basement of the Recreation Building, this overall proposed timeline could be significantly altered.]

# AGENDA STAFF REPORT

## URBAN RENEWAL AGENCY

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 8, 2013		

**DATE:** March 25, 2013

**TO:** Urban Renewal Agency

**FROM:** Garrett Chrostek, Administrative Fellow

**THRU:** Nolan Young, City Manager  
Dan Durow, Economic Development Specialist

**ISSUE:** Semi-annual competitive Property Rehabilitation Grant application review and recommendation to the Agency Board for The Dalles Mural Society.

**BACKGROUND:**

The Dalles Mural Society is a non-profit organization that has commissioned and placed thirteen (13) outdoor talking murals depicting historic scenes throughout historic downtown The Dalles. The Dalles Mural Society pays for the upkeep and renewal of these murals. See attached letter for more details about The Dalles Mural Society and its murals.

The approved Urban Renewal Agency Administrative Plan in Section C. Civic Improvements Grant Program states:

Grants may be made by the Agency to public, non-profit or civic organizations for projects within the boundaries of the Urban Renewal Area that serve a public purpose by meeting the selection criteria. Grants will be awarded semiannually on a competitive basis and based on the selection criteria. Grant awards are subject to availability of program funds.

**APPLICATION:**

The application from The Dalles Mural Society was received on 12/18/2012. This application is for a grant of \$18,000.00 as part of a \$34,135 project that includes the purchase and installation of lighting for four of its murals, as well as brochures and

improvements and maintenance of murals. See application for budgeted Income and Expense categories and dollar amounts.

**REQUEST:**

The Dalles Mural Society requests an \$18,000.00 grant as part of a \$34,135 project to add lighting to four of the thirteen outdoor murals depicting historical scenes and events throughout downtown The Dalles. Also included in this project are mural maintenance and preservation and enhancement, along with publishing a brochure that describes and explains the murals. This project will protect and further highlight these murals that bring visitors to downtown and lengthen their stay, which increases the opportunity that these visitors will spend money at local downtown businesses.

Please see attached application, project description letter, letters of support (4) and light description sheet for additional information related to this application.

**BUDGET IMPLICATIONS:**

Budget implications would depend on the amount approved. The dollar amount available for new grants is \$48,423. There is also approximately \$42,000 of Urban Renewal funds held in reserve for "Opportunity Driven Projects" that can be recommended to the Urban Renewal Agency to be granted for qualifying projects. This application is one of four applications being presented for grant funding totaling \$110,538.

**URBAN RENWAL ADVISORY COMMITTEE RECOMMENDATION:**

At its March 19, 2003 meeting, the URAC recommended the Agency approve the request for \$18,000 as reflected in the attached minutes.

**STAFF RECOMMENDATION:**

Staff recommends that the Agency Board move to approve \$18,000 to The Dalles Mural Society to pay for lighting, protection and enhancements to four outdoor murals.

This approval would require that \$2,115 be funded from "Opportunity Driven Projects" funds. This approval is conditional upon The Dalles Mural Society receiving \$16,500 of the other income listed in the application and providing documentation of receipt of these funds to Urban renewal staff. This recommended approval is also conditional upon this project being approved and permitted by all applicable agencies and entities, including, but not limited to, the Historic Landmarks Commission.

Note: This project contains expenses that do not qualify for the urban renewal grant program, such as batteries (on-going maintenance), brochure redesign and printing (marketing) that will be paid for with funds from other sources outside of Urban Renewal funds.

**ALTERNATIVES:**

1. Move that the Urban Renewal Agency approve a lesser amount.
2. Move that the Urban Renewal Agency decline the request.



October 29, 2012

May this letter serve as support for The Dalles Mural Society's grant request . Grant monies will be used to add period lighting to the murals in our historic downtown.

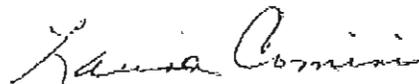
The Dalles is a culturally insignificant site for Native Americans, a stop over on the Lewis and Clark Corp of Discovery and the point of decision along the Oregon Trail. We are home to many cultural and historical landmarks and the site of several historic events. Our murals are a visual walk through time, depicting the significance of The Dalles throughout our long history. The murals are an integral part of our community. They are already impressive. Adding period lighting will make them even more dramatic.

Tourism is a strong economic driver in The Dalles. We are a destination for historians and others interested in getting a glimpse of life at the turn of the century and earlier. Our murals are a must see for these visitors. This project will enhance the visitor experience and allow visitors to tour the murals at night.

We strongly urge your support for this project.

Sincerely,

THE DALLES AREA CHAMBER OF COMMERCE

  
Laura Comini, Executive Director

THE DALLES URBAN RENEWAL AGENCY  
Property Rehabilitation Grant and Loan Programs

APPLICATION

Application Date

Application Number

**GENERAL INFORMATION**

Applicant The Dalles Mural Society

Contact person Gary B. Honald  
Mailing Address 2505 Wright Drive  
The Dalles, OR 97058



Applicant is: The Dalles Mural Society  
Name of Principal: Gary B. Honald – Executive Director  
Site address see attached list of mural sites  
Project description outline see attached

Please include the following with your Application:

1. Project outline
2. Initial concept sketches (lighting pictures, murals, diagrams)
3. Proposed time line – Phases
4. Final plans and specifications

Due date – January (submit in December)

Amount available - \$25000 to \$30000  
The following additional items will be required before the loan is approved:

1. Certificate of approval from agency (if required).
2. Letter of approval from Historic Landmarks Commission.
3. A summary of the project outlining the work to be done.
4. Complete plans and specifications.
5. Costs estimates or bids from 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.
8. Amount of loan requested and proposed terms being requested.
9. Bank's loan application and any other information the bank requires, such as current financial statements, including Balance sheets and Income statements.

### Project outline

The Dalles Mural Society hereby requests a funding amount of \$18000 to fund the creation and installation of lighting for the existing talking murals in the historic downtown area. This improvement will allow for local residents, educators and visitors to learn about The Dalles historic value, explore our historic downtown through the shops and other activity centers that are being created. The goal will be realized by the additional visitors, local community events using the murals and serve as an educational tool for schools. An amount of \$18,000 will allow for lighting fixtures for 4 of the 13 existing talking murals. The portion of the project to be completed with the funds provided by Urban Renewal will be the lighting of the murals.

Our goal is to add lighting to our 13 murals and to eventually add an additional mural with a voice box which will continue to showcase our areas historic value. To complete this project we will first accomplish a number of tasks to assure that we are successful in our projects planning. The board will be working in phases which will allow us to complete these tasks in a timely manner. The first phase of this project will identify 4 of the 13 murals to have the addition of lighting. To accomplish this goal the society will: 1) complete a membership drive. Over 1800 mailings to nonmembers have been mailed. With a projected return of 30% we should gain approximately 500 members. 2) By February 2013 we will circulate our mural brochures: It will be necessary for us to update and reprint our brochure. Updates to our brochure will include a self-guided walking tour and also a membership form. 3) By March 2013 we will complete the framing of our original artwork of the murals. These have been well kept yet in need of framing prior to our release for viewing by the public. Completing this will allow us to showcase them at our open house event in May 2013. By May 2013, we will begin installation of lights to the four identified murals. This project will allow for a longer viewing time and act as a deterrent for vandalism to the murals and the downtown area. Once completed, an event will be planned with open invitations to all community members, teachers, visitors and guests.

During these activities we will also be moving forward with a sponsorship program for each of the murals we will be lighting. This will assure maintenance for each of the murals and allow for advertising for local merchants. We will be using an electronic advertising method so that mural information is available to anyone prior to their visit.

The Mural Society received a bid for the lights and installation for the 4 murals we will be working on. The company we have been working with is offering a 25% discount bringing the cost for the lighting and electrical expenses to \$23625. With this portion of our plan underway we are able to continue on with our effort.

The choice of light fixtures that we will be using depicts the historic values of the existing structures. These fixtures are a great addition to the existing décor of the area.

**The Dalles Mural Society Budget for the Mural Lighting Project****Income**

City of The Dalles	\$9000
Urban Renewal	\$18000
Wasco Cultural Trust	\$1750
Membership	\$3800
The Dalles Chamber	<u>\$2000</u>
<b>Total Income</b>	<b>\$34,550</b>

**Expenses**

Batteries (annual)	\$125
Paint (Touch Up)	\$4200
Clear Coat (protective coating)	\$1800
Labor (80 hours x \$25)	\$2000
Framing Material	\$800
*Labor (40 hours x \$18)	\$720
Brochure Redesign	\$300
Brochure Printing (5000)	\$565
**Lighting and Electrical	<u>\$23625</u>
<b>Total Expenses</b>	<b>\$34,135</b>

\*In Kind Services – no charge

\*\*Cost includes expenses for 4 murals and a 25% discount

**Lighting and Electrical Budget – Detailed**

The project will cover the four murals on the corners of 2<sup>nd</sup> and Washington. Hollywood Lights has offered us a 25% discount on material and labor bringing our total expenditures for this portion of our project to \$23625 which is a savings of \$7875.

Mural Name	Size	Lighting	Electrical	25% discount
Decision at The Dalles	10'x60'	\$3000	\$6000	\$6750
Lewis and Clark Expedition	30'x25'	\$2000	\$4000	\$4500
Trading Post/10,000 Years	10'x60'	\$3000	\$6000	\$6750
Ancient Indian Fishing Grounds	12'x60'	<u>\$2500</u>	<u>\$5000</u>	<u>\$5625</u>
		\$10,500	\$21,000	\$23,625

Labor expenses are included in the above costs

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 Dallas Urban Renewal Agency and its agents for the purpose of obtaining the financial assistance requested in this application.

ATTACHMENT 1

Page 5 of 10

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 have read and understand the guidelines of The Dallas Urban Renewal Agency Property Rehabilitation Grant and Loan Programs and agree to abide by its conditions.

  
Signature \_\_\_\_\_ (and Title if appropriate) P.H.S.

Dec 17 - 2012  
Date \_\_\_\_\_

Signature \_\_\_\_\_ (and Title if appropriate)

Date \_\_\_\_\_

Signature \_\_\_\_\_ (and Title if appropriate)

Date \_\_\_\_\_

Signature \_\_\_\_\_ (and Title if appropriate)

Date \_\_\_\_\_

The following additional items will be required before the loan is approved:

1. Certificate of approval from agency (if required).
2. Letter of approval from Historic Landmarks Commission.
3. A summary of the project outlining the work to be done.
4. Complete plans and specifications.
5. Costs estimates or bids from 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.
8. Amount of loan requested and proposed terms being requested.
9. 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 Civic Improvements Grant Program:

The Grants will be awarded semi-annually on a competitive basis and based on the selection criteria as outlined in the accompanying Application instructions. Be sure to address all of 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.

The Dalles Mural Society  
P.O. Box 444  
2505 Wright Drive  
The Dalles, Oregon 97058

Board Member Roster

Gary Honald - President  
2505 Wright Drive  
The Dalles, Oregon 97058  
541-980-2556  
[ghonald@gorge.net](mailto:ghonald@gorge.net)

Jake Grossmiller - Publicity  
6590 Reservoir Road  
The Dalles, Oregon 97058  
541-993-1939  
[jake@haystackbroadcasting.com](mailto:jake@haystackbroadcasting.com)

Marilyn Keys – Vice-President  
2445 Wright Drive  
The Dalles, Oregon 97058  
541-296-6606  
[asinginqmom@charter.net](mailto:asinginqmom@charter.net)

Mary Stocks – Board Member  
1002 West 11<sup>th</sup> Street  
The Dalles, Oregon 97058  
541-980-0719  
[mstocks@charter.net](mailto:mstocks@charter.net)

Sally Hay - Secretary  
4455 Emerson Loop Road  
The Dalles, Oregon 97058  
541-296-2448  
[hayranch@gorge.net](mailto:hayranch@gorge.net)

Gerald Richmond - Board Member  
1824 East 9th  
The Dalles, Oregon 97058  
541-980-1138  
[tdcivictheater@gmail.com](mailto:tdcivictheater@gmail.com)

Jody Cochenour - Treasurer  
319 West 20<sup>th</sup> Street  
The Dalles, Oregon 97058  
541-298-5692  
[joanndc@embarqmail.com](mailto:joanndc@embarqmail.com)

# ANGLED REFLECTOR



When You Choose Ark You Choose Quality

Ideal for store fronts, restaurants and other public places. Available in a variety of sizes, finishes, mounting options, light sources and with a large selection of accessories.

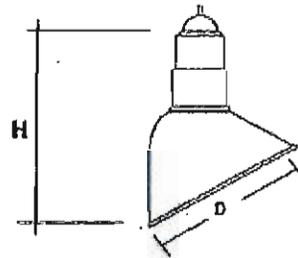
**Materials** - Fixtures spun of 18-gage cold-rolled steel and powder coated for a durable high-end finish.

**Voltage** - See Voltages Below or Contact us For Custom Options

**Socket** - #30 Medium Base Porcelain Socket (Standard)

**Warranty** - 1 Year Full Warranty

**Listing** - All Fixtures are UL or ETL Approved



Model	Height (H)	Width (D)	Weight	Material	Finish	Mounting	Globe/Guard	Accessories
AA-7	100	32	32	100	100	7"	7"	4
AA-9	150	32	32	100	100	9"	9"	5
AA-11	200	32	42	150	150	10"	11"	5
AA-14	200	42	42	150	150	12"	14"	6

Model	Height (H)	Width (D)	Weight	Material	Finish	Mounting	Globe/Guard	Accessories
Comes with 1/2" #30 Medium Base Socket (see Sockets for Specifications) 120V								
21 18 26 32 42	IRI = Integral Ballast (120V) REM = Remote Ballast (120-277V)					4' of Factory Pre-Wired Leads For Use With Stem or Gooseneck Mounting In Wet and Indoor Locations  WL = Wire Leads (Custom Length Available)  Angled Reflectors cannot hang straight down from a ceiling with a cord.	Most Popular: AGB-101 (see Mounting Options for Stem and Gooseneck Specifications)  *Custom Bands Available  *1 3/4" Hub  *ACH009 or ACN004 Mounting Hardware Included With Purchase of Gooseneck or Stem	Globe Required for Outdoor Locations  Standard Clear Globe = AVX100GL or AVX201GL  Standard Clear Globe & Guard = AVX100GG or AVX201GG (eg. AG-117 = AA-7)  Colored Cap: ACC-002
15 50 70 100 150	Remote Ballast Required 35W = 120V 50W-150W = 120/208/240/277V (MT)		Indoor = SCE Outdoor = RTE (for Remote Ballasts)	White = WH Black = BLK Red = RD Blue = BL Green = GR Yellow = YL Galvanized = GA Painted Copper = PC Satin Nickel = SN  (for custom colors please contact us)			For Outdoor a Globe is Required (see Globes & Guards)	
50 70 100 150	Remote Ballast Required 50W-150W = 120/208/240/277V (MT)							
The 50W Metal Huble option can be with a MP Socket or Medium Base Socket  MP = Open Rated (No Globe Allowed) Medium Base (Globe Required)  The 70W - 150W Metal Huble options are with MP Socket Only								

Sample Order	Fixture	Ballast	Indoor / Outdoor	Finish	Cord	Mounting	Globe/Guard	Accessories
	AA-7	32CF-REM	RTE	WH	WL	AGB-101	AVX-100GG	

# Columbia Gorge Discovery Center & Museum

April 24, 2012

To Whom It May Concern:

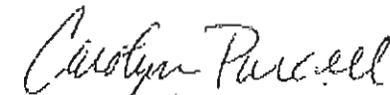
I am writing in support of the efforts of The Dalles Mural Society to obtain lighting for murals in downtown The Dalles. The murals not only enhance the downtown area, they help bring awareness to the rich history of our region.

The Dalles offers significant opportunities for the interpretation of national historic themes that once touched this place. These include the Lewis and Clark Expedition, the Oregon Trail, frontier military, Cayuse Indian Wars, the gold rush era, and much more. These murals are a constant reminder of the significance of our regional heritage.

The mission of our organization is to inspire appreciation and stewardship of the Columbia River Gorge and Wasco County through collection, preservation, and interpretation of cultural and natural history resources. To that end, we support all efforts in the region that further that mission. The murals are a series of themed public art that are strategically placed throughout the downtown area. By lighting the murals for evening viewing, they will reach a greater audience and enhance the downtown area for enjoyment by evening visitors.

Please contact me if I may be of further assistance in this effort.

Sincerely,



Carolyn Purcell  
Executive Director

Fort Dalles Museum

To whom it may concern:

I would like to express my support for The Dalles Mural Society in its efforts to obtain funding for the lighting of the wonderful murals in downtown The Dalles. Enhancing these attractive murals will help draw additional attention to them, and extend the hours they are available for the enjoyment of visitors and the community.

Besides providing visual interest and variety to the downtown streets, the murals serve as a focal point to introduce visitors to the rich history of The Dalles. They help people see, in an easy, enjoyable way our immensely rich heritage of Native Americans, Lewis and Clark and Oregon Trail pioneers. Even a brief study of the murals' subject matter provides newcomers with a window going back hundreds of years into local history.

This knowledge encourages visitors to stay a little longer, learn a little more, visit our historical sites and our wonderful museums, walk or bicycle our trails, get a good night's sleep and enjoy meals at our excellent restaurants. Enhancing the downtown murals is a sensible way to increase foot traffic downtown and encourage visits to the many other historical and scenic attractions in and around The Dalles.

Sincerely,

Paula D. Kuttner  
Wasco County Historical Society/Fort Dalles Museum



212 COURT STREET  
THE DALLES, OR 97058

(541) 296-5481 ext. 4448

April 16, 2012

Northern Wasco County People's Utility District  
Attn: Dwight Langer  
2015 River Road  
The Dalles, OR 97058

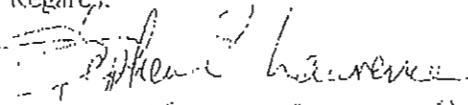
Mr. Langer:

The purpose of this letter is to state The Dalles Main Street Program's strong support for The Dalles Mural Society's grant application. Main Street has always appreciated the Mural Society's commitment to downtown The Dalles.

It is our understanding that, with the help of these PUD funds, the Mural Society plans to light our community's beautiful murals throughout the downtown district. This will enhance visibility later in the day and into the night, as well as reduce vandalism. Downtown The Dalles, with its businesses, agencies and organizations, will be significantly benefitted by the completion of this project as greater visibility on these murals will result in more visitors to the district. Visitors to downtown The Dalles are desperately needed, as the number of vacant storefronts has grown from approximately 20 to more than 40 in just two years.

Again, we pledge our support for this project and partnership with the Mural Society to its completion. Please contact The Dalles Main Street Program at City Hall if you have any questions.

Regards,

  
Stephen Lawrence  
Main Street Program Committee

**Applicant: The Dalles Mural Society**

**Points Awarded:**

**Project Selection Criteria:**

Priority consideration will be given to each proposed project. Points will be allowed for factors indicated by well-documented, reasonable plans, which, in the opinion of the Agency, provide assurance that the items have a high probability of being accomplished. If an application does not address one of the categories, it receives no points for that category. The possible points are listed for each.

1. The project contributes in the effort to place unused or underused properties in productive condition and eliminates blighted conditions. **(10 points)** **0**  
Blighted Areas are defined in the Urban Renewal Plan in section 203. As part of that definition one of the conditions that characterize a blighted area is defined as follows:
  - A. *The existence of buildings and structures, used or intended to be used for living, commercial, industrial or other purposes, or any combination of those uses, which are unfit or unsafe to occupy for those purposes because of any one or a combination of the following conditions:*
    1. *Defective design and quality of physical construction;*
    2. *Faulty interior arrangement and exterior spacing;*
    3. *Overcrowding and a high density of population;*
    4. *Inadequate provision for ventilation, light, sanitation, open spaces, and recreational facilities; or*
    5. *Obsolescence, deterioration, dilapidation, mixed character or shifting of uses;*
  
2. The project develops, redevelops, improves, rehabilitates or conserves property in ways which will:
  - A. Encourage expansion and development of jobs, **(20 points)** **0**
    - 1 job per \$10,000 or less granted – (20 points)
    - 1 job per \$10,001 to 20,000 granted – (15 points)
    - 1 job per \$20,001 to 35,000 granted – (10 points)
    - 1 job per \$35,001 to 50,000 granted – (5 points)
  
  - B. Increase property values and tax base, **(15 points)** **0**
    - Increase taxable value by \$50,000 or more – (15 points)
    - Increase taxable value by \$25,000 to \$49,999 – (10 points)
    - Increase taxable value by \$5,000 to 24,999 – (5 points)
  
  - C. Conserve historically significant places and properties, **(25 points)** **0**

D. Make The Dalles a more attractive and functional city in the following ways:	
i. Shows significant aesthetic improvement to the property <b>(10 points)</b>	<b>10</b>
ii. Provides needed services or community function <b>(10 points)</b>	<b>10</b>
iii. Serves a significant portion of the community, <b>(5 points)</b>	<b>5</b>
iv. Enhances the quality of life for residents of the city <b>(5 points)</b>	<b>5</b>
3. The project leverages other public and/or private sources of funding. <b>(15 Points)</b>	<b>5</b>
\$1 Urban Renewal grant to \$3 (or more) other funding – (15 points)	
\$1 Urban Renewal grant to \$2 other funding – (10 points)	
\$1 Urban Renewal grant to \$1 other funding – (5 points)	
4. The Applicant shows that it is financially able to complete the project and maintain the property. <b>(10 points)</b>	<b>10</b>
5. Administrative – The Agency may assign additional points for project considerations which do not fit into one of the above categories, but which provide compelling evidence that the project will further the goals of the Agency; or, if the project meets one or more of the above factors in a way that is far beyond the norm for that category. The assignment of points in this category will be by memorandum stating the reasons and will be maintained in Agency files.	
<b>(25 points)</b>	<b>10</b>

Note: Ten (10) administrative points are assigned due to the downtown murals potentially bringing more consumers to the downtown area and retaining them for a longer period of time. This potential also gives potential consumers, especially travelers, tourists and other “one-time” spenders more opportunity to spend money at local downtown small businesses.

**TOTAL            55**

# AGENDA STAFF REPORT

## URBAN RENEWAL AGENCY

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 8, 2013		

**DATE:** March 25, 2013

**TO:** Urban Renewal Agency Board

**FROM:** Garrett Chrostek, Administrative Fellow

**THRU:** Nolan Young, City Manager  
Dan Durow, Economic Development Specialist

**ISSUE:** Semi-annual competitive Property Rehabilitation Grant application review and recommendation to the Agency Board for The Dalles Art Association.

**BACKGROUND:**

The Dalles Art Association owns The Dalles Art Center building located at 220 E. 4<sup>th</sup> Street in The Dalles. This building was built in 1910 as a Carnegie Library. This building converted to an art center in 1966 and has been owned by The Dalles Art Association since 1998. This building is where The Dalles Art Association provides “local resident classes, workshops, summer art camps for youth and a sales gallery offering juried art by regional artists.”

The Dalles Art Association has performed many building upgrades, updates and maintenance projects during its ownership of this historical building. The next planned project is a two phase project to “renovate and replace the Center’s front doors and three windows.” According to the applicant, “These renovations will improve the functionality, historic character, energy efficiency and safety of the building, which served over 8,000 residents and guests in 2012.” Please see the application and applicant’s Project Narrative for more detailed information.

The approved Urban Renewal Agency Administrative Plan in Section C. Civic Improvements Grant Program states:

Grants may be made by the Agency to public, non-profit or civic organizations for projects within the boundaries of the Urban Renewal Area that serve a public purpose by meeting the selection criteria. Grants will be awarded semiannually on a competitive basis and based on the selection criteria. Grant awards are subject to availability of program funds.

**APPLICATION:**

The application from The Dalles Art Association was received on 1/31/2013. This application is for a grant of \$14,313 as part of an \$18,913 project to renovate and replace The Dalles Art Center's front doors and three windows.

The specific costs for this project are detailed in the following documents attached to the application:

1. Adams Construction proposal #1389 dated 1-30-2013
2. Bid Spreadsheet
3. Suburban Door Quote dated 1-15-2013
4. Viridian Window Restoration Estimate # 13 0129-1 dated 1-29-2013

**REQUEST:**

This application is for a grant of \$14,313 as part of an \$18,913 project to renovate and replace The Dalles Art Center's front doors and three windows.

**BUDGET IMPLICATIONS:**

Budget implications would depend on the amount approved. The dollar amount available for new grants is \$48,423. There is also approximately \$42,000 of Urban Renewal funds held in reserve for "Opportunity Driven Projects" that can be granted for qualifying projects. This application is one of four applications being presented for grant funding totaling \$110,538.

**URBAN RENWAL ADVISORY COMMITTEE RECOMMENDATION:**

At its March 19, 2003 meeting, the URAC recommended approval of the request for \$14,313 as reflected in the attached minutes.

**STAFF RECOMMENDATION:**

Staff recommends that the Agency Board move to approve the applicant's request for \$14,313 to help renovate and replace The Dalles Art Center's front doors and three windows located at 220 E. 4<sup>th</sup> Street, The Dalles, Oregon.

This recommended approval is conditional upon this project being approved and permitted by all applicable agencies and entities.

This project received City of The Dalles Historic Landmarks Commission approval on February 27, 2013 as shown in Resolution #127-12.

**ALTERNATIVES:**

1. Move that the Urban Renewal Agency approve a lesser amount.
2. Move that the Urban Renewal Agency decline the request.



## The Dalles Art Association

220 East 4<sup>th</sup> Street The Dalles, Oregon 97058 (541) 296-4759  
[thedallesart@embarqmail.com](mailto:thedallesart@embarqmail.com) [www.thedallesartcenter.org](http://www.thedallesartcenter.org)



January 31, 2013  
The Dalles Urban Renewal Agency  
The Dalles, OR 97058

To Whom It May Concern:

Please accept this application from The Dalles Art Association for the Civics Improvement Grant Program. We have enclosed the required documents listed below:

- Application
- Project Outline and proposed timeline
- A summary of the work to be done
- Concept sketches (photographs)
- Cost estimates from contractor

We have also submitted our plans and photographs to the Historic Landmarks Commission, for discussion and approval at their February meeting. We will forward their decision to you immediately as soon as we hear from them. Likewise, if this application is approved, we will provide your office with complete plans and specifications, and all required permits.

Please let us know if you need any other information.

Thank you for your consideration.

A handwritten signature in black ink that reads "Carmen Toll". The signature is written in a cursive, flowing style.

Carmen Toll  
Executive Director  
The Dalles Art Center  
220 E 4th, TD  
541-296-4759  
[www.thedallesartcenter.org](http://www.thedallesartcenter.org)  
[thedallesart@embarqmail.com](mailto:thedallesart@embarqmail.com)

# The Dalles Urban Renewal Agency

## Property Rehabilitation Grant and Loan Programs

### APPLICATION

Application Date	1/31/13	Application Number	
<b>GENERAL INFORMATION</b>			
Applicant	The Dalles Art Association		
Contact person	Carmen Toll, Executive Director		
Mailing Address	220 E 4th Street The Dalles, OR 97058		
Property Address	Same as above		
Applicant is:	<input checked="" type="checkbox"/>	Property owner	<input type="checkbox"/>
			Business leasing the property
Telephone #	541-296-4759	Fax #	no fax
Federal tax ID # or Social security #	93-0681535		
Bank of account and contact	Centerpoint Bank of The Dalles Shae Kasinger		
Name of Business (if different than applicant)	Same		
Name of Principal	N/A		
<b>PROJECT INFORMATION</b>			
Site address	220 E 4th Street The Dalles, OR 97058		
Legal Description	Township 1north, Range 13 East, Section 3BC. tax lot number 3500		
Building age	Built in 1910	Square Footage	3600 sq. feet

Building use	Community Art Center (public exhibits and classes)		
Project description outline	<p>The Dalles Art Center proposes a two-phase project to replace and renovate the Center's two front doors and three windows: one in the administrative office and two in the main gallery. These renovations will improve the functionality, historic character, energy efficiency and safety of the building, which served over 8,000 youth and adults in 2012.</p> <p>Phase one of the project involves replacing the front doors which are dysfunctional due to gaps between and at the bottom of the frames. This renovation will result in functional, durable, beautiful doors that match the historic character of the building. Phase one will include the replacement of one window in the administrative office, due to its energy inefficiency and lack of safe egress in the event of evacuation.</p> <p>Phase two involves replacing and repairing two inefficient windows in the main gallery. These single-pane windows need new ropes and weights so that they may be opened properly. The existing storm windows need to be removed and a screen assembly installed on the upper transit windows. We would like to install secondary glass panes with molding on the interior (lower main section only) to improve thermal efficiency.</p>		
		<b>BUDGET</b>	
<b>EXPECTED PROJECT COSTS</b>			
	Cost item		Est. cost
	<b>Phase One (Replacing Door)</b>		\$
	Suburban door		6,136
	Door hardware		5076
	Laquer		79
	Permit		352
	Labor		2,858
	<b>Phase One (Replacing office window)</b>		
	Low-E insulated glass w/ transom		1400
	Labor		373
	Mileage		90
	<b>Total (Phase One)</b>		<b>16,363</b>
	<b>Phase Two (Replacing two gallery windows)</b>		
	2 Low-E insulated glass windows (one w/ transom)		1950
	Labor		600
	<b>Total (Phase Two)</b>		<b>2550</b>
	<b>TOTAL PROJECT COST</b>		<b>18,913</b>
<b>PROPOSED SOURCES OF FUNDING</b>			
	Source	Amount	Rate
			Term

Equity (applicant)	\$	4,600		
Bank	\$			
Private loan	\$			
Other	\$			
Urban Renewal Grant	\$	14,313		
Urban Renewal Loan	\$			
Total	\$	18,913	(Must equal	Total of expected costs)

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 MCEED and its agents for such review and investigation.

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

*Carmen Toll* Executive Director  
 Signature (and Title if appropriate)

*1/31/13*  
 Date

*Kay Skov* Board President  
 Signature (and Title if appropriate)

*1/31/13*  
 Date

Signature (and Title if appropriate)

Date

Signature (and Title if appropriate)

Date

## Project Narrative

### Project Outline

Built in 1910 as a Carnegie Library, The Dalles Art Center (TDAC) is a neoclassical brick building that provides local residents classes, workshops, summer art camps for youth and a sales gallery offering juried art by regional artists. It was converted from a library to an art center in 1966, and has been the property of The Dalles Art Association (TDA) since 1998. Building upgrades during these years have included a new roof, electrical, heating and cooling improvements and installation of an elevator to meet ADA requirements.

With substantial financial support from a public appeal this fall, TDAA is now ready to embark on a two-phase project to renovate and replace the Center's front doors and three windows (one in the administrative office and two in the main gallery). These renovations will improve the functionality, historic character, energy efficiency and safety of the building, which served over 8000 residents and guests in 2012.

### Phase One

Replacing or renovating the front doors is a priority goal of TDAC and therefore falls her Phase One of this renovation. These doors (which are the originals) have over time become dysfunctional. Gaps between and at the bottom of the doors let in huge amounts of air, driving up energy costs and making the gallery uncomfortable for guests in both summer and winter. The locking mechanism doesn't work well, allowing for too much fore and aft movement and making it difficult to securely lock the doors. The single pane glass in the door panels is not energy efficient, placing undue drain on the Center's small budget.

Phase One involves replacing the complete front door assembly with new doors sufficient to improve thermal efficiency and meet historical landmark status. Estimated cost is \$14,500. Although more expensive, this would result in a more durable, attractive and historically accurate facade, and is our preferred option.

The replacement of the window in the administrative office also falls under Phase One. This window no longer fits or functions as it should, due to natural aging and deterioration. Like the front door, it is very drafty, greatly diminishing the Center's ability to efficiently regulate the temperature inside. In addition, the window's dysfunctional storm casing poses a safety risk to anyone working in the office, as it does not provide adequate egress in the event of a fire. Because of this safety violation, the Center considers replacing this window a top priority, and includes it in Phase One of this project. Details of this replacement are attached in the detailed work plan, with an estimated cost of \$1,863.

### Phase Two

Phase Two of the renovation project focuses on replacing the tall window and the upper south wall window in the gallery. Like the window in the office, these windows need to have their window ropes and weights replaced so that they may be opened properly. The existing outer storm windows need to be removed and a screen assembly needs to be installed on the upper transit windows (which also may need repair). Finally, we would like to install secondary glass

panes with molding on the interior (lower main section only) to improve thermal efficiency. Estimated cost to repair these two windows is \$2,550.

### **Project Criteria**

1. This project restores dysfunctional doors and windows in this historic building to good working condition, and prevents their further deterioration due to weathering and age. It will result in improved function, ventilation and safety.

2. A. This project, if completed in total, will expand local job opportunities by providing at least 62.5 hours of contracted employment in the removal and replacement of these doors and windows. We estimate that at least \$2750 will be spent on labor alone for this project.

In addition, The Dalles Art Center provides exhibition space to almost 100 local artists each year, many of whom make sales and connections that are critical to their profession and income as artists. Providing these critical renovations will help the gallery maintain and expand this important service.

2.B, C and D Adding these new, energy-efficient doors and windows will increase the property value by 5-9%, according to a research study by Opinion Research Corp (an independent research firm, and sponsored by Dow Chemical C.) More significantly, these renovations will help the Center continue to preserve the historical integrity of the building as a community and cultural resource. The new front doors will provide significant aesthetic improvement to the front facade of the building, which is located in the historical downtown area. This will be enjoyed not only by the thousands of visitors to the Center each year, but also by the substantial car and foot traffic in this area.

Included on the National Register of Historic Buildings since 1978, the Art Center is a significant historic and cultural resource for both city and county, providing exhibition space for artists, classes for youth and adults, and a Summer Art Camp for children ages 6-14. Keeping this building in good repair and function allows the Center to continue serving over 8000 youth and adults each year, thereby enhancing the cultural lives of local residents.

3. The Dalles Art Center raised \$4600 specifically for these renovations during a special appeal at their annual fund raiser this fall. This is the most money ever raised during a special appeal, illustrating the strong public support behind this project—and the Art Center in general.

4. The Dalles Art Center is a fiscally sound organization with a membership base of 160 members who contribute about 16% of the annual income. Other revenue sources include corporate sponsorships, grant funds, fund-raising events and earned income through classes and gallery sales. The Center has maintained cash reserves above one-third of its annual expenses for at least the past four years. It currently has cash reserves of over \$30,000, in addition to the \$4600 earmarked for completion of this project.

### **Timeline:**

The Dalles Art Association would like all designated work to be completed before summer. If we receive the grant, work will be scheduled according to the following timeline:

March Notification of grant award  
Contact contractor. Meet to discuss final plan. Develop and sign contract.  
Apply for all necessary permits.

April Submit permits and final plans to the Urban Renewal Agency  
Work begins and continues until finished, no later than end of May

June Celebration of new doors/windows at our June show\*\*

\*\* If the project needs to occur in two phases, we will adjust the timeline accordingly.

City of The Dalles  
Historic Landmarks Commission  
The Dalles, OR

Re: Repair / Upgrade for Review – Front Door Project  
The Dalles Art Center - Carnegie Library

Dear Council Members:

The Dalles Art Center is currently reviewing the repair and or upgrade of the main Front Door and three (3) exterior windows of the Carnegie Library building located at 220 East 4<sup>th</sup> Street. Our review has thus far encompassed approval by the Art Center Board to pursue the project, inquiry into grant funding for the project, and contacting qualified contractors to obtain budget estimates for the project work. Prior to filing a formal application for an Urban Renewal Grant, we are submitting the following outline and scope of work for your review.

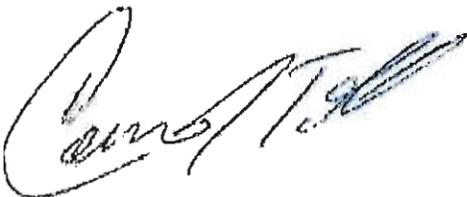
Our intent in following through with this project is to address both the functionality of the door and windows, and to address the necessary maintenance that is required both for the door and the windows. In addition, this project will address the need for emergency egress capability via one of the windows located in the Gallery office of the Art Center. Finally, this project will improve the cosmetic appearance and subsequent "street appeal" of the front of the Carnegie Library – A factor The Dalles Art Center gratefully desires.

With contractor estimates yet to be received as of this date, we are making the projection that this project will cost the Art Center between \$5,000 and \$7,000. The Dalles Art Center currently has funds set aside for this project in the amount of approximately \$4,500. We will be seeking the remaining balance necessary via an Urban Renewal Grant.

The scope and photos of the project area are as per the attached.

Thank you for your review and please feel free to contact us as needed for any additional information you may need.

Sincerely,



Carmen Toll  
Art Center Director

Shawn Stratton  
Art Center Board Member-at-large

# THE DALLES ART CENTER

## CARNEGIE LIBRARY FRONT DOOR / WINDOW UPGRADE

### SCOPE OF WORK

#### PROJECT - FRONT DOOR

**Option 1** – Repair Front Door Assembly (Doors) as follows:

(Work may be quoted by item number listed)

- 1.) As needed realign doors so that the center gap between the doors is minimized.
- 2.) Reduce air flow heat loss by weatherstripping the center joint between the doors and at the bottom of the doors – Replace or modify center vertical wood section between doors as needed.
- 3.) Repair door assembly so that the doors lock into position tighter with less fore & aft movement – Replace or modify lower door pin plate as needed.
- 4.) Repair door handle assembly so that the locking mechanism is easier to unlock with key – As an option, quote replacement of entire handle assembly.
- 5.) Strip, fill and recoat exterior surface of doors. Include the cost of removing the brass kick plates for polishing (or perhaps simply reversing them so that the polished inner sides are exposed). Currently the doors are coated with polyurethane like clear coat. Please quote as an option the use of a more UV resistant coating or stain over the wood.
- 6.) Replace narrow wood threshold w/ a wider wood threshold that will encompass the entire door section up to the entryway tiles. The new threshold will need to be tapered at the inner edge to minimize the potential as a step (trip) hazard.
- 7.) Install secondary glass panes w/ molding on the interior of the doors to improve thermal efficiency.

**Option 2** - Replacement of complete front door assembly w/ new doors sufficient to improve thermal efficiency and meet historical landmark status.

#### PROJECT - ARCHED TRANSIT WINDOW ABOVE FRONT DOOR

- 1.) Install a secondary glass pane w/ molding on the interior of the arched transit window to improve thermal efficiency.

**PROJECT – WINDOW REPAIR**

## Window 1 – Tall Window in Gallery &amp; in Office

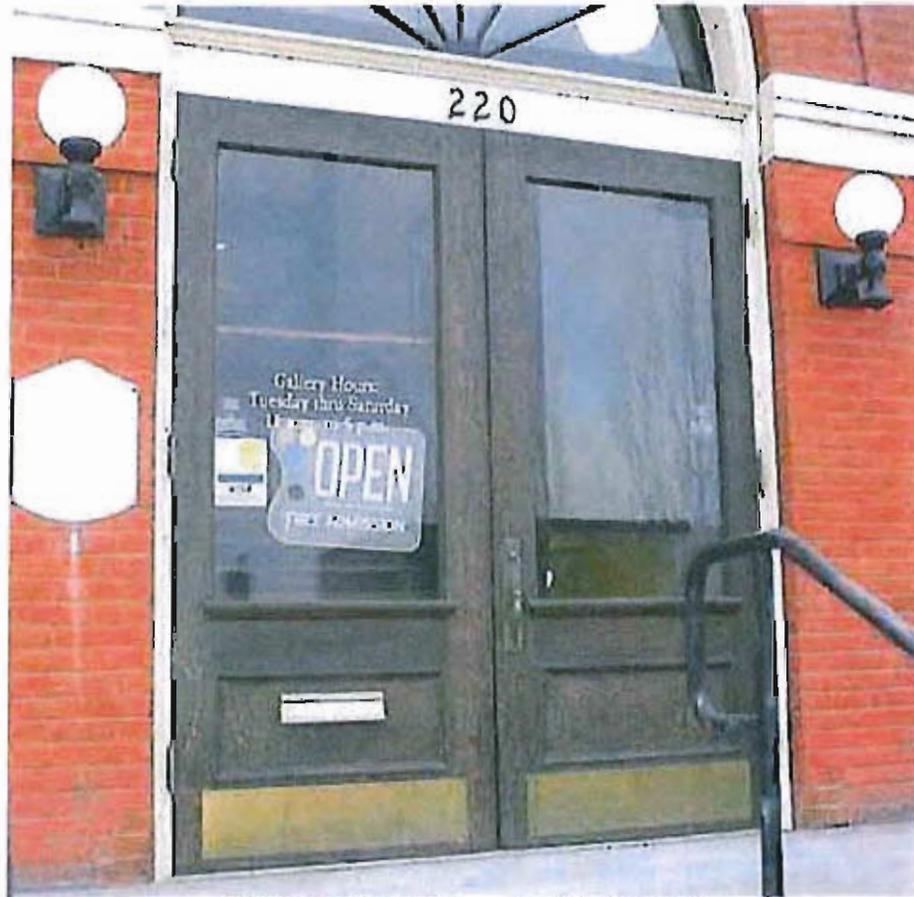
- 1.) Repair / replace window rope / weight hanging mechanism so that windows may be properly opened.
- 2.) Remove existing outer storm windows.
- 3.) Install screen assembly on lower sections and on upper transit windows.
- 4.) Verify that upper transit windows will open properly – repair as needed for function. (Install a hook mechanism on office transit window to properly secure window frame against wall when open)
- 5.) Optional - Install secondary glass panes w/ molding on the interior of the windows (lower main section only) to improve thermal efficiency.

## Window 3 – Upper South Wall Window in Gallery

- 1.) Remove existing outer storm window.
- 2.) Install screen assembly on window.
- 3.) Verify that the window will open properly – repair as needed for function.
- 5.) Optional - Install a secondary glass pane w/ molding on the interior of the window to improve thermal efficiency.

# THE DALLES ART CENTER FRONT DOOR / WINDOW UPGRADE

## PROJECT PHOTOS



EXTERIOR VIEW – FRONT DOOR



EXTERIOR – FRONT DOOR



INTERIOR – FRONT DOOR

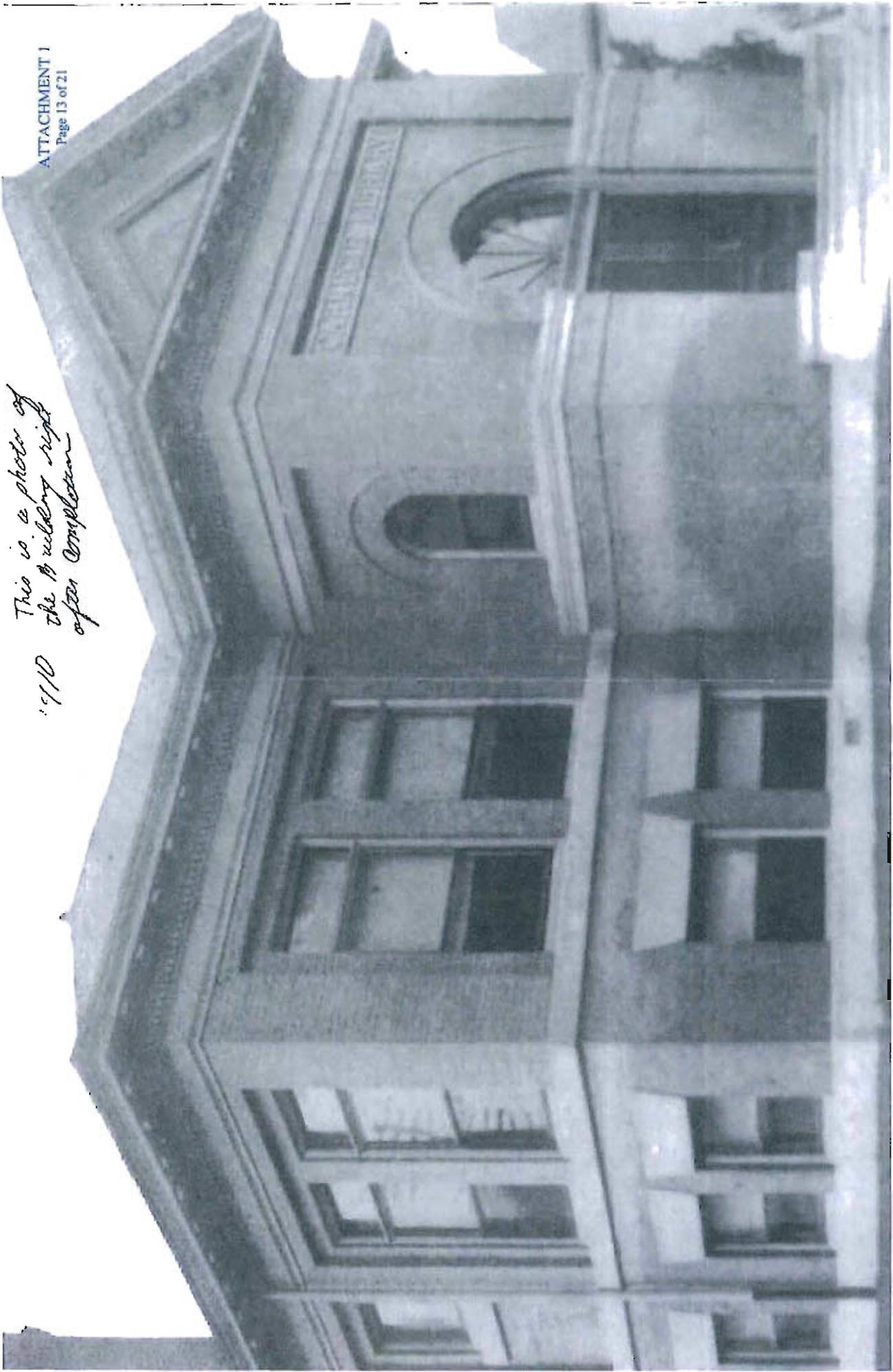


INTERIOR VIEW – WINDOWS



EXTERIOR VIEW – WINDOWS & FRONT DOOR

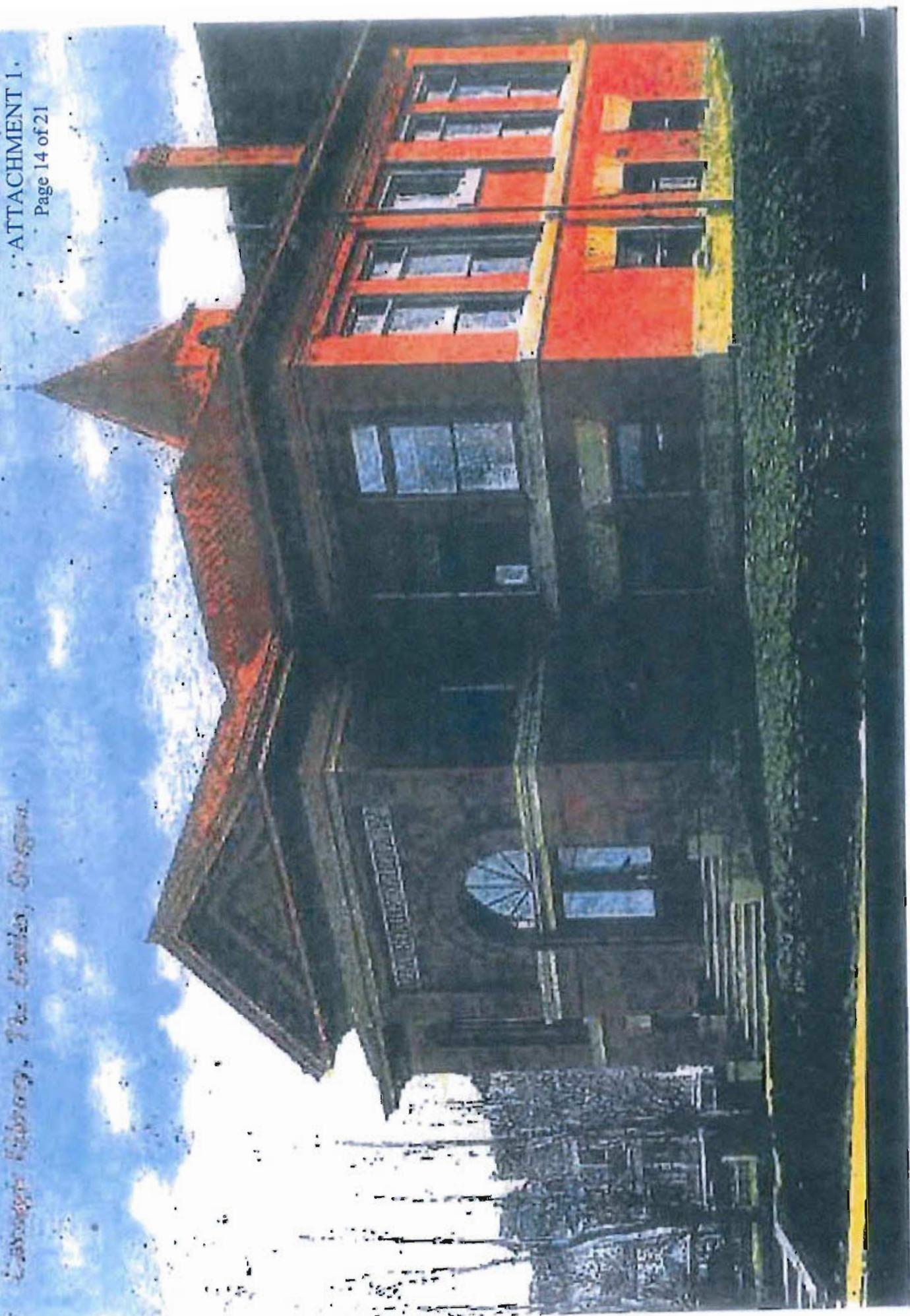
1910  
This is a photo of  
the building right  
after completion



*Washington Library, The Lumber, Oregon.*

ATTACHMENT 1.

Page 14 of 21



1912



The Dalles Art Center  
220 E 4th St  
The Dalles, OR 97058

Date: 1-30-2013

Proposal # 1389

**We Hereby submit specifications and estimate for:**

**Phase #1 Install new entry doors and office window as follows:**

**Entry Door**

- > Submit drawings and apply for building permit.
- > Demolish and dispose of existing door slabs only.
- > Install (2) new 42" x 96" Oak slabs in existing jamb with 4621 bevel insulated Glass raised moulding, one side bore and mortise double door. New slabs to match existing as close as possible.
- > Install new exit devices and closers on both doors.
- > Apply (1) coat stain and (1) coat lacquer to new doors.
- > Clean and remove any debris left over from work.
- \* Cost... \$14,500.00

**\*Note\***

- > Price subject to change after doors are removed and jambs are inspected.
- > Includes \$3,800.00 hardware allowance. (i.e. exit devices and closers)
- > Exit devices and closers are required per building codes.

**(1) Office Window**

- > Install insulated Low-E glass in existing window sash in 48" x 78" DH and 48" x 20" transom as follows:
- > Remove inside stops, bottom sash, parting bead and top sash.
- > Cut sash, remove all glazing material in preparation for insulated units. Glaze glass into sash using primed wood stops secured in place with exterior grade caulking and brad nails. Apply primed exterior grills as needed.
- > Replace or modify balance (as needed), fit top sash in place, install parting bead, weather strip, install bottom sash, weather strip, fit to opening, install original locks, weather strip inside stops and re-install.
- \* Cost... \$1,863.00

**\*Note\***

- > Price subject to change after windows are removed and frames are inspected.

**Phase #2 Install (2) new windows in showroom as follows:**

- > Install insulated Low-E glass into existing window sash in 52" x 78" DH, 52" x 20" transom and 42" x 40" casement as follows:
- > Remove inside stops, bottom sash, parting bead and top sash.
- > Cut sash, remove all glazing material in preparation for insulated units. Glaze glass into sash using primed wood stops secured in place with exterior grade caulking and brad nails. Apply primed exterior grills as needed.
- > Replace or modify balance (as needed), fit top sash in place, install parting bead, weather strip, install bottom sash, weather strip, fit to opening, install original locks, weather strip inside stops and re-install.
- \* Cost... \$2,550.00

**\*Note\***

- > Price subject to change after windows are removed and frames are inspected.

**Total Project Cost: \$18,913.00**

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**

Cash or check payments require 50% due at time of acceptance, 50% due at time of substantial completion. For convenience purposes  
Credit Card payments are accepted and require 100% down at time of acceptance.

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 \_\_\_\_\_





**QUOTE**

SUBURBAN DOOR CO. INC.  
 12365 S.W. HERMAN ROAD  
 TUALATIN, OR 97062  
 (503)692-0180/FAX(503)691-2323  
 503 692-0180/503 691-2323

Page: 1

To: CASH IN ADVANCE  
 TUALATIN, OR 97062

Ship to: ADAMS CONST.  
 THE DALLES / QUOTE

Job Name:

Terms: D00 - NET 10TH

Sales Person: ROB BITNEY

P/O Number:

Entered By: Barryh

Quote Number: 08814000

Cust Number: 100003

Quote Date: 01/15/2013

Expiration Date: 02/15/2013

Line	Qty's	Description	Unit Price	Sales Price
1	1.00	EXTERIOR DOUBLE DOOR UNIT 7'0"X8'0" (PAIR) 3-6"X8-0"X2-1/4" OAK 4621 BEVEL IG RAISED MOULDING 1-SIDE (WLD RIVER 4-5 WKS) BORE AND MORTISE DOUBLE DOOR ! prep for 5 x 5 hinges IMORTISE POCKET WITH FUNCTION HOLE PREP OAK ASTRAGAL FOR 2-1/4" THICK DOOR (WLD RIVER) US-10B EXTENDED MORTISE BOLT US-10B EXTENDED MORTISE BOLT +-----+   .08814000+1   +-----+	4,608.23	4,608.23

Merchandise  
 4,608.23

Quote Total  
 4,608.23

End of Quote



SUSTAINABLE HISTORIC SOLUTIONS

DATE: JANUARY 29, 2013

ESTIMATE NO. 13 0129-1

PO Box 12230 Portland OR 97212  
 503-922-2202 f • 503-922-1497 f  
 info@viridianwindow.com • viridianwindow.com

Licensed • Bonded • Insured  
 Oregon CCB License No. 185028

FOR: Jason Johnson  
 Adams Construction LLC  
 1215 E 18th St  
 The Dalles OR 97058

PHONE: 541-296-4242

E-MAIL: jason001@embarqmail.com

ASSOCIATE	JOB	PAYMENT TERMS	TENTATIVE START DATE
GH	Com-Adams	25/25/50*	TBD

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Install Insulated low-E glass into existing window sash-48x78 DH w/48x20 transom, 1/1/1, (Office-1)	\$1,400	\$1,400
1	Install Insulated low-E glass into existing window sash-52x78 DH w/52x20 transom, 1/1/1, (Showroom North-1)	1,450	1,450
1	Install Insulated low-E glass into existing window sash-42x40 Casement, single lite, (Showroom South-1)	500	500
1	Mileage (160 miles round trip @ 56.5 cents per mile, rounded)	90	90

**Preparation:** Double-hung windows: Remove inside stops, remove bottom sash, remove parting bead, remove top sash. Fixed & Casements: Remove Sash.

**Glazing:** Cut sash, remove all glazing material in preparation for insulated units. Glaze glass into sash using primed wood stops secured in place with exterior grade caulking and Brad nails. Apply primed exterior grills as needed.

**Fitting:** Double-hung: Replace or modify balance (as needed), fit top sash in place, install parting bead, weather strip, install bottom sash, weather strip, fit to opening, install original locks, weather strip inside stops & re-install fixed & Casement. Weather strip and re-install sash.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. By signing this estimate you are accepting the above prices, specifications and conditions. This estimate is subject to acceptance within 45 days and is void thereafter at the option of Viridian Window Restoration, LLC. Materials will be purchased based on your sourcebook at this estimate. Should you cancel, you will be billed or refunded the difference in the material costs and your dispatch.

SUBTOTAL	\$3,440
TAX	
TOTAL	\$3,440

Please sign estimate and return with a 25% deposit for the items you select.

Signature \_\_\_\_\_

\*25% of total estimate due at acceptance of bid, 25% due at commencement of work, and final 50% due upon completion.  
 Make all checks payable to Viridian Window Restoration LLC

THANK YOU FOR YOUR BUSINESS!

## CITY of THE DALLES

313 COURT STREET  
THE DALLES, OREGON 97058(541) 298-5481 ext. 1126  
FAX: (541) 298-5490  
Planning Department**HISTORIC LANDMARKS RESOLUTION NO. 127-13**

Adopting The Dalles Historic Landmarks Commission Application #137-13 of The Dalles Art Association. This application is for a Historic Landmarks Commission hearing to gain approval to repair the front entrance door and three facility windows of The Dalles Art Center. The structure is located at 220 East 4<sup>th</sup> Street and is further described as 1N 13E 3BC t.l. 2100. The historic name of this structure is The Dalles-Wasco County Camagie Library. The structure was built in 1910 and was placed on the National Register of Historic Places in 1978. It is classified as Secondary Significant in The Dalles Commercial Historic District.

**I. RECITALS:**

- A. The Historic Landmarks Commission of the City of The Dalles has, on February 27, 2013, conducted a public hearing to consider the above request.
- B. A Staff report was presented, stating findings of fact and conclusions of law.
- C. Staff Report number 137-13 and the minutes of February 27, 2013, upon approval, provide the basis for this resolution and are herein attached by reference.

**II. RESOLUTION: Now, therefore, be it FOUND, DETERMINED, and ORDERED by the Historic Landmarks Commission of the City of The Dalles as follows:**

- A. In all respects as set forth in Recitals, Part "I" of this resolution.
- B. Historic Landmarks Review No. 137-13 – The Dalles Art Association, with the following Conditions of Approval:
  - 1. Work will be completed in substantial conformance to the drawings and proposals as submitted and reviewed.
  - 2. Prior to construction, the applicant will need to submit for approval to the City Planning Department. Once approved, the applicant will need to submit for a structural permit from the local Mid-Columbia Building Codes Services.

3. Final paint colors on the refurbished windows and doors will need to be approved by the Planning Director unless the same colors are being used.

III. APPEALS, COMPLIANCE AND PENALTIES:

- A. Any party of record may appeal a decision of the Historic Landmarks Commission to the City Council for review. Appeals must be made in accordance to Section 9(a) of the Historic Landmarks Ordinance No. 1194, and must be filed with the City Clerk within ten (10) days of the date of mailing of this Order.
- B. Failure to exercise this approval within the time line set either by Order or by Ordinance will invalidate this permit.

APPROVED AND ADOPTED THIS 27<sup>th</sup> FEBRUARY, 2013.



Eric B. Gleason, Chairman  
Historic Landmarks Commission

I, Richard Gassman, Director of the Planning Department of the City of the Dalles, hereby certify that the foregoing Order was adopted at the meeting of the City Historic Landmarks Commission, held on February 27, 2013.

AYES: Gleason, McNary, Parker, Smith, Davis  
NAYS: None  
ABSENT: None  
ABSTAIN: None

ATTEST: 

Richard Gassman, Director  
Planning Department

**Applicant: The Dalles Art Association**

**Points Awarded:**

**Project Selection Criteria:**

Priority consideration will be given to each proposed project. Points will be allowed for factors indicated by well-documented, reasonable plans, which, in the opinion of the Agency, provide assurance that the items have a high probability of being accomplished. If an application does not address one of the categories, it receives no points for that category. The possible points are listed for each.

- |  |   |
|--|---|
| 1. The project contributes in the effort to place unused or underused properties in productive condition and eliminates blighted conditions. <b>(10 points)</b><br>Blighted Areas are defined in the Urban Renewal Plan in section 203. As part of that definition one of the conditions that characterize a blighted area is defined as follows:<br><br><i>A. The existence of buildings and structures, used or intended to be used for living, commercial, industrial or other purposes, or any combination of those uses, which are unfit or unsafe to occupy for those purposes because of any one or a combination of the following conditions:</i><br><i>1. Defective design and quality of physical construction;</i><br><i>2. Faulty interior arrangement and exterior spacing;</i><br><i>3. Overcrowding and a high density of population;</i><br><i>4. Inadequate provision for ventilation, light, sanitation, open spaces, and recreational facilities; or</i><br><i>5. Obsolescence, deterioration, dilapidation, mixed character or shifting of uses;</i> | <b>0</b>  |
| 2. The project develops, redevelops, improves, rehabilitates or conserves property in ways which will:<br><br><i>A. Encourage expansion and development of jobs, <b>(20 points)</b></i><br>1 job per \$10,000 or less granted – (20 points)<br>1 job per \$10,001 to 20,000 granted – (15 points)<br>1 job per \$20,001 to 35,000 granted – (10 points)<br>1 job per \$35,001 to 50,000 granted – (5 points)<br><br><i>B. Increase property values and tax base, <b>(15 points)</b></i><br>Increase taxable value by \$50,000 or more – (15 points)<br>Increase taxable value by \$25,000 to \$49,999 – (10 points)<br>Increase taxable value by \$5,000 to 24,999 – (5 points)<br><br><i>C. Conserve historically significant places and properties, <b>(25 points)</b></i>   | <b>0</b><br><br><br><br><br><br><br><br><br><br><b>25</b> |

D. Make The Dalles a more attractive and functional city in the following ways:	
i. Shows significant aesthetic improvement to the property <b>(10 points)</b>	<b>10</b>
ii. Provides needed services or community function <b>(10 points)</b>	<b>10</b>
iii. Serves a significant portion of the community, <b>(5 points)</b>	<b>5</b>
iv. Enhances the quality of life for residents of the city <b>(5 points)</b>	<b>5</b>
3. The project leverages other public and/or private sources of funding. <b>(15 Points)</b>	<b>5</b>
\$1 Urban Renewal grant to \$3 (or more) other funding – (15 points)	
\$1 Urban Renewal grant to \$2 other funding – (10 points)	
\$1 Urban Renewal grant to \$1 other funding – (5 points)	
4. The Applicant shows that it is financially able to complete the project and maintain the property. <b>(10 points)</b>	<b>10</b>
5. Administrative – The Agency may assign additional points for project considerations which do not fit into one of the above categories, but which provide compelling evidence that the project will further the goals of the Agency; or, if the project meets one or more of the above factors in a way that is far beyond the norm for that category. The assignment of points in this category will be by memorandum stating the reasons and will be maintained in Agency files.	
<b>(25 points)</b>	<b>0</b>
<b>TOTAL</b>	<b>70</b>

# AGENDA STAFF REPORT

## URBAN RENEWAL AGENCY

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 8, 2013		

**DATE:** March 25, 2013

**TO:** Urban Renewal Agency

**FROM:** Garrett Chrostek, Administrative Fellow

**THRU:** Nolan Young, City Manager  
Dan Durow, Economic Development Specialist

**ISSUE:** Semi-annual competitive Property Rehabilitation Grant application review and recommendation to the Agency Board for St. Peter's Landmark Preservation, Inc.

**BACKGROUND:**

St. Peter's church building located at 405 Lincoln Street in The Dalles was built in 1897. It was dedicated in 1898 and operated as a church until 1970, when it was slated for demolition due to its non-use as a church. Concerned local citizens raised awareness and monies to purchase the building and save it from destruction. These same people created a non-profit corporation, Old St. Peter's Landmark Preservation, Inc., that operates as a nondenominational organization dedicated to the preservation and upkeep of this historic building, as well as maintaining its availability and enhancing its functionality as a venue for many events. Since 1974, the St. Peter's Landmark has been listed on the U.S. Department of the Interior's National Register of Historical Sites. Please see applicant's letter dated December 5, 2012 and the applicant provided list of "Expenditures from the beginning through December 2012" for more detailed information.

The approved Urban Renewal Agency Administrative Plan in Section C. Civic Improvements Grant Program states:

Grants may be made by the Agency to public, non-profit or civic organizations for projects within the boundaries of the Urban Renewal Area that serve a public

purpose by meeting the selection criteria. Grants will be awarded semiannually on a competitive basis and based on the selection criteria. Grant awards are subject to availability of program funds.

**APPLICATION:**

The application from Old St. Peter’s Landmark Preservation, Inc. was received on 12/17/2012. This application is for a grant of \$18,225.00 as part of a \$36,725 project to restore 13 stained glass windows.

Historically, the majority of the preservation of this historic building has been paid for through fundraising and private contributions. These expenditures are listed in the previously mentioned and accompanying expenditure list provide by the applicant.

The costs for the specific windows are detailed in the bid letter from David Schlicker, which is also attached.

**REQUEST:**

Old St. Peter’s Landmark Preservation, Inc. is requesting an \$18,225.00 grant as part of a \$36,725 project to restore 13 stained glass windows. Two windows have already been restored with \$7,500 in North Wasco County PUD grant monies. The applicant has \$11,000 of its own funds and is requesting this urban renewal grant for the remaining monies needed to complete this project. If this work is not done, the stained glass windows will continue to deteriorate until they fall completely apart. It is much easier and less expensive to the window repairs now instead of when they begin to fall apart.

**BUDGET IMPLICATIONS:**

Budget implications would depend on the amount approved. The dollar amount available for new grants is \$48,423. There is also approximately \$42,000 of Urban Renewal funds held in reserve for “Opportunity Driven Projects” that can be recommended to the Urban Renewal Agency to be granted for qualifying projects. This application is one of four applications being presented for grant funding totaling \$110,538.

**URBAN RENWAL ADVISORY COMMITTEE RECOMMENDATION:**

At its March 19, 2003 meeting, the URAC recommended approval of the request for \$14,313 as reflected in the attached minutes.

**STAFF RECOMMENDATION:**

Staff recommends that the Agency Board move to approve the applicant’s request for an \$18,225 grant to help pay for the restoration of the remaining 11 stained glass windows of the St. Peter’s Landmark building located at 405 Lincoln Street, The Dalles, Oregon.

**ALTERNATIVES:**

1. Move that the Urban Renewal Agency approve a lesser amount.
2. Move that the Urban Renewal Agency decline the request.

# The Dalles Urban Renewal Agency

## Property Rehabilitation Grant and Loan Programs

### APPLICATION



Application Date 12/13/2012

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

#### GENERAL INFORMATION

Applicant CLA St. Peter's Landmark Preservation, Inc

Contact person Doug Leash

Mailing Address 1623 E 9th

The Dalles, Oregon 97058

Property Address 405 Lincoln (PO Box 882)

The Dalles, Oregon 97058

Applicant is:  h Property owner  k Business leasing the property

Telephone # 541-298-8861 Fax # \_\_\_\_\_

Federal tax ID # or Social security # 23-7120819

Bank of account and contact Columbia Bank

The Dalles Branch

Name of Business \_\_\_\_\_  
(if different than applicant)

Mailing Address \_\_\_\_\_

Name of Principal \_\_\_\_\_

PROJECT INFORMATION

Site address 405 Lincoln

Legal Description \_\_\_\_\_

Building age 114 Square Footage \_\_\_\_\_

Building use Open to public 6 days a week, concerts, weddings

Project description outline We have 11 stained glass windows that are in dire need of restoration. This involves removing the windows, taking them to Portland, cleaning, replacing broken or missing glass, reaming (replacing the failing lead) and reinstalling them. The work would be done by David Schlicker stained glass studio, an expert in his field.

We had David restore two windows this fall that were returned and installed 11/30/2012. The restoration was paid for with a PUD Grant of \$17,500<sup>00</sup>.

Please include the following with your Application:

1. Project outline
2. Initial concept sketches
3. Proposed timeline
4. Final plans and specifications (prior to final certification)



EXPECTED PROJECT COSTS

<u>Cost item</u>	<u>Est. cost</u>
<u>Windows P2, P3, P4, P5</u>	<u>\$ 11,725<sup>00</sup></u>
<u>Windows I2, I3</u>	<u>\$ 7,500<sup>00</sup></u>
<u>Window D4</u>	<u>\$ 4,500<sup>00</sup></u>
<u>Window J1</u>	<u>\$ 2,800<sup>00</sup></u>
<u>Window J4</u>	<u>\$ 2,000<sup>00</sup></u>
<u>Windows O6, O1</u>	<u>\$ 3,700<sup>00</sup></u>
<u>Windows N2 &amp; N3</u>	<u>\$ 7,500<sup>00</sup></u>
<u>Sub Total</u>	<u>\$ 36,725<sup>00</sup></u>
<u>PUD GRANT Fall of 2012</u>	<u>- \$ (7,500<sup>00</sup>)</u>
	<u>\$</u>
<b>Total</b>	<b><u>\$ 29,225<sup>00</sup></u></b>

PROPOSED SOURCES OF FUNDING

<u>Source</u>	<u>Amount</u>	<u>Rate</u>	<u>Term</u>
Equity (applicant)	\$ _____		
Bank	\$ _____		
Private loan	\$ _____		
Other:	\$ <u>11,000<sup>00</sup> - Landmark funds</u>		
Urban Renewal Grant	\$ <u>18,225<sup>00</sup></u>		
Urban Renewal Loan	\$ _____		
<b>Total</b>	<b><u>\$ 29,225<sup>00</sup></u></b>	<b>(Must equal Total of expected costs)</b>	

Dec. 5, 2012

The board of Old St. Peter's Landmark is requesting funding from the Civic Improvements Grant Program to continue restoration of stained glass windows.

Old St. Peter's Landmark was built in 1897 and dedicated on St. Patrick's Day in 1898. It's Gothic beauty houses priceless stained glass and marble; and it's illuminated 176 foot steeple crowned with a six foot weathercock is visible from many vantage points in The Dalles and from across the Columbia River, lighting the city scape.

In 1970, when St. Peter's was no longer used for a church its existence was literally threatened by the wrecking ball. Local citizens saved St. Peter's by raising awareness, donations, and obtaining a small grant of \$5,000 to buy the building and its contents. It became Old St. Peter's Landmark; owned and managed by a nonprofit, nondenominational organization. Today there are 11 active board members and 23 volunteers from many different walks of life. Thanks to volunteers the Landmark is open to the public as well as tours being available six days a week. Over 900 weddings, concerts performed by local and worldwide performers, civic forums and educational series have occurred within the Landmark. Most performances hosted by the Landmark are free to the public, with donations accepted. The landmark is a major attraction of the community's historic walking tour as well as an integral part of the history of the Mid-Columbia region.

Grants from PU and UR amount to \$124,540.63 over the past eight years. Prior to seeking grants, beginning in 2005, our organization had invested over \$300,000 for a new roof, a total make over of the basement including a kitchen and restrooms, painting the steeple and trim as needed, replacing lexon to protect the stained glass windows, etc. The list could go on as you can see from the enclosed expenditure document. Money was mostly earned by volunteers running a thrift shop for 14 years, with the proceeds being invested wisely in the stock market. The thrift shop is no longer operating. Other fund raisers have taken its place. We have also been the recipient of individual gifts from community individuals. Our annual newsletter generates membership with dues.

When a sponsoring organization charges the public to attend an activity at the Landmark, they are charged a nominal rental fee. Otherwise, no fee is charged to the user. Donations are accepted from the public. There is a charge to have a wedding at the Landmark. The Landmark has paid wedding coordinators that assist to assure a memorable ceremony.

#### CRITERIA JUSTIFICATION:

1. We have several stained glass windows that are in dire need of repair. If windows are not removed and recamed, they will eventually fall apart. The life expectancy of

stained glass windows is approximately 100 years. Large windows are more prone to self destruct than smaller ones. Out of the 41 large windows in the Landmark, 20 have been recamed over the last 12 years. Of the 44 smaller windows, only 8 have been recamed. We would prefer to remove and recame windows on a yearly basis or the cost will become overwhelming.

2. Over the years it has become necessary to have a paid wedding consultant as the number of weddings have increased. With the new heating and cooling system in place, we hope for a significant increase in the number of weddings held at the Landmark. Quoting from an article in The Dalles Chronicle dated May 4, 2005; Holly Macfee, Director of Consumer Marketing at Travel Oregon states: "The economic impact of the wedding sector on the local tourism economy is tremendous. One study illustrated that 14 weddings held at one location brought in 1,800 out-of-town attendees, who utilize 876 hotel rooms and directly impacted 76 companies (hotels, wineries, caterer, photographers, florists, and rental companies.) The total direct cash infusion to the community was over \$600,000 with over \$10,000 in room tax revenue." Even more money was generated into the community secondarily to the weddings to restaurants and recreation providers throughout the region. The Landmark has been placing advertisements in AAA for about 30 years. For at least 15 years, the Landmark has paid for brochures to be placed in "Welcome Centers" at nine points of entry to Oregon. When promoting the Landmark the City of The Dalles is also promoted. The Landmark has its own website to further encourage tourism and travel to The Dalles and to the Landmark. Without a doubt, the Landmark is of historical and economic significance, as related in our application. In order to preserve this treasure, ongoing maintenance is mandatory. The Landmark is available to the public. It has always been a desire of the board to share the history and the facility with the community and visitors from far and wide. At no charge, the local high school has been annually holding its Honor Society induction at the Landmark, which also hosted during the last year one leg of the Organ Crawl, concerts by the Cascade Singers, and Buffalo Gals from Portland concert. Barley Draught performs at the Landmark, giving the donated concert receipts to a local non-profit. This represents a diverse cross section of the community. Performers from around the nation and other parts of the world have drawn in the public. There is not another venue in the area that provides such beauty and great acoustics at such a moderate, if any, cost. This has been the Landmark's gift to the community providing culture and entertainment. The beauty and function of the Landmark is a source of pride to the Mid-Columbia area.
3. Through the years the Landmark has managed to support itself as stated in the application letter. Volunteers have spent hundreds of hours to save as much money as possible to see our plans to fruition. Since June of 2006 the Landmark has paid \$2,582.60 for pavers on the east side of the building; \$2,184.02 to Hire Electric for labor and materials; \$1,927.05 on the chair lift; \$1,418.00 for upgrading the fire alarm system; and \$510.00 for a handrail. Tom Foley donated bark and two helpers to enhance the flower beds. Doug Leash and Chuck Kornegay poured the steps on the new exterior staircase. Doug Leash prepped and painted the window sills and

replaced two dry rotted sills. Verna Brown has spent hours working on the flower beds. Al Eagey and Doug Leash keep our lawn mowed. We try very hard to keep our operating costs to a minimum. Even so, it costs an average of \$23,000.00 yearly to pay for insurance, phone, water, heat, etc.

4. Our past history should be an indication of the likelihood of our continuing to maintain the Landmark. We operate in "the black." If you wish to see our account records, they will be made available upon request.
5. The time spent by volunteers to operate the Landmark is remarkable. Eleven months out of the year the Landmark is open to the public. It is closed in January. Even then, it can be opened and reserved for events. Volunteers are there for four hours a day Tuesday through Friday, and from 1-3 pm on Saturday and Sunday to give informative tours. Volunteers do the mowing and others maintain the flower beds and grounds. From early on the Landmark has been fortunate to have an accounting firm handle our taxes, w-2 forms and our books free of charge. A volunteer maintains our checkbook. This has saved the Landmark thousands of dollars. These selfless acts demonstrate how committed the board, volunteers, and the community are to the Landmark. *One should think of the Landmark as being publicly owned. For the city and especially area businesses, the beauty of the arrangement is that there is a group of caring individuals that have accepted total responsibility, since 1970, as caretakers of the most visible historic buildings in The Dalles.*
6. Projects and expenditures from the start of ownership of the Landmark in 1970 are provided in detail in the attached "Expenditure" document. Future goals for the Landmark are first getting the matching Urban Renewal Grant that we are currently applying for. Second, it will be necessary to paint the building in the near future. Third, is our dream of restoring the interior of the building. It would require painters, plasters, and an artist to restore the stenciling. This will cost approximately \$150,000.

The Landmark has never jeopardized its financial stability, even though there are always projects that need to be completed and eventually must be completed.



**Department of Commerce  
Corporation Division**

**Certificate of Incorporation**

OF

ST. PETERS LANDMARK PRESERVATION, INC.

The undersigned, as Corporation Commissioner of the State of Oregon, hereby certifies that duplicate originals of Articles of Incorporation, duly signed and verified pursuant to the provisions of the Oregon Nonprofit Corporation Act, have been received in this office and are found to conform to law.

Accordingly, the undersigned, as such Corporation Commissioner, and by virtue of the authority vested in him by law, hereby issues this Certificate of Incorporation and attaches hereto a duplicate original of the Articles of Incorporation.

In Testimony Whereof, I have hereunto set my hand and affixed hereto the seal of the Corporation Division of the Department of Commerce of the State of Oregon this 30<sup>th</sup> day of April, 1970



**Frank J. Healy**  
Corporation Commissioner

By *Robert J. Langman*  
Chief Clerk

EP/EO Disclosure Desk  
P.O. Box 2350 Los Angeles, CA 90053

ST PETERS LANDMARK PRESERVA-  
TION INC.  
P. O. BOX 682  
THE DALLES, OR 97058

Person to Contact:  
Felicia C. Miraflo  
Telephone Number:  
(213)694-4292  
Refer Reply to:  
89-230  
Date:

NOV 09 1988

RE: 23-7120819  
ST PETERS LANDMARK PRESERVA-  
TION INC.

Gentlemen:

This is in response to your request for a determination letter of the above-named organization.

A review of our records indicates that the above-named organization was recognized to be exempt from Federal income tax in JULY 1971, as an organization described in Internal Revenue Code section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in section 509(a) of the code, because it is an organization described in section 170(b)(1)(D)(i).

We are not however, able to provide you with a copy of the exemption letter at this time. The determination letter issued on JULY 1971 continues to be in effect.

If you are in need of further assistance, please feel free to contact me at the above address.

We appreciate your cooperation in this regard.

Sincerely,

*Felicia C. Miraflo*  
Disclosure Assistant

**OLD ST. PETER'S LANDMARK PRESERVATION, INC. Page 10 of 12**  
**EXPENDITURES FROM THE BEGINNING THROUGH DECEMBER 2012**

- 1970: Needed \$25,000 to buy the building and save it from demolition - \$15,000 came from smaller (mainly one and five dollar) donations, \$5,000 from the Jackson Foundation, and at the eleventh hour putting us over the top was \$500 from Tom and Marjory Foley and \$6,000 from Henry Keller.
- 1971: the roof and steeple scraped and painted (\$6,000), local painters donated time to paint the trim
- 1972: worst damaged of the stained glass windows repaired and straightened (\$4,000)
- 1973: bricks pointed (\$2,866)
- 1974: organ repair for the first time (\$1,500) (*In 1974 the U.S. Department of the Interior accepted St. Peter's Landmark to the National Register of Historical Sites*)
- 1975: the basement was converted from dirt floor and pipes to a finished room. (\$26,000) Basement ceiling sheetrock and trim installation, time donated by Doug Leash and Chuck Kornegay, kitchen, bathrooms, furnace room, south basement entry framing, jack hammering a ditch out to the street for toilets (time donated by Doug Leash)
- 1976: Restoration of the North Sacristy Room. (\$500) *The Soroptomist Club donated the \$500*
- 1977: New carpeting in the altar area and North Sacristy room (\$850)
- 1977: The post light, handrails and timer on outside lights were installed, the labor and materials cost donated by Keiran Kelly.
- 1978: Lexon exterior coverings installed on the stained glass windows. Martin Marietta paid for the major portion of the project, in the thousands. Margret Flynn donated \$2,500
- 1979: New sidewalks and sidewalk repairs (\$1,000)
- 1980-81: Irrigation system revamped on timer. (\$254)
- 1980: Storm windows installed on all basement windows. Keiran Kelly donated time, labor and materials.
- 1983: Trim painted (\$461), Steeple painted (\$4,232)  
Pointing of bricks (\$330)
- 1986: Beveled plate glass in swinging door replaced thanks to a man's temper tantrum (\$379)
- 1990: Painting contract including roof, steeple, all wood around windows and doors, sheet metal work (\$28,005)
- 1990: Sidewalk repair by Virg Sharp (\$1,092)
- 1990: Security system installed by Security Plus (\$305)
- 1990-91: Outside lighting installed (\$2,513) An additional \$8,000± was paid by donations. Bill Holt donated the major portion to make up for empty pledges. *Monthly lighting costs. (\$60)*
- 1992: Tree trimming and cutting down of seven trees (diseased and losing limbs), tree roots getting into pipes (\$1,261)
- 1993: Complete cleaning and tuning of the pipe organ and the rooms it occupies (\$2,600)
- 1993: Carpeting for aisles and stairway (\$1,725)
- 1993: All new sprinkler system (\$2,237)
- 1993: NW Business Systems (\$2,088)
- 1995: One hundred year old roof completely replaced, pointing of bricks in some areas (\$63,000) *New roof is supposed to last for 75 to 100 years.*
- 1999: Security system upgrade (\$496)
- 2000: Stained glass window restoration - recaming two windows by David Schlicker (\$5,340)
- 2000: Replacement of exterior Lexon window covering by David Schlicker (\$25,435)
- 2000: Painting of trim and steeple by Schiller & Vroman, Inc., (\$23,755)
- 2001: Stained glass window restoration - recaming two windows by David Schlicker (\$5,490)
- 2001: Gutter replacement on North side by CC&L Roofing (\$11,564)

2001 Pointing of bricks by Dave Wuorenna (\$17,085)  
 2001: Stained glass window restoration - recaming two windows by David Schlicker (\$5,740)  
 2002: Sound system (\$989)  
 2003: Brick restoration and sealing by D&R Waterproofing, Inc., (\$43,145)  
 2003: Stained glass window restoration - recaming two windows by David Schlicker (\$4,800)  
 2004: Front steps repaired by D&R Masonry Restoration (\$2,148)  
 2004: Stained glass window restoration - recaming four windows by David Schlicker (\$9,588)  
 2004: Front doors prepped and varnished for the second time by Doug Leash

*Aside from the Jackson Foundation grant to help purchase the building in the beginning, the Landmark had not applied for any grant monies. Beginning in 2005, that changed with the application and approval for an Urban Renewal Grant.*

2005 - 2006 PROJECTS	LANDMARK	URBAN RENEWAL GRANT
Installation of the interior staircase:		
• Plans for interior staircase (Tenneson Engineering)	\$717.50	\$565.15
• Building permit	\$381.24	
• Tempered glass by Kennelly Glass	\$325.00	
• Handrail, newel posts, molding (Creative Woodworking NW Inc.)	\$1,000.00	\$3,080.00
• Balusters (Aurora Colony Turning)	\$500.00	\$1,200.00
• Moving pipes, furnace work due to floor opening (Lundell Plumbing)		\$6,089.80
• Roughing in interior staircase, spraying material, shop rental and heat (Mike O'Brien Construction)		\$4,599.00
• Finish work on interior staircase (Sean Corbin Construction)	\$9,000.00	
• Finish applied to new oak stairs (Jeff Taylor Construction)		\$490.00
• Materials for interior staircase (McCoy Millworks)		\$4,672.75
• Materials for interior staircase (Tum A Lum Lumber)		\$425.14
• Installation of "Stair Glide" model chairlift (Dave Bearson Construction Enterprises, Inc.)	\$10,919.95	
Altar restoration (Northwest Stone Restoration)	\$1,000.00	
Installation of forced air conditioner/gas furnace in basement (Oregon Equipment Co.)	\$7,350.00	
Installation of second air conditioner behind and above organ pipes (Oregon Equipment Co.)		\$5,450.00
Wiring for forced air system (Hire Electric)	\$969.07	
Wiring upgrade (Hire Electric) - two service panels, four light fixtures above altar, plug-ins, light fixture (Rejuvenation)		
\$6,000.00 PUD grant,	\$141.00	\$16,826.44
Excavation for Southeast sidewalk (Carothers Excavation)		\$12,817.50
Retaining walls, sidewalks, steps, pad for exterior steps on south side (Joe Seckora Construction)		\$19,924.50
Red brick pavers on eastside (Joe Seckora Construction)	\$2,582.60	
Relocation of natural gas line (NW Natural Gas)	\$526.98	
Replacement of exterior stairs down payment to The Dalles Ironworks	\$815.27	

Prepping and painting exterior window sill on south side of building, replacement of two sills on north side Donated by Doug Leash

2007

Stained glass window restoration -windows over front door (A series) (David Schlicker) \$8,268.00

Stained glass window restoration (M2-M3) by David Schlicker \$6,942.00

Stained glass window restoration (D2-D3) by David Schlicker \$6,942.00

David Schlicker did not charge to repair Rose Window 1

Fabrication and installation of exterior staircase (The Dalles Ironworks) \$510.00 \$19,494.73

Upgrading fire alarm systems, new smoke sensors and all new hand operated alarms (Hire Electric) \$1,148.00

Bark for flower beds provided by Tom Foley

Pouring of steps and landings on exterior staircase done by Doug Leash and Chuck Kornegay

Removal/replacing of mortar on rockwall, realignment of rockcap by Doug Leash (54½ hrs.)

2008

Stained glass window restoration (O2-O5) David Schlicker \$11,725.00

Stained glass window restoration (E2-E3, C3) David Schlicker \$10,412.00

2009

Installed ceiling heater for card club in SW corner of basement. Hire Electric \$497.67

Wiring in North Sacristy room \$420.68

June 17 Devco - changed pipe under staircase \$242.91

July 7 N. Sacristy room prepped and painted by Doug Leash. Prints framed and hung, including donations from Wilma Roberts and Mark & Tracy Linebarger.

2010

March 14 Entry painted by Doug Leash, Carol Earl. Molding for hanging prints and prints framed by Doug Leash. Verna Browne and Shirley Bjelland redid bulletin board.

Doors painted with spar varnish.

May 5 Front door exteriors sanded and spar varnished two times by Doug Leash.

2011

No expenditures

2012

Bark put on flower beds by Alan Eagy and Tom Foley's workers. Bark donated by Tom Foley.

East side exterior window sills prepped and painted by Doug Leash. Donated by Doug Leash

Two large stained glass windows restored by David Schlicker \$7,500.00

Paid for by PUD grant.

Front doors prepped and spar varnished by Doug Leash. Donated by Doug Leash

Two new toilets installed \$571.11

labor donated by Doug Leash

DECEMBER 2012

**Applicant: Old St. Peters Landmark Preservation, Inc.**

**Points Awarded:**

**Project Selection Criteria:**

Priority consideration will be given to each proposed project. Points will be allowed for factors indicated by well-documented, reasonable plans, which, in the opinion of the Agency, provide assurance that the items have a high probability of being accomplished. If an application does not address one of the categories, it receives no points for that category. The possible points are listed for each.

- |  |   |
|--|---|
| 1. The project contributes in the effort to place unused or underused properties in productive condition and eliminates blighted conditions. <b>(10 points)</b><br>Blighted Areas are defined in the Urban Renewal Plan in section 203. As part of that definition one of the conditions that characterize a blighted area is defined as follows:<br><br><i>A. The existence of buildings and structures, used or intended to be used for living, commercial, industrial or other purposes, or any combination of those uses, which are unfit or unsafe to occupy for those purposes because of any one or a combination of the following conditions:</i><br><i>1. Defective design and quality of physical construction;</i><br><i>2. Faulty interior arrangement and exterior spacing;</i><br><i>3. Overcrowding and a high density of population;</i><br><i>4. Inadequate provision for ventilation, light, sanitation, open spaces, and recreational facilities; or</i><br><i>5. Obsolescence, deterioration, dilapidation, mixed character or shifting of uses;</i> | <b>0</b>  |
| 2. The project develops, redevelops, improves, rehabilitates or conserves property in ways which will:<br><br><i>A. Encourage expansion and development of jobs, (20 points)</i><br>1 job per \$10,000 or less granted – (20 points)<br>1 job per \$10,001 to 20,000 granted – (15 points)<br>1 job per \$20,001 to 35,000 granted – (10 points)<br>1 job per \$35,001 to 50,000 granted – (5 points)<br><br><i>B. Increase property values and tax base, (15 points)</i><br>Increase taxable value by \$50,000 or more – (15 points)<br>Increase taxable value by \$25,000 to \$49,999 – (10 points)<br>Increase taxable value by \$5,000 to 24,999 – (5 points)<br><br><i>C. Conserve historically significant places and properties, (25 points)</i>  | <b>0</b><br><br><br><br><br><br><br><br><br><br><b>25</b> |

D. Make The Dalles a more attractive and functional city in the following ways:	
i. Shows significant aesthetic improvement to the property (10 points)	10
ii. Provides needed services or community function (10 points)	10
iii. Serves a significant portion of the community, (5 points)	5
iv. Enhances the quality of life for residents of the city (5 points)	5
3. The project leverages other public and/or private sources of funding. (15 Points)	5
\$1 Urban Renewal grant to \$3 (or more) other funding – (15 points)	
\$1 Urban Renewal grant to \$2 other funding – (10 points)	
\$1 Urban Renewal grant to \$1 other funding – (5 points)	
4. The Applicant shows that it is financially able to complete the project and maintain the property. (10 points)	10
5. Administrative – The Agency may assign additional points for project considerations which do not fit into one of the above categories, but which provide compelling evidence that the project will further the goals of the Agency; or, if the project meets one or more of the above factors in a way that is far beyond the norm for that category. The assignment of points in this category will be by memorandum stating the reasons and will be maintained in Agency files. (25 points)	5

Note: 5 Administrative points are awarded due to St. Peter's Landmark being a venue that is supported by many small businesses, such as event planners, caterers, restaurants, florists, supplies, equipment and vehicle rentals. These businesses would have a noticeable negative impact if St. Peter's Landmark was not a viable, attractive and significant venue for many different types of events.

**TOTAL**            **75**

# AGENDA STAFF REPORT

## URBAN RENEWAL AGENCY

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
April 8, 2013		

**DATE:** March 25, 2013

**TO:** Urban Renewal Agency Board

**FROM:** Garrett Chrostek, Administrative Fellow

**THRU:** Nolan Young, City Manager  
Dan Durow, Economic Development Specialist

**ISSUE:** Semi-annual competitive Property Rehabilitation Grant application review and recommendation to the Agency Board for Civic Auditorium Historic Preservation Committee.

**BACKGROUND:**

The Civic Auditorium located at 323 E. 4<sup>th</sup> Street in The Dalles is owned and operated by the Civic Auditorium Historic Preservation Committee (CAHPC). The Civic Auditorium was built in 1921 as a community center to honor World War I veterans and to be a memorial to them and their sacrifice and that of their fallen soldiers-in-arms. The CAHPC has been raising funds and actively restoring and renovating this large historical building that occupies almost one-fourth of a city block. According to the “Exhibit C – Grant Request Introduction, the CAHPC has “already funded \$2.3 million in renovations to the ballroom, community and fireside rooms; \$5,300,000 total project costs” and in kind contributions of more than \$143,000. The remaining major project is the \$3 million restoration and renovation of the 1,110 seat auditorium and associated areas, such as balcony, stage, orchestra pit, dressing rooms and the adding of a commercial kitchen in the old locker room space.

Please see the application and the following applicant provided documents attached to the application for more detailed information:

1. Exhibit A – Scope of Work, Design and Engineering, The Dalles Auditorium

2. Exhibit B – the Dalles Civic Auditorium Restoration Project, Scope of work by Yankee Design and Build. (Note: Yankee Design and Build is closed and is no longer an operating business.)
3. Exhibit C – Grant Request Introduction

The approved Urban Renewal Agency Administrative Plan in Section C. Civic Improvements Grant Program states:

Grants may be made by the Agency to public, non-profit or civic organizations for projects within the boundaries of the Urban Renewal Area that serve a public purpose by meeting the selection criteria. Grants will be awarded semiannually on a competitive basis and based on the selection criteria. Grant awards are subject to availability of program funds.

On page 15 on the Urban Renewal Plan it states that “The Urban Renewal Agency may fund in full, in part, a proportionate share, or cause to be funded, the following numbered projects and activities.” Number seven (7) on that list is the “Civic Auditorium Remodel and Reconstruction.” With limited funds available for the Civic improvement grant program, the Committee may want to consider funding for this application out of project funds.

**APPLICATION:**

The application from the Civic Auditorium Historic Preservation Committee was received on 1/31/2013. This application is for a grant of \$60,000 to commission design and engineering plans for the restoration and renovation of the theatre in the Civic Auditorium, as set forth in Exhibit A – Scope of Work.

The specific costs for this project are:

1. Theatre rendering \$ 2,800
2. Engineering Design \$27,200
3. Architectural Design \$30,000

Upon a request to the applicant on phasing or reduction of their request, CAHPC indicated that they could pursue private funding for the \$2,800 rendering.

**REQUEST:**

The applicant requests a grant of \$60,000 to pay for the theatre rendering, architectural design and engineering design for Civic Auditorium theatre. These drawing, designing and engineering steps are the first part of the \$3 million project to restore and renovate the theatre in the Civic Auditorium.

**BUDGET IMPLICATIONS:**

Budget implications would depend on the amount approved. The dollar amount available for new grants is \$48,423. This application is one of four applications being presented

for grant funding totaling \$110,538. There is also approximately \$42,000 of Urban Renewal funds held in reserve for “Opportunity Driven Projects” that can be granted to qualifying projects.

**URBAN RENWAL ADVISORY COMMITTEE RECOMMENDATION:**

At its March 19, 2003 meeting, the URAC recommended the Agency transfer this request to “Opportunity Driver Projects,” approve \$27,200 for engineering this fiscal year from that source, budget \$32,000 next year for architectural design, and require the applicant to obtain the \$2,800 for the rendering from other sources as reflected in the attached minutes.

**STAFF RECOMMENDATION:**

Staff recommends that the Agency Board move to transfer this request for \$60,000 to “Projects by Urban Renewal,” move to approve \$27,200 for engineering from “opportunity driven projects” this fiscal year, move to direct staff to budget \$30,000 for architectural design in preparation of the fiscal year 2013-14 Urban Renewal budget, and move to recommend that CAHPC obtain other funding for the \$2,800 rendering.

Any funds budgeted for fiscal year 2013-14 would be available July 1, 2013 and would be designated to fund the request for the Civic Auditorium.

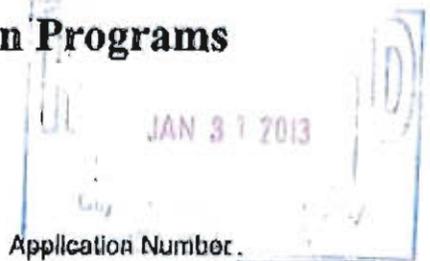
**ALTERNATIVES:**

1. Move that the Urban Renewal Agency approve a lesser amount.
2. Move that the Urban Renewal Agency decline the request.

# The Dalles Urban Renewal Agency

## Property Rehabilitation Grant and Loan Programs

### APPLICATION



Application Date 1-31-13

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

#### GENERAL INFORMATION

Applicant Civic Auditorium Historic Preservation Committee

Contact person Randy Haines

Mailing Address PO Box 1102, The Dalles, Or 97058

Property Address 323 E. 4th St.  
The Dalles, OR 97058

Applicant is:  h Property owner  k Business leasing the property

Telephone # 541-298-8533 Fax # \_\_\_\_\_

Federal tax ID # or Social security # 94-3149720

Bank of account and contact Columbia Bank

Name of Business \_\_\_\_\_  
(if different than applicant)

Mailing Address \_\_\_\_\_

Name of Principal \_\_\_\_\_

## PROJECT INFORMATION

Site address \_\_\_\_\_

Legal Description

Lots 7, 8 & 9, Block 6, Bigelow Addition  
to the plat of Dalles City

Building age

92 years

Square Footage \_\_\_\_\_

Building use

weddings, reunions, community events, music/theatre

Project description outline

Create design and engineering  
plans as set forth in Exhibit "A", Scope  
of Work.

These plans are essential to receiving  
a competent restoration contract bid and to  
secure public and private foundation grants  
for full theatre restoration.

Completion of plans is estimated to be  
nine (9) months.

See Exhibit "B", 2007 Scope of Work  
(Yankee Design no longer exists) for final  
restoration of theatre.

See Exhibit "C" for project narrative.

Please include the following with your Application:

1. Project outline
2. Initial concept sketches
3. Proposed timeline
4. Final plans and specifications (prior to final certification)



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.

ATTACHMENT 1

Page 4 of 11

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

Ray Vincent Region Manager  
Signature (and Title if appropriate)

1.31.13  
Date

Stephen E. Lawrence, Managing Board Member  
Signature (and Title if appropriate)

1-31-13  
Date

\_\_\_\_\_  
Signature (and Title if appropriate)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (and Title if appropriate)

\_\_\_\_\_  
Date

The following additional items will be required before the loan is approved:

1. Certificate of approval from agency (if required).
2. Letter of approval from Historic Landmarks Commission.
3. A summary of the project outlining the work to be done.
4. Complete plans and specifications.
5. Costs estimates or bids from 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.
8. Amount of loan requested and proposed terms being requested.
9. 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 Civic Improvements Grant Program:

The Grants will be awarded semi-annually on a competitive basis and based on the selection criteria as outlined in the accompanying Application instructions. Be sure to address all of 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.

**Scope of Work  
Design and Engineering  
The Dalles Civic Auditorium**

**Rehabilitation of the Auditorium:**

Review and adjust the specifications for plaster repair, painting, atrium construction, entry construction, tile work, carpet, doors, woodwork, and other miscellaneous work necessary to make the Auditorium functional.

**Acoustic Analysis and Design of the Auditorium:**

Perform a professional engineering acoustic analysis of the auditorium. Design and specify work and materials necessary to accomplish a reverberation time of consistent with use of the auditorium.

**Design of Auditorium Balcony for Simply Supported Beam:**

Redesign the balcony and support systems. The main balcony beams to support simply only at the walls, no supporting structures from the roof trusses, and no columns rising from the main floor. Analyze the present supporting columns and footings within the adjacent walls. Make necessary adjustments.

**Design and Specifications for Electrically Controlled Gridiron:**

Design and specify a new gridiron system for the stage scenery. Operation of the new gridiron will be from the stage floor. Maintenance access to the motors and machinery on the gridiron will be OSHA compliant. Specify the best available system for efficient manipulation of the stage scenery and theatrical effects.

**Design and Specifications for Stage Lighting:**

Design and specifications for stage spot lighting and lighting effects to include lighting and power supply for the orchestra pit.

**Design and Specifications for Sound System:**

Design and specifications for a sound control system to include enhancement of sounds of musical groups and theatrical productions. Wireless microphone systems to allow multiple speakers moving over the full range of the auditorium. Design of modular video and slide presentation systems including rear projection, remote control, internet access, and from the podium presenter controls.



## THE DALLES CIVIC AUDITORIUM RESTORATION PROJECT

### SCOPE OF WORK

#### **ARCHITECTURAL: Architectural Resources Group (San Francisco, California)**

Review existing plans for compliance with ADA. Create revised Construction Documents for submission to local and state review bodies. Integrate plans from 'as built' provided by Yankee Design & Building as well as Philip R. McCurdy Architects, P.C. (Plan set supplied by owner, dated 1997)

#### **ENGINEERING: Froelich Engineering (Bend, Oregon)**

Create structural plans for integration with Construction Documents from Architectural Resources Group and Yankee Design & Building. Scope of structural to be limited to balcony support, wheelchair lift, shaft-way and fly-bridge re-support

#### **PERMITS: Yankee Design & Building (Bend, Oregon)**

Yankee Design & Building will secure permits for all work to be performed including, but not limited to, Planning Department approval, structural engineering, Historic Commission reviews, State Elevators Inspection Division, and Building Departments, both local and state.

#### **HISTORIC REQUIREMENTS: Yankee Design & Building**

Yankee Design & Building will perform a Historic Code required window and door audit, to delineate extent of work required for window repair and/or replacement. Scope of audit will include windows and doors on entire first floor/south elevation, and entire first floor/east elevation.

**Design and Specifications for Stage Digital Control System:**

Design and specifications for a PC based modular control system operated from the stage, control of the stage scenery, curtain, lighting systems, hall lights, and sound control. Software, PC, and peripherals are upgradeable without complete replacement of the systems.

**Plans and Specifications for Dressing Rooms under the Stage:**

Design a set of dressing and preparation rooms under the stage with full access to enter the stage from either side. Dressing rooms include vanity sink, mirrors, and lighting necessary to support a full theatrical production. Provide restroom facilities either unisex or sufficient for both sexes. Provide rehearsal space isolated from the stage so a rehearsal and production may occur simultaneously.

**Plans and Specifications for Orchestra Pit:**

Design an orchestra pit with access from under the stage. Provide power supply for any electrically operated instruments, and lighting. Provide sound system access for full auditorium broadcast and integration.

**Plans and Specifications for a more Continuous Slope of Auditorium Floor:**

Plan and specify the construction of a more evenly sloped auditorium floor. Provide in floor electrical, sound system and communication conduits to support a fully functional and full range of ancillary services.

**Design and Specifications for Dumb Waiter from Basement to Ballroom:**

Design and specification for a dumb waiter to function between the basement level to the Ballroom floor level. The dumb waiter will have intermediate stops at the gymnasium level, and the mezzanine level. Dumb waiter shall be modular, upgradeable, and digital.

**Plans and Specifications for Commercial Kitchen in the Old Locker Room:**

Commercial Kitchen located in the old locker room space to include adequate power and fuel supply for full range of baking, burner top, ventilation, dishwasher, and appliance operation. Provide sufficient counter space and sufficient worktable space. Include commercial size and quality linen laundering capacity.

**Scan and Redraw of Original Drawings:**

Scan a full set of original building drawings into raster format. Redraw drawings #1, 2, 4, 16, 17, 22, 23, 26, and 29 into vector format.

**Utility Diagrams:**

Review existing drawings. Make necessary additions to provide a plumbing diagram, floor drain diagram, roof drain diagram, communication (voice and data) diagram, and one-line electrical circuit and load center diagram.

**Contract Ready Documents:**

Provide six sets of contract ready plans and specifications. Provide the Civic Auditorium with rights to use these documents to accomplish rehabilitation of the Civic Auditorium.

**Architect – Engineer Estimate of Construction Costs:**

Provide an architect/engineers estimate of each phase of the construction listed above. Build the estimate in such a fashion so the Civic may readjust the estimate to reflect inflation and time.

The Civic Auditorium Historic Preservation Committee (CAHPC) will restore the theatre that was built in 1921. A *Capital Campaign Plan* has been developed that provides a strategy to raise approximately \$3,000,000 to complete the theatre. With the campaign strategy and management established, the plan identifies goals of local donations, in-kind contribution, and grants. The plan includes specific fund raising events to complete the plan. Raising the full amount needed for the project will require that the Civic, staff and volunteers work on raising the funds for about 18-24 months.

The CAHPC Board has also completed 5-year *Theatre Sustainability Plan* that provides projections for income/expense following the renovations. The budget shows that the theatre is sustainable and can generate revenues that will ensure its preservation.

Currently, the Civic Auditorium is self-sustaining. The operation of the Civic will remain a community-based, non-profit 503(C)3. Revenue is primarily generated from event rental income, concessions and donations. With the completion of the Theatre, the Civic will also add contract ticket sales, promotional material sales and, of course, theatre rental income.

It is estimated that theatre revenue projections in year one will be nearly \$50,000 and by year five projections reflect total income from the theatre just under \$100,000. Ticket sales, depending on the type of performance and the location of the seat will range from \$10 to \$15. Projections reflect that ticket sales in year five will provide annual sales of \$39,000 with concessions and promotional materials adding another 4.0% (each) of total annual income. It is expected that income from special events will contribute approximately 21% of annual income.

As a part of the 5-year sustainability plan, the Civic made reasonable production expense assumptions, which include approximately 21% of income. Facility expenses are a fundamental expense that must be paid regardless of the activities in the rest of the building, but average 27.5% of income over a 5-year period. General office expenses in the budget reflect 30% of the total related costs for the Civic as a whole. The expense estimate is based on historic figures and includes a 2% annual inflation rate increase in years 2 through 5. The Civic is also focusing on building reserves to accommodate unforeseen expenses.

A core assumption of the sustainability plan is the importance of hiring a full-time staff person who will assist in accomplishing the goals and objectives as they relate to the renewed prominence and influence of the Civic and all of its amenities. The budget assumes that 50% of this person's time will focus on marketing, promotion and booking the theatre. The budget includes an annual salary of \$35,000, plus a modest 2% annual increase. Benefits are also a part of the staffing expense, which are valued at 30% of the annual salary.

The Dalles Civic Auditorium Historic Preservation Committee here by respectfully submits our grant request of \$\_\_\_\_\_ from the \_\_\_\_\_ to aid in the renovation of the theatre portion of The Dalles Civic Auditorium.

If awarded a grant from the \_\_\_\_\_ The Dalles Civic Auditorium Historic Preservation Committee will restore the theatre and theatre balcony, which would complete the building renovation plan for a Historic Civic Auditorium located in The Dalles, OR. The Dalles Civic Auditorium is on the National Register of Historic Places and is located down town which is designated as The Dalles Historic Commercial District.

The Civic occupies nearly one-fourth of a city block and houses an auditorium seating 1,100+ patrons with a balcony, a grand ballroom with "floating" hardwood flooring with its own balcony, a "fireside room" for meetings, and a community room (formerly the gymnasium).

The renovation and capital campaign focuses exclusively on the renovation to the theatre that will provide a singular venue for public use in the Mid-Columbia region. The Civic Auditorium will seek the support of outside funding sources to complete the theatre renovations and upgrades. The funding sources will be comprised of both public and private sources. The Civic will solicit grants to assist with the capacity building efforts throughout the five-year period, although, the projections assume that grants will not be needed in the 5th year, when revenues will be sufficient to sustain operations without grant support. Because the Civic is listed on the National Register of Historic Places and is located in downtown in the designated The Dalles Historic Commercial district opens the door to potential funding to preserve America's historical treasures. Also, the fact that the building is a Veterans' Memorial makes the history that much more poignant and important. For this reason, the Civic will solicit \$300,000 from relevant federal and state-level funding sources.

The Dalles has a rich history and tradition of supporting local capital campaigns in order to expand and develop services and opportunities within the Mid-Columbia region. The Civic will use traditional fund raisers such as a "public launch" to generate the need and local buzz, holiday events, challenge grants, digital outreach and gift campaigns. The Civic plans to offer naming opportunities for the theatre renovations, focusing on opportunities that will provide significant to moderate opportunities for individuals and business to contribute to the campaigns, while also leaving a legacy for future generations.

The cost benefit and project outcome will be measured in terms of providing a major theatre for entertainment within the Mid-Columbia area. To enhance community economic growth from visiting patrons, provide goods and services to the community, enable local theatre experience and develop local talent. Hundreds of volunteers will reap the reward of helping the Civic return to its original use and the entire community will benefit the stabilizing effect that only a community center can provide.

The Civic Auditorium Historic Preservation Committee has a clear vision for the Theatre and its role as a community treasure. The building has an honored position in The Dalles and is a critical foundation of the downtown revitalization effort. The theatre is an outstanding component that will cap off a multi-year renovation and revitalization of the entire facility.

The CAHPC has already funded \$2.3 million in renovations to the ballroom, community and fireside rooms; \$5,300,000 total project costs, plus in-kind of \$143,000+ is 50% of the total project costs.



D. Make The Dalles a more attractive and functional city in the following ways:	
i. Shows significant aesthetic improvement to the property <b>(10 points)</b>	<b>10</b>
ii. Provides needed services or community function <b>(10 points)</b>	<b>10</b>
iii. Serves a significant portion of the community, <b>(5 points)</b>	<b>5</b>
iv. Enhances the quality of life for residents of the city <b>(5 points)</b>	<b>5</b>
3. The project leverages other public and/or private sources of funding. <b>(15 Points)</b>	<b>15</b>
\$1 Urban Renewal grant to \$3 (or more) other funding – (15 points)	
\$1 Urban Renewal grant to \$2 other funding – (10 points)	
\$1 Urban Renewal grant to \$1 other funding – (5 points)	
4. The Applicant shows that it is financially able to complete the project and maintain the property. <b>(10 points)</b>	<b>10</b>
5. Administrative – The Agency may assign additional points for project considerations which do not fit into one of the above categories, but which provide compelling evidence that the project will further the goals of the Agency; or, if the project meets one or more of the above factors in a way that is far beyond the norm for that category. The assignment of points in this category will be by memorandum stating the reasons and will be maintained in Agency files. <b>(25 points)</b>	<b>10</b>

Note: Ten (10) Administrative points are awarded. Five (5) points due to Civic Auditorium being a venue that is supported by many small businesses, such as event planners, caterers, restaurants, florists, supplies, equipment and vehicle rentals. These businesses would have a noticeable negative impact if the Civic Auditorium was not a viable, attractive and significant venue for many different types of events. Five (5) points awarded due to the theatre portion of the Civic Auditorium becoming a renewed additional resource and venue that will also provide business opportunities to many local small businesses.

<b>TOTAL</b>	<b>105</b>
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<b>Summary of Civic Improvement Grant Requests and Potential Funding</b>				
<b>Applicant</b>	<b>Request</b>	<b>Funded By Civic Improvement Grant</b>	<b>Funded by ODP FY 12/13</b>	<b>Funded By ODP FY 13/14</b>
The Dalles Art Center	\$14,313	\$14,313		
The Civic Auditorium	\$60,000		\$27,200	\$30,000
Mural Society	\$18,000	\$15,885	\$2,115	
St. Peter's Landmark	\$18,225	\$18,225		
<b>Total</b>	<b>\$110,538</b>	<b>\$48,423</b>	<b>\$29,315</b>	<b>\$30,000</b>