



AGENDA

ASTORIA DEVELOPMENT COMMISSION

August 20, 2018
Immediately Follows Council Meeting

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) REPORTS OF COMMISSIONERS
- 4) CHANGES TO AGENDA
- 5) REGULAR AGENDA ITEMS

All agenda items are open for public comment following deliberation by the Commission. Rather than asking for public comment after each agenda item, the Mayor asks that audience members raise their hands if they want to speak to the item and they will be recognized. In order to respect everyone's time, comments will be limited to 3 minutes.

- a) Diana Kirk/Workers Tavern Application for Storefront Improvement Grant – 151 W. Marine Dr.
- b) Astor East Urban Renewal Project – Funding Status

6) NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)

THE MEETINGS ARE ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING THE CITY MANAGER'S OFFICE AT 503-325-5824.



CITY OF ASTORIA

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MEMORANDUM • CITY MANAGER

DATE: AUGUST 16, 2018
TO: PRESIDENT AND COMMISSION
FROM: BRETT ESTES, CITY MANAGER
SUBJECT: ASTORIA DEVELOPMENT COMMISSION (ADC) MEETING OF AUGUST 20, 2018

REGULAR AGENDA ITEMS

Item 5(a): Diana Kirk/Workers Tavern Application for Storefront Improvement Grant – 151 W. Marine Dr.

The Astoria Development Commission has been considering a storefront improvement program for the Astor West Urban Renewal Area since 2013. The purpose of the program is to revitalize designated commercial districts such as Uniontown, particularly in historic areas. The City Community Development Department developed a set of façade grant design guidelines in April 2016, and the program was discussed by the Astoria Development Commission on May 2, 2016. At the September 2016 meeting the ADC approved the guidelines.

The Workers Tavern is an historic building in a priority area, W. Marine Drive. It has recently changed ownership, and the new owners are committed to restoring the building appropriately and extensively. The owners are applying for a grant of \$12,371, which is 25% of the total project cost of \$49,486. The work, much of which has been accomplished, includes window replacement for both the upstairs and commercial storefront, dry rot repair on the façade, and door repair. A revitalization proposal was submitted on April 17, 2018. Because of the need to repair and restore the building during dry weather, the owners decided to proceed with the work and apply later. A letter from Diana Kirk is attached to the memo explaining the approach, along with the original proposal.

It is recommended that Astoria Development Commission approve the application for façade renovation for Workers Tavern.

Item 5(b): Astor East Urban Renewal Project – Funding Status

As a part of the 2018-19 budget process, the Arts and Culture Subcommittee reviewed a request from the Liberty Theater for funds to facilitate remodeling of portions of the theater. Funds for that project were

not recommended to the Budget Committee; however members of that subcommittee inquired to staff if there could be other possibilities to fund this project from sources such as Urban Renewal.


Chair LaMear has added this item to the agenda to receive a summary of the Astor East budget and to allow dialogue amongst ADC members to determine if a possible grant to the Liberty Theater should be considered, while weighing other possible future projects.



CITY OF ASTORIA

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MEMORANDUM • COMMUNITY DEVELOPMENT

DATE: JULY 23, 2018
TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: DIANA KIRK/WORKERS TAVERN APPLICATION FOR STOREFRONT IMPROVEMENT GRANT – 151 W. MARINE DRIVE

DISCUSSION/ANALYSIS

The Astoria Development Commission has been considering a storefront improvement program for the Astor West Urban Renewal Area since 2013. The purpose of the program is to revitalize designated commercial districts such as Uniontown, particularly in historic areas. The City Community Development Department developed a set of façade grant design guidelines in April 2016, and the program was discussed by the Astoria Development Commission on May 2, 2016. At the September 2016 meeting the ADC approved the guidelines.

The program guidelines list several types of repairs that would be eligible for the grant:

- Replacement, repair or alteration of building exteriors (facades) or elements such as doors, windows, lighting, porches, unique architectural features, balconies, etc.
- Repair or replacement of awnings.
- Exterior painting and cleaning.
- Sign repair, replacement, installation or removal.
- Site improvements, such as sidewalk area improvements, landscaping, etc.

Projects of \$10,000 or less are eligible for reimbursement grants of 50% of the cost. Projects between \$10,000 and \$50,000 are eligible for grants of 25% of the project cost. Two competitive bids are required for smaller projects, and three bids are required for larger projects. No specific funds have been identified for the project in the current fiscal year, but it the Finance Director has stated that grants would be part of the capital budget of the Astor West Urban Renewal District, and sufficient funds are available.

The Workers Tavern is an historic building in a priority area, W. Marine Drive. It has recently changed ownership, and the new owners are committed to restoring the building appropriately and extensively. The owners are applying for a grant of \$12,371, which is 25% of the total project cost of \$49,486. The work, much of which has been accomplished, includes window replacement for both the upstairs and commercial storefront, dry rot repair on the façade, and door repair. A revitalization proposal was submitted on April 17, 2018. Because of the need to repair and restore the building during dry weather, the owners decided to proceed with the

work and apply later. A letter from Diana Kirk is attached explaining the approach is attached, as well as the original proposal. The applicant is utilizing a commercial loan from Craft3 to cover the remainder of the costs, which include residential units on the first floor, possible short term lodging units, and a separate business (to be determined) on the west side of the building. All of the work for this phase of the restoration is being done by DK Window Works, a licensed contractor.

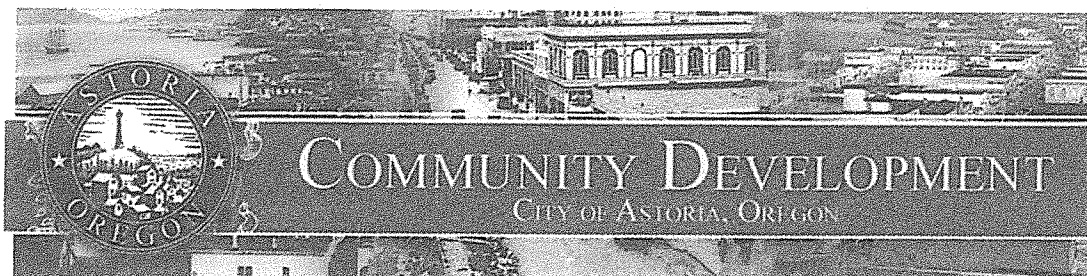
While the applicant has requested post construction funding which differs from the standard protocol set by the ADC, staff does not have a concern proceeding. This is the first application to be processed and staff is determining if future revisions to protocol should be established.

RECOMMENDATION

It is recommended that Astoria Development Commission approve the application for façade renovation for Workers Tavern.

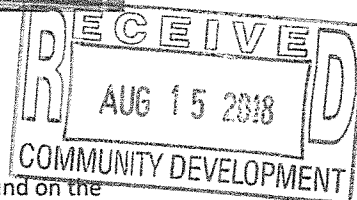
By: 

Mike Morgan, Contract Planner
Community Development Department



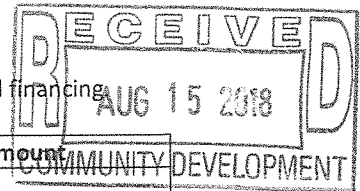
"Where Preservation Meets Progress"

**Astor West Urban Renewal District
Storefront Improvement Program Application**



Please completely and accurately fill out the following form, follow all program guidelines found on the City's website, and attach two (2) competitive contractor bids for the proposed project and written proof of ownership of the building (or consent to act on behalf of the owner).

Project Property Address: <u>281 W. Marine</u> <u>Astoria, OR 97103</u>		Do you <input checked="" type="checkbox"/> Own <input type="checkbox"/> Lease	
Legal Description: Lot <u>13 and 14</u> Block <u>2</u> Subdivision <u>Taylor's</u> <u>Historic</u> Map <u>897CA</u> Tax Lot <u>3800</u> Zone <u>C3</u>			
Applicant Name: <u>Diana Kirk</u>		Date Submitted: <u>8/15/18</u>	
Address: <u>281 W. Marine Drive</u>		Phone: <u>503-788-3291</u>	
Mailing Address if different: <u>P.O. Box 214</u>		Email: <u>workers tavern@gmail.com</u>	
Business Name: <u>Workers Tavern</u>		Tax ID Number: <u>82-2481828</u>	
Building Owner Contact Information (if different from applicant): <u>Diana Kirk</u>		Phone: <u>503-929-1182</u>	
Address: <u>151 W. Franklin</u>		Email: <u>same</u>	
Brief Description of Project/Use of Funds. Applicant should submit more complete project description on a separate page (include detailed project description, materials, detailed cost estimate, timing, photos, and drawings if appropriate.) <u>See attached</u>			
Total Project Cost	Estimated Start Date	Estimated Completion Date	Grant Request Amount
<u>\$49,486.50</u>	<u>June 1 2018</u>	<u>Aug 15 2018</u>	<u>\$12,371.63</u>
The statements made herein are true and represent an accurate and full disclosure of all appropriate information as of this date. Applicant understands that the City will retain this application and any other credit information the City receives, whether or not this loan request is approved. Applicant understands this loan application can become public information; however, financial statements, tax returns, project pro formas, and business information documents will be kept confidential. Applicant agrees to enter into an agreement with the City and to work cooperatively with City and State officials on this project, if funded.			
Applicant Signature: <u>Diana Kirk</u>		Date: <u>8/15/18</u>	



Please complete the following sources and uses table that details your project's anticipated financing

Financing Sources	Uses (Construction)	Total Amount
Cash		\$ 0.00
Private Loans		\$ 0.00
Commercial Loans	37,114.88	\$ 0.00
Urban Renewal Grant	12,371.66	\$ 0.00
Other Sources		\$ 0.00
		\$ 0.00
Total Funding	\$ 0.00	\$ 0.00

Thank you for your application!

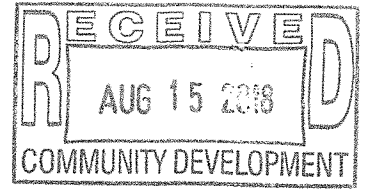
We are excited at the opportunity to work with you and to help improve Astoria and Uniontown.

City of Astoria
 Community Development Department Team
 1095 Duane
 Astoria OR 97103
 503-338-5183
 kcronin@astoria.or.us

For Office Use Only:			
Date Application Received		Date Approved/Denied	
Total Amount Requested		Total Amount Granted	
Total Project Budget		Signature	
Materials Provided	Yes	No	Notes
Detailed Costs			
Bids			
Photos			
Drawings			
Owner Authorization			
Overlay Zone Design Review Required			
Historic Design Review Required			

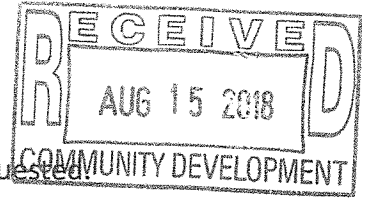


**ASTORIA URBAN RENEWAL
FACADE GRANT PROGRAM
REIMBURSEMENT REQUEST FORM**



Project Property Address: 281 W. Marine Dr., Astoria, OR 97103	
Applicant Name: Diana Kirk	Date Submitted: 8/15/18
Address: 281 W. Marine Drive	Phone: 503-788-3291
Mailing Address if different: P.O. Box 214 Astoria, 97103	Email: workerstavern@gmail.com
Business Name: Workers Tavern	Tax ID Number: 82-2481828

	Description of expenditure/name of vender	Amount on receipt or paid invoice	Reimbursement request amount
0	Example: lumber and door, Home Depot	\$795.95	\$625.00
1	Rebuild Store Front	27,729.50	
2	Residential Frontage Windows	21,757.00	
3			
4			
5			
6			
7			
8			
9			
10			
11	Please list any additional items on a separate sheet, and write the sum of their invoices and reimbursement request amounts in the column to the right.	49,486.50	12,371.63
12	Reimbursement requested by this form		
13	Reimbursement requested to date		
14			
15	Total reimbursement requested (sum of rows 12 and 13)		




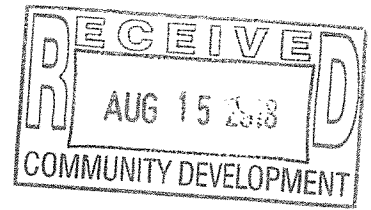
Required Attachments:

- 1. Copy of receipt or paid invoice for all items for which reimbursement is requested.
- 2. Copy of all work permits issued for project work.
- 3. Copy of building inspector inspection reports.
- 4. Picture of finished work.

I, Diana Kirk, request reimbursement in the
(Applicant Name)

amount of \$ 12,371.63
(Line 12)

Signature  Date 8/16/18



Dear City Councilors and Mayor,

Today I've presented to you receipts for work done on the Workers Tavern building in Uniontown. The receipts cover the 22 residential windows as well as façade repairs done by Pacific Windows, DK Windows and Left Shore Construction. The façade at purchase was severely cracked by neglect and the commercial windows were compromised after we lifted the building two inches back in December of 2017. The 22 residential windows were leaking water and over half were cracked from neglect.

At the time of purchasing Workers Tavern, my husband and I decided we would only hire Astoria Contractors to work on the building. The history of the building is supporting the workers of Astoria so that would start with us only hiring Astoria contractors. Although difficult for some repairs, after seeing the great job DK Windows and Pacific did on the Columbian last summer, we knew they would do a great job for us as well.. Kenny the owner took time out of his schedule to meet with Nancy Ferber in historical to make sure our choices met requirements as well as code.

We applied for a Uniontown grant in April of this year to repay part of the existing repairs on the front of the building. I've known about the grant since Kevin Cronin told me about it last summer after news broke of the purchase. But with his departure, it became difficult to get the information to the right people and I could not wait to receive city approval out of fear of losing the season. My goal is to paint the front of the building before end of summer using the Uniontown Grant money we're applying for. The repairs have been completed and a painter is standing by.

Thank you for your time considering our application and we look forward to hearing your decision.

Sincerely,

Diana Kirk
Owner of Workers Tavern

Invoice

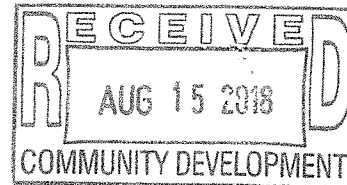
DK Window Works, Inc.

35372 HWY 101 Business #11
Astoria, Oregon 97103

Date	Invoice #
2/23/2018	3550

Bill To
Steve Dopp 151 West Franklin Astoria, Oregon 97103

PAID
08/01/2018



P.O. No.	Terms	Project
9157		

Quantity	Description	Rate	Amount
21	New Milgard Double Hung. Retro fit windows Per Milgard Quote #SQPCD000559 Installed In upstairs and one kitchen window at The workers Tavern.	1,011.04762	21,232.00T
3	New sill replacements 1 - Apt. #1, 1 - Downstairs street unit kitchen, 1 - Workers Kitchen	175.00	525.00T
	\$28,583.00 original invoice - See invoice #3576 3/6/18 \$15,243.84 - Covers cost of windows. Labor billed seperate		0.00

Phone #	Fax #	E-mail
503-325-4672	503-325-4830	DKWindowworks@hotmail.com 8/17/18

Total	\$21,757.00
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DK Window Works, Inc.

35372 HWY 101 Business #11
Astoria, Oregon 97103

Invoice

Date	Invoice #
6/25/2018	3728

Bill To
Steve Dopp 151 West Franklin Astoria, Oregon 97103

PAID
08/01/2018

RECEIVED
AUG 15 2018
COMMUNITY DEVELOPMENT

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Labor and materials to rebuild store front at Workers Tavern and store front West Door per proposal #9182	27,729.50	27,729.50T
	\$12,865.00 to Pacific Window Restoration		0.00

Phone #	Fax #	E-mail
503-325-4672	503-325-4830	DKWindowworks@hotmail.com 8/17/18

Total \$27,729.50

RECEIVED
AUG 15 2018
COMMUNITY DEVELOPMENT



RECEIVED
AUG 15 2018
COMMUNITY DEVELOPMENT





ASTORIA DEVELOPMENT COMMISSION

STOREFRONT IMPROVEMENT PROGRAM GUIDELINES

- 1) Projects assisted by this program are to be exterior rehabilitation and renovation projects showing significant aesthetic improvement to the property and to be compatible with the Uniontown streetscape. No grant money shall be used for interior work or tenant improvements.
- 2) Eligible properties are commercial, industrial, or mixed-use live work buildings located in Astor West Urban Renewal District. Multifamily properties with four or more units and located within the District are also eligible.
- 3) Property owners must be current on property taxes, business license, and there are no outstanding code violations or inspections unless there is an approved remediation plan.
- 4) All projects must comply with the Astoria Development Code and be permitted appropriately through the Community Development Department, including historic or design review. Architectural design assistance is encouraged with a qualified architect. Up to \$1,000 of the total grant or 10% of project budget, whichever is less, can be used for design assistance.
- 5) Applicant will submit completed grant application with property owner information and signature. Only *completed* applications will be considered for funding.
- 6) Applicant will provide two (2) bids from licensed contractors for each portion of the project if less than \$5,000 and three (3) bids for any portion of the contract which is in excess of \$5,000.
- 7) The Historic Landmarks Commission (HLC) will review the preferred design if the building is a historic resource and the request meets a Type 3 review level. The HLC will approve the proposal as submitted or make recommendations for alterations to the design or deny the application.
- 8) The Astoria Development Commission and the property owner will enter into a contractual agreement for the proposed improvements, but will not be subject or party to any contractual agreement with a general contractor. The construction contract and approved scope of work will be referenced and attached to the grant agreement.
- 9) The Astoria Development Commission will provide up to \$10,000 grant assistance per property, with a 50% match required by the applicant for improvements and administratively approved (staff level). Grant amounts above \$10,000 require a higher leverage (~75% match) and will be considered by the Astoria Development Commission (ADC). Requests for financial assistance that exceed \$50,000 will be considered approved by ADC and administered by CRAFT3. Specific terms would be negotiated prior to ADC consideration.



10) Items needed for final payment reimbursement:

Contractor's Final Invoice (detailed and itemized description of scope of work performed and materials used during project).

- ◆ Proof of Payment to Contractor (copy of check, bank statement, etc.)
- ◆ Digital Photos of "Before & After" Project
- ◆ Site Inspection (conducted by City staff)
- ◆ Federal W-9 Form - <http://www.irs.gov/pub/irs-pdf/fw9.pdf> ☞

11. All projects shall comply with the City of Astoria's Development Code and Astor West Design Guidelines.

12. If the building is designated as a historic resource by the City of Astoria, the project design must restore the building as closely to its original design as possible. All storefronts shall be designed, constructed, and maintained to complement and accent the original architectural features of the building. All accessories, signs, awnings, etc. shall likewise complement the overall character of the building and streetscape.

13. Grants are dependent upon an approved project plan and contract with the City of Astoria. Final invoices and proof of payment to contractor must be submitted for reimbursement. No grant money will be disbursed until the project is completed and is approved by the City of Astoria.

14. To qualify for grant funds, a storefront improvement application and appropriate plans must be submitted to the City of Astoria, approved and a grant contract signed prior to work commencing.

15. The grant will have a term of not more than one year with a single payment after receipt of completed work. All work needs to be done by licensed and bonded contractors.

16. ALL PROJECTS PROPOSED BY TENANTS: Provide a signed lease of at least one year of duration. Provide a notarized Authorization of Work from the property owner. Submit signed Hold Harmless Agreement.

17. The following list is not exhaustive, but covers the majority of types of projects that are eligible:

- Replacement, repair or alteration of building exteriors (facades) or elements such as doors, windows, lighting, porches, unique architectural features, balconies, etc.
- Repair or replacement of awnings.
- Exterior painting and cleaning (major, not maintenance).
- Sign repair, replacement, installation or removal.
- Site improvements, such as sidewalk area improvements, landscaping, etc.



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18. *Ineligible Activities:*

- Inappropriate cleaning (ex. washing, scrubbing, general maintenance, etc.)
- Property maintenance
- Building acquisition
- Inventory or other working capital
- Administrative costs or payments to a borrower
- New development or construction

20. Funds shall be allocated based on the following criteria and are subject to availability:

- Be in the public interest
- First come, first serve; W Marine Drive corridor is a priority area as the primary business district
- Encourage greater marketability of the business district
- Complement the existing historic nature and business district climate
- Visual prominence of the building and its location
- Aesthetic quality design proposal
- Historical and architectural significance of the building
- Potential impact on the attractiveness of the city streetscape, the particular building, and the economic development of the intended area; and
- Readiness to proceed.