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# AGENDA

## ASTORIA DEVELOPMENT COMMISSION

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September 17, 2018  
Immediately Follows Council Meeting

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) CHANGES TO AGENDA
- 4) CONSENT

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the Commission requests to have any item considered separately. Members of the community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

- a) Astoria Development Commission Meeting Minutes for August 20, 2018

### 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) Helping Hands Façade Improvement Grant

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

<p><b>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.</b></p>
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## CITY OF ASTORIA

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### MEMORANDUM • CITY MANAGER

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**DATE:** SEPTEMBER 12, 2018  
**TO:** PRESIDENT AND COMMISSION  
**FROM:**  BRETT ESTES, CITY MANAGER  
**SUBJECT:** ASTORIA DEVELOPMENT COMMISSION (ADC) MEETING OF SEPTEMBER 17, 2018

#### CONSENT ITEMS

Item 4(a): **Astoria Development Commission Meeting Minutes for August 20, 2018.**

The minutes of the ADC meeting are enclosed for review. Unless there are any corrections, it is recommended that Commission approve these minutes.

#### REGULAR AGENDA ITEMS

Item 5(a): **Helping Hands Façade Improvement Grant**

The Astoria Development Commission established the Storefront Improvement Program in 2016 to stimulate restoration and improvement of buildings in the Astoria West Urban Renewal District (AWURD), particularly along Marine Drive and the Uniontown Alameda Historic District.

The Uniontown Apartments, a historic building of significance in the district, was recently sold by the Housing Authority to Helping Hands to be used as a Reentry Outreach Center for housing and rehabilitating the homeless. The organization, a 501(c)(3) nonprofit, operates similar facilities in Seaside, Tillamook and other communities. Helping Hands has been renovating both the interior and the exterior of the building with the intention of opening to clients in the next few months. The most extensive exterior restoration is the replacement of siding and windows on the west façade of the building, which was badly deteriorated. The work has involved installation of new horizontal cedar siding and windows that replicate the originals.

It is staff's opinion that the bid that was accepted (Russell Construction) is competitive and the work currently underway is sound. The requested amount of \$12,363 is an important investment in the restoration and revitalization of this important structure which contributes to the Astor West District. A façade easement would be recorded to ensure that the work funded by and ADC remains in place.

It is recommended that the Astoria Development Commission approve the grant request of \$12,363 for the Uniontown Apartments.

**ASTORIA DEVELOPMENT COMMISSION**

City Council Chambers  
August 20, 2018

**ADC JOURNAL OF PROCEEDINGS**

A regular meeting of the Astoria Development Commission was held at the above place at the hour of 7:50 pm.

Commissioners Present: Price, Jones, Brownson, Nemlowill, Mayor LaMear

Commissioners Excused: None

Staff Present: City Manager Estes, Parks and Recreation Maintenance Supervisor Dart-McLean, Finance Director Brooks, Library Director Pearson, Fire Chief Gascoigne, Police Chief Spalding, Public Works Director Harrington, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

**REPORTS OF COMMISSIONERS:**

No reports.

**CHANGES TO AGENDA:**

No changes.

**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 percent 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.

Commissioner Nemlowill declared that her husband's business sold beer to The Workers Tavern. However, she had previously confirmed with the City Attorney this was not a direct conflict of interest. She was happy to see an application for the Façade Improvement Program in Uniontown.

City Manager explained that in addition to approving the funding, an easement document would also need to be recorded with the property to ensure that no modifications were made over a certain period of time. The bidding process was designed to ensure that the quotes for use of public funds would be reasonable. In this case, the Applicants wanted to use local contractors and Staff had no concerns with the single bid that was received for this project.

Commissioner Brownson said liked the work that had been done. City Council approved guidelines for this program, but this project stepped outside those guidelines.

City Manager Estes clarified that the guidelines were established by the Development Commission and the Commission could vary from those guidelines. In this case, it was difficult for Staff to get quotes from contractors and Staff believed modifications from the guidelines were justified. There was another application for the Façade Improvement Program, which was still pending. As Staff processed the first few applications, they would be able to see what worked and what did not work. The application for the tavern was the first one Staff received for the program and they wanted to make the project work. If Staff could get a few projects going, that might spur some interest from other property owners.

Commissioner Price wanted Staff to recommend revised guidelines that would make the funds easier for businesses to access. The guidelines might be too strict, but local contractors would be preferred.

Commissioner Jones agreed this was a worthy project.

Diana Kirk, Workers Tavern, said there were only two companies in Astoria that could do historic façade work. Therefore, in order to get three bids, she would have to go all the way to Portland. The price of a contractor from Portland would be high because they would have to put people in Astoria during the façade work. She called Rickenbach and learned they were booked for a year and a half. Anyone who applies for this program will have the same problem she did.

Commissioner Price asked why the building was raised two inches.

Ms. Kirk said in the late 1980s, there was a fire in the basement where the post and beams met at the front of the building. For 30 years, water had dripped in on the unpainted beams and washed them away. The front of the building was being held together by the windows, which were bowed.

**Commission Action:** Motion by Commissioner Nemlowill, seconded by Commissioner Brownson, that the Astoria Development Commission approve the application for façade renovation for The Workers Tavern. Motion passed unanimously. Ayes: Commissioners Price, Jones, Nemlowill, Brownson, and Mayor LaMear. Nays: None.

**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.

Director Brooks displayed the Astor East budget detail summary on the screen and provided an overview of the fund.

City Manager Estes explained that over the last few years, the Development Commission had made a concerted effort to refrain from taking on additional project to allow this fund to regenerate after paying of the loan for the Garden of Surging Waves project. The Astor East District contains many properties owned by non-profit or government entities that do not generate tax revenues, so regeneration of the fund has been slow. Minor expenses are being incurred by the Heritage Square cleanup efforts and the Tidal Rock Park project. The rest of the funding was to be spent on redeveloping Heritage Square and on any other projects the Development Commission believed was appropriate. Urban Renewal funds cannot be used for staffing programs or maintenance. The funds must be used for new improvements to buildings or structures that would provide increased tax revenue for the district. If the Commission decided to consider granting funds to the Liberty Theater, Staff would need to work with the Urban Renewal attorney to determine eligible projects.

Director Brooks confirmed for Commissioner Price that the fund currently had about \$880,000 and that annual revenues were about \$390,000. Only minor expenses were budgeted for this fiscal year, but total expenditures would depend on what type of work was done at Heritage Square and whether the Commission identified new projects. Two hundred and fifty thousand dollars had been budgeted for supplies, materials, and professional



services. Construction costs or financial incentives would be paid for out of the capital outlay funds. If no new projects were identified, only some of the \$250,000 would be spent this fiscal year.

Chair LaMear explained that she added this item to the agenda because the Liberty Theater requested \$45,000 of the \$50,000 that the City budgeted for arts and culture grants. In order to fund as many organizations as possible, she wanted to find another way for the City to support the Liberty Theatre. If the stage was expanded, the theater could host larger ballet companies and symphonies, which would increase the economic development of the theater. She did not want to take funding from the Heritage Square project, but no work was planned for that project this fiscal year. So, she wanted the Commission to consider a grant to the Liberty Theater.

Commissioner Jones said it seemed as if funds for urban renewal projects were approved in an ad hoc manner. He supported the Liberty Theater's proposal but believed the projects should be approved in a manner similar to the arts and cultural projects. The City should publish the availability of funds and eligibility requirements and take applications.

City Manager Estes explained that the Astor West Urban Renewal District has a specific Facade Improvement Program. The Astor East and Astor West Districts both have several large projects identified as eligible to receive funding. As the projects become priorities to the Commission, the Commission will determine whether to move forward on them. The Astor East district does not have enough facades to roll out a program and has never had the funds available for such a program. Therefore, the Commission considers specific projects for that district. He listed projects funded with Urban Renewal funds and explained that they all provided an impact to the district. Staff has never advertised the availability of Urban Renewal funds.

Commissioner Nemlowill noted that the City was trying to save up money in this fund to renovate Heritage Square. Therefore, she recommended the Commission consider a low or zero interest loan for the Liberty Theater.

Commissioner Brownson understood non-profits were not eligible for funding.

City Manager Estes clarified that non-profits were eligible. He explained that the district was funded through property tax, but non-profits only pay property taxes on the portion of their building that is associated with their mission. The Liberty Theater leases portions of their building to commercial businesses. Investments are made in urban renewal districts so that when the districts sunset, the value of all of the buildings in those districts and nearby would be greater than if the districts had not been created.

Jennifer Crockett 1243 Grand Avenue, Astoria, said the purpose of the project is to widen the theater's programming to make the Liberty Theater a viable tourist destination. When the theater was originally renovated it was a project intended to save the building. Renovation stopped at the stage. There is no rigging, very limited lighting, and only the original curtain from 1925. The curtain is ripping down and it can no longer be closed and opened. This project will make it possible for the theater to host touring organizations like Broadway productions, ballets, and operas. The theater can only do live music right now. Theater and dance performances on their stage are only about 25 percent of the show. They cannot accommodate scenery or complicated lighting. Tourists from bigger cities expect to see a level of theater that the Liberty cannot provide. Most historic theaters like the Liberty in cities like Astoria have about a 50/50 split between locals and tourists who attend their performances. The Liberty gets about 65 percent locals and 35 percent tourists. According to the Clatsop County Prosperity Five study done two years ago, tourists spend about \$115 downtown in addition to their theater tickets. In 2017, the Liberty Theater contributed about \$850,000 to downtown. If they could get 5,000 more tourists each year, that would generate another \$500,000.

Commissioner Nemlowill asked if a loan would be beneficial to the theater.

Ms. Crockett said initially, the theater was seeking a grant, but they would be open to other options if a grant did not come through.

City Manager Estes asked if the Commission wanted Staff to begin vetting a process for a Liberty Theater project. Staff would need to know whether the Commission wanted to move forward with a grant or a loan and then eligible projects would need to be determined.

Commissioner Jones confirmed that the theater's request for \$45,000 was to fund a study by a consultant that would help the theater develop a master plan for the project.

City Manager Estes said some consultant fees could go into urban renewal projects. If the Commission wanted Staff to identify eligible projects for the theater, Staff would present those to the Commission so the Commission could decide if those projects should be approved and funded.

Commissioners Jones and Price said they wanted to Staff to begin working on the theater project. Commissioner Price believed there would be enough funds available and she liked the idea of a zero-interest loan.

City Manager Estes confirmed that Commissioners supported a split between a grant and a loan.

Commissioner Brownson said the theater would continue to look for other funding to make their project happen. This would provide a way for the theater to reach its potential.

Commissioner Nemlowill believed the project was worth looking into. The City has invested urban renewal funds in the theater in the past, and the district boundaries were moved so that theater could be included in the district. This project would continue to enhance the investments the City had already made and could potentially bring in more revenue to help maintain the theater. The district is intended to cure urban blight. The theater cannot keep up the building or the façade if it is not making money. A loan grant package could be more than \$45,000. The City has had success getting urban renewal loans repaid and the goal is to save funds for the old Safeway site. And if the City is going to invest in the Liberty Theater, it needs to be a sizeable investment that will ensure the project gets done.

City Manager Estes said that in the past the City worked with Craft3 to develop financing packages for the Commission to review. Craft3 is able to do all of the background work and make recommendations. He would work with Ms. Crockett to find out what would work for the theater and gather more information before presenting a package to the Commission.

**NEW BUSINESS, MISCELLANEOUS, PUBLIC COMMENTS:**

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:19 pm.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Manager



CITY OF ASTORIA

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**MEMORANDUM • COMMUNITY DEVELOPMENT**

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**DATE: SEPTEMBER 12, 2018**  
**TO: ASTORIA DEVELOPMENT COMMISSION**  
**FROM:  BRETT ESTES, CITY MANAGER**  
**SUBJECT: ALAN EVANS/HELPING HANDS APPLICATION FOR STOREFRONT IMPROVEMENT GRANT – 286 W. MARINE DRIVE**

**DISCUSSION/ANALYSIS**

The Astoria Development Commission established the Storefront Improvement Program in 2016 to stimulate restoration and improvement of buildings in the Astoria West Urban Renewal District (AWURD), particularly along Marine Drive and the Uniontown Alameda Historic District. In July 2018 the Commission approved the first application under the program for Workers Tavern.

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.
- 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%. Projects between \$10,000 and \$50,000 are eligible for grants of 25% of the cost. Two competitive bids are required for smaller projects, and three bids are required for larger projects. Sufficient funds are available in the AWURD budget to provide this grant.

The Uniontown Apartments, a historic building of significance in the district, was recently sold by the Housing Authority to Helping Hands to be used as a Reentry Outreach Center for housing and rehabilitating the homeless. The organization, a 501(c)(3) nonprofit, operates similar facilities in Seaside, Tillamook and other communities. Helping Hands has been renovating both the interior and the exterior of the building with the intention of opening to clients in the next few months. The most extensive exterior restoration is the replacement of siding and windows on the west façade of the building, which was badly deteriorated. The work has involved installation of new horizontal cedar siding and windows that replicate the originals.

Although three bids are specified for larger projects under the guidelines, two bids were obtained for this project. It is staff's opinion that the bid that was accepted (Russell Construction) is competitive and the work currently underway is sound. The requested amount of \$12,363 is an

important investment in the restoration and revitalization of this important structure which contributes to the Astor West District. A façade easement would be recorded to ensure that the work funded by and ADC remains in place.

**RECOMMENDATION**

It is recommended that the Astoria Development Commission approve the grant request of \$12,363 for the Uniontown Apartments.

By: 

Mike Morgan, Contract Planner

Community Development Department

## GRANT AGREEMENT

This Grant Agreement is entered into by the Astoria Development Commission, the Urban Renewal Agency of the City of Astoria, Oregon (the "ADC"), and Helping Hands Reentry Outreach Centers, the "Applicant."

### **RECITALS:**

The ADC has created a Storefront/Façade Grant/Loan Program for businesses in the Astoria-West Urban Renewal District designed to improve the appearance and exterior business facades in the Astoria-West Urban Renewal Area.

Grant applicants must submit a complete storefront improvement application, accompanied by digital photographs of the areas proposed for improvement, plans for the proposed improvement and bids from licensed contractors for each portion of the project. Two (2) bids must be submitted for any portion of the improvement costing less than \$5,000 and three (3) bids submitted for any portion of the improvement which is estimated to cost in excess of \$5,000.

Any improvement of the type described in Astoria Development Code §6.050 E (known as Type III Review) must be approved by the Historic Landmarks Commission prior to submission to the ADC.

In view of the mutual covenants and promises of the parties in this Agreement, it is agreed as follows:

### **Grant Agreement:**

The ADC hereby approves a grant to Applicant for a total of \$12,363.00 to assist in the façade improvements described in the application attached hereto ("the Improvements").

Applicant agrees to comply with all laws of the State of Oregon, ordinances of the City of Astoria and the Astoria-West Urban Renewal District Façade Grant/Loan Program Design Guidelines. Applicant further agrees that performance under this Agreement is at Applicant's own sole expense and risk and that Applicant agrees to defend, indemnify and hold harmless the City of Astoria its officers, agents and employees from all claims arising out of the acts, errors or omissions of Applicant, its employees, agents and contractors.

Applicant may, from time to time, request changes in the scope of the Improvements to be performed hereunder. Such changes, including any increase or decrease in the amount of Applicant's grant, which are mutually agreed upon by ADC and Applicant, shall be incorporated into written amendments to this Agreement prior to the effective date of such amendments.

Applicant must provide a Federal W-9 form and execute a Façade Covenant Agreement substantially in the form attached hereto. Payment of grant funds is contingent upon satisfactory completion of the Improvements as demonstrated by City Staff inspections and:

1. Receipts or paid invoices for items for which reimbursement is requested.
2. Copies of all permits issued for the Improvements.
3. Copies of all building inspection reports.
4. Digital photographs of the finished work.

The Improvements must be completed within one year of the date of this Agreement.

If, through any cause, Applicant shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if Applicant shall violate any of the covenants, agreements, or stipulations of this Agreement, the ADC shall thereupon have the right to terminate this Agreement by giving written notice to Applicant of such termination and specifying the effective date of such termination

Unless otherwise provided in this Agreement, claims, counterclaims, disputes and other matters in question between the ADC and Applicant arising out of, or relating to, this Agreement or the breach of it will be decided, by arbitration, mediation, or other alternative dispute resolution mechanism, or in a court of competent jurisdiction within the Clatsop County.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

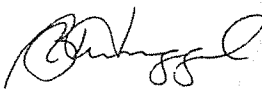
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Arline LaMear, Chair  
Astoria Development Commission

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Alan Evans  
Helping Hands Reentry Outreach Centers

Approved as to form:

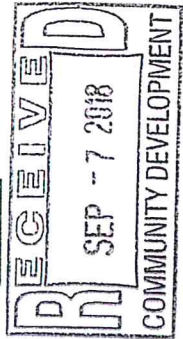
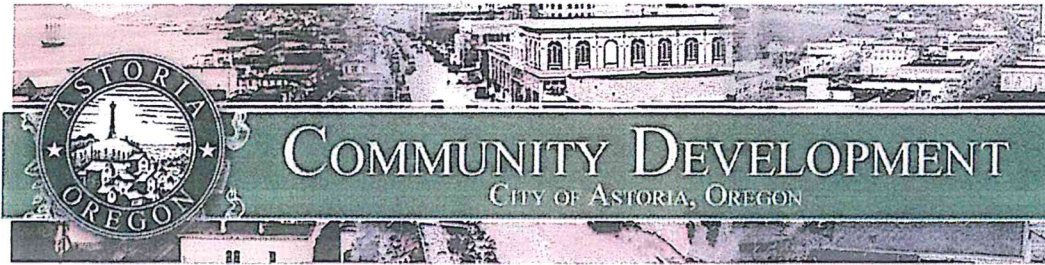


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Attorney for City of Astoria





## 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: 286 W Marine Drive, Astoria _____ Do you <input checked="" type="checkbox"/> Own <input type="checkbox"/> Lease			
<i>TS R9 TCA TL 1400</i>			
Legal Description:			
Lot <i>n/a</i> _____ Block <i>n/a</i> _____ Subdivision _____			
Map <i>T8 R9 TCA</i> _____ Tax Lot <i>1400</i> _____ Zone <i>C3</i> _____			
Applicant Name: Alan Evans		Date Submitted:	
Address: 1010 3rd Ave., Seaside, OR 97138		Phone: 503-440-9357	
Mailing Address if different: PO Box 413, Seaside, OR 97138		Email: a.evans@helpinghandsreentry.c	
Business Name: Helping Hands Reentry Outreach Centers		Tax ID Number: 27-1158468	
Building Owner Contact Information (if different from applicant):		Phone:	
Address:		Email:	
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.)			
Renovation of facade to improve & restore historical appearance of the building.			
Total Project Cost	Estimated Start Date	Estimated Completion Date	Grant Request Amount
\$ 49,449.11	8/1/18	10/1/18	\$ 12,363.00
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: <i>Alan Evans</i>			Date: <i>9.7.18</i>

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

Financing Sources	Uses (Construction)	Total Amount
Cash	\$ 37,086.11	\$ 37,086.11
Private Loans		\$ 0.00
Commercial Loans		\$ 0.00
Urban Renewal Grant	\$ 12,363.00	\$ 12,363.00
Other Sources		\$ 0.00
		\$ 0.00
<b>Total Funding</b>	<b>\$ 49,449.11</b>	<b>\$ 49,449.11</b>

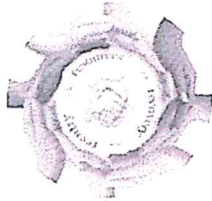
Thank you for your application!

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

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





## Helping Hands Reentry Outreach Centers

www.helpinghandsreentry.org  
P.O. Box 413 Seaside, OR 97138

501(c)(3) Nonprofit - Federal Tax ID: 27-1158468

*Helping Hands is an equal opportunity organization and employer.*

### **Astor West Urban Renewal District Grant Application – Project Description**

Helping Hands recently purchased the historical building located at 286 W Marine Drive, Astoria and is in the process of renovating the building to prepare for housing and rehabilitating the homeless. As part of this renovation project, Helping Hands has undertaken securing the exterior of the building and repairing the extensive damage to several parts of the siding, primarily on the west side of the building.

In addition to these planned exterior repairs, Helping Hands would also like to be able to renovate the façade of the building, with the help of the City of Astoria and this grant. This building is large and prominently visible along the road into Astoria, and it would make a significant difference in the overall appearance of the neighborhood to be restored to historical guidelines and to be beautiful and functional again.



This façade renovation project will be worked into our planned exterior repairs schedule, and will allow us to make changes to improve and restore the appearance of the building instead of just making functional repairs.

Previous owners or tenants have replaced a few windows with vinyl materials that do not meet historical guidelines, so we will be removing these vinyl windows as we restore the appearance of this old beauty. We have gotten approval from the Historical society for the window materials that we will be using, and have placed an order. We have also gotten approval for the replacement siding material and installation pattern, which will have the same appearance as the historical siding and will be kept yellow with white trim.

Please see attached for project budget by Russell Construction, who has experience with historical renovations in our area and whose bid we accepted. Richard Russell is already managing the rest of the renovation project and generously gave us a non-profit discount to add this project onto the renovation. Any work done by Russell Construction will be approved by Helping Hands CEO & licensed General Contractor Alan Evans for completion and quality before payment, in accordance with our project management contract. Attached for reference is also a second bid from Terry Andrus Construction, which was not accepted due to being above what we are comfortable budgeting for the façade.

If this grant is approved, the façade portion of the exterior renovation will begin as soon as August 1, and will be complete by October 1. Thank you for partnering with us to revitalize this historical building as we put her back to good use for the community!



ADDRESS: 286 W. Marine Drive  
CLASSIFICATION: Primary  
OWNER: Jacqueline and Jim Hyde  
c/o Elli Riutta  
Rt. 2, Box 386  
Astoria, OR 97103

TAX LOT: 1400  
LOT: .22 Ac.

ASSESSOR MAP: 89 7CA  
PLAT: Unplatted  
YEAR BUILT: Ca. 1896  
ALTERATIONS: Moderate

BLOCK: NA  
STYLE: Vernacular  
USE: Multi-family

**DESCRIPTION:** This three and one half story building is rectangular in plan and has a hip roof with hip dormers. A beltcourse extends around the perimeter of the building. Shiplap siding covers the front facade and wood shingles sheath the other elevations. The daylight basement is supported by a concrete foundation. The windows on the upper two stories are one over one double hung wood sash and the first story windows are six over one double hung wood sash. Projecting cornices cap the windows. The front porch extends across the front elevation and is covered by a hip roof. Square porch posts with decorative jigsaw brackets rest on a low weatherboard clad wall that enclose the porch. Two paired entrance doors are located on the south facade. The building, flush with the public right of way, faces southeast on W. Marine and is in good condition.

The Sanborn Fire Insurance Maps indicate that the building was on the site as early as 1896. The Bridge Apartments were originally known as the John Erickson Boarding House and later as the Karhuvaara Boarding House. The building housed many tenants throughout the years and provided an extended family for many single fisherman. The tenants ate in a communal eating area with meals prepared by Mary Niska in the early part of the century. Mrs. Niska was also in charge of operating the boarding house in the early 1920's. The boarding house caught fire in 1923 when The Finnish Socialist Hall, located directly to the west, burned down. The Bridge Apartments is the only remaining Finnish boarding houses on W. Marine Drive.

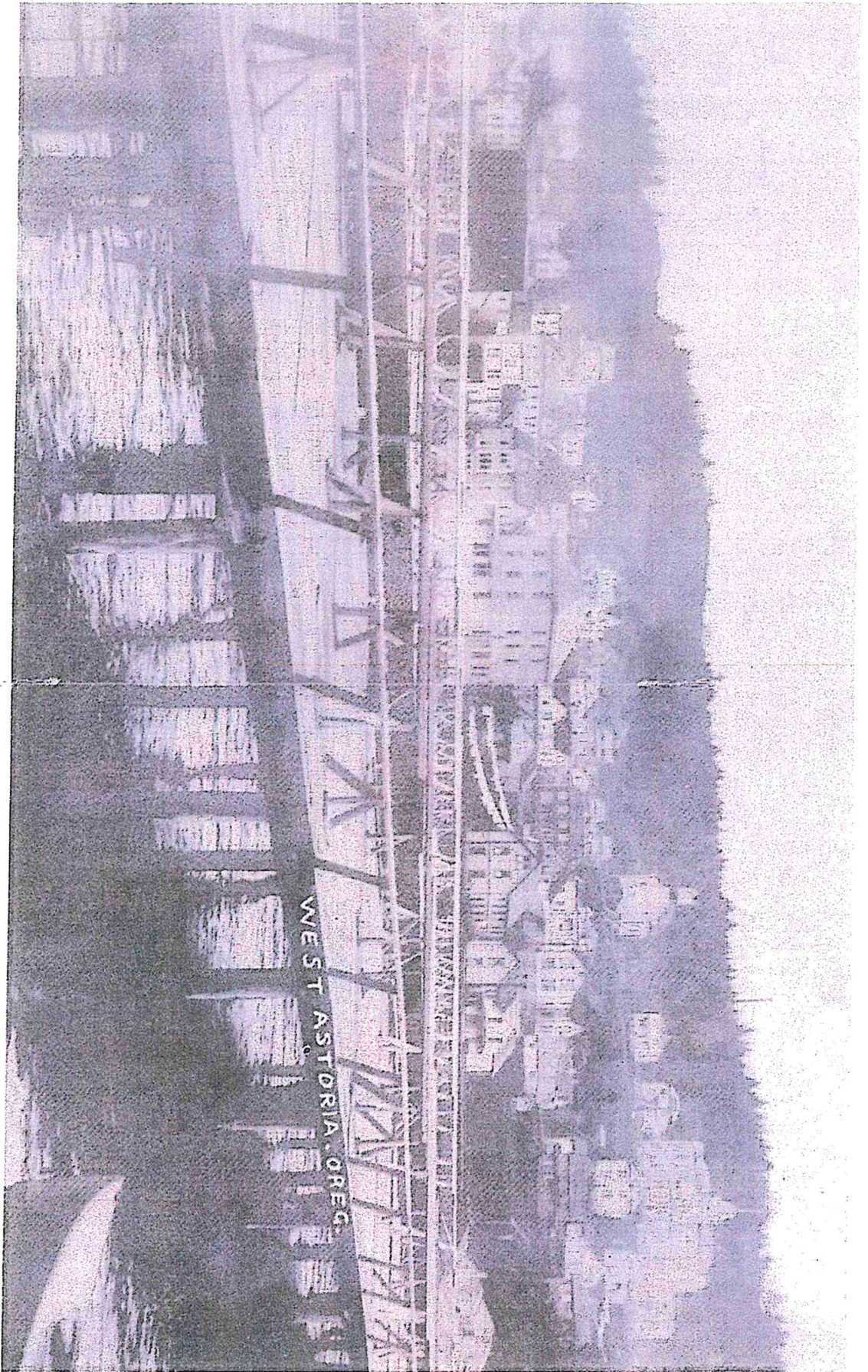
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**Bridge Apartments**  
286 W Marine Dr. Front (South) and  
Side (West) Elevations  
Northwest Heritage Property



# 25



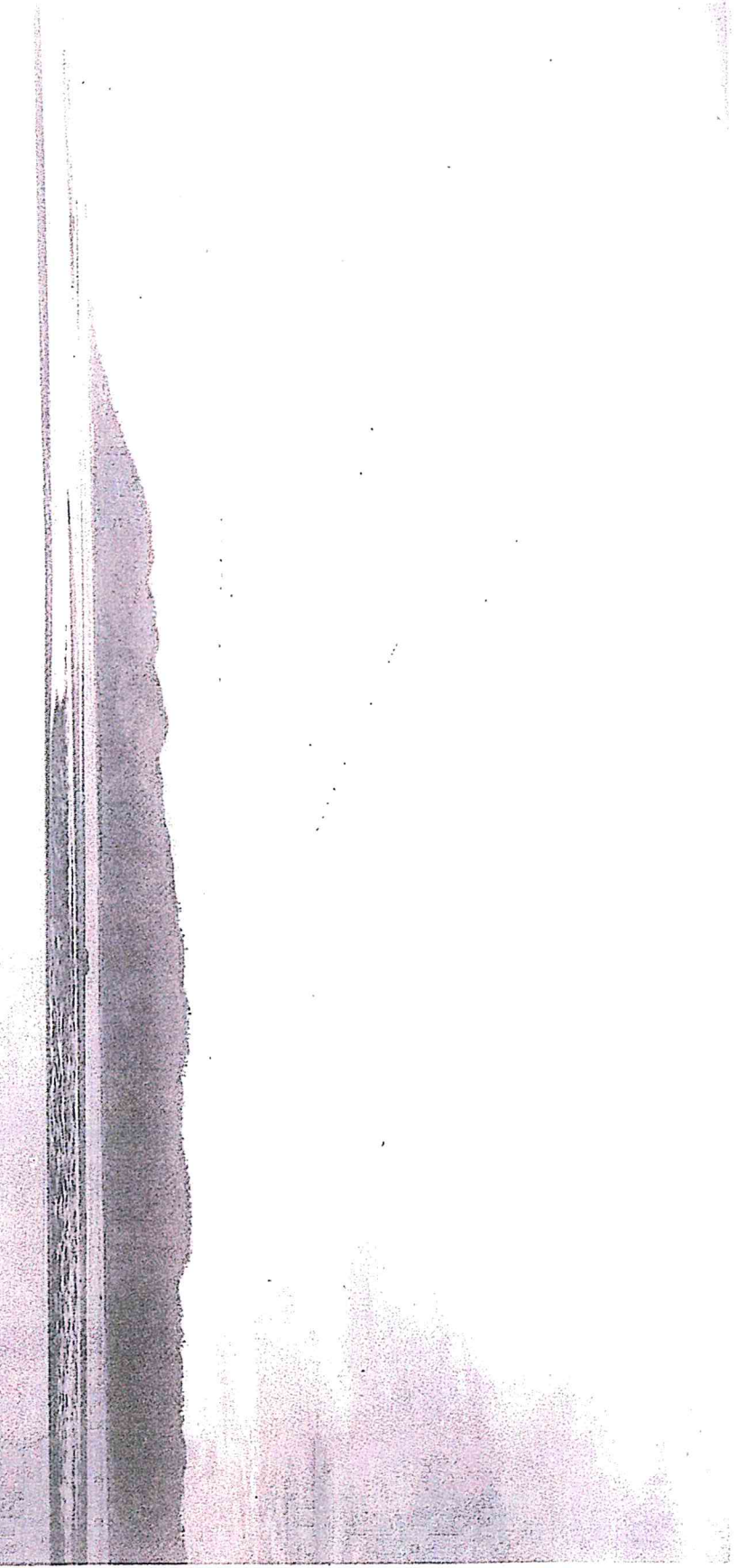
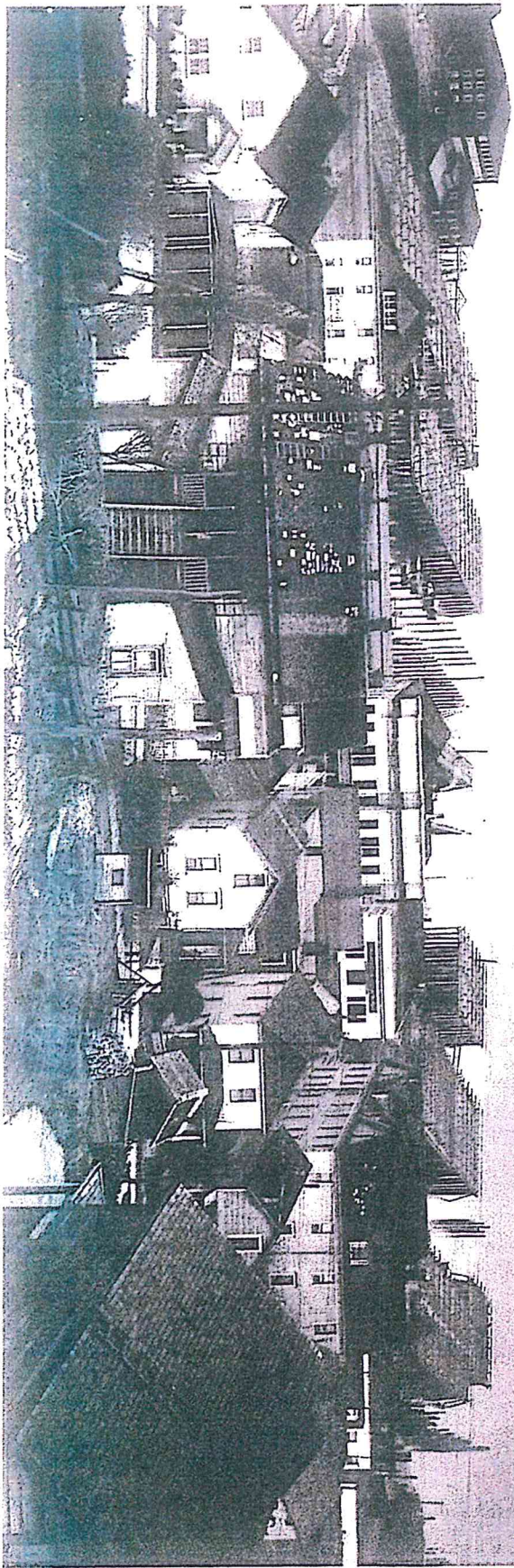


## UNIONTOWN ABOUT 1908

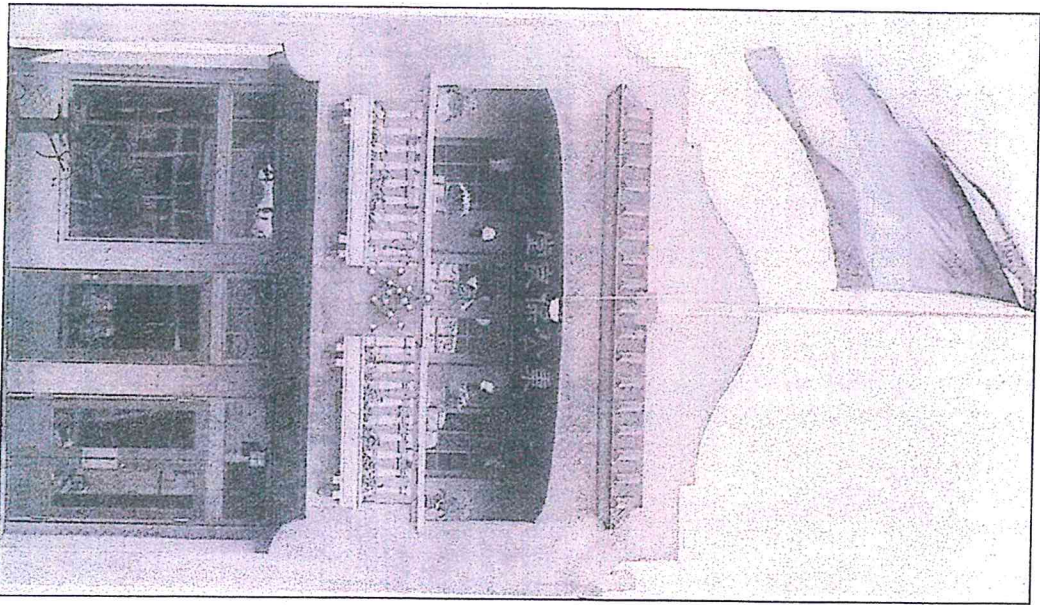
Courtesy of the Editor

View of Uniontown to the southeast across cannery net racks. Top right is Taylor School which was built in 1902. The Finnish Congregational Church is directly east. Below it is the Finnish Temperance Hall, (built in 1893) and later moved to the bottom of the hill and raised one story. It is now owned by the Finnish Brotherhood Lodge and known as Suomi Hall. At left of center is the Karhuvaara Boarding House (still standing). Directly above it is the Charles Wilson House and to the left is the Ponkalo Boarding House and the Hannula Boarding House. The Socialist Hall, built in 1910 next to the Karhuvaara Boarding House, does not appear in this photo.

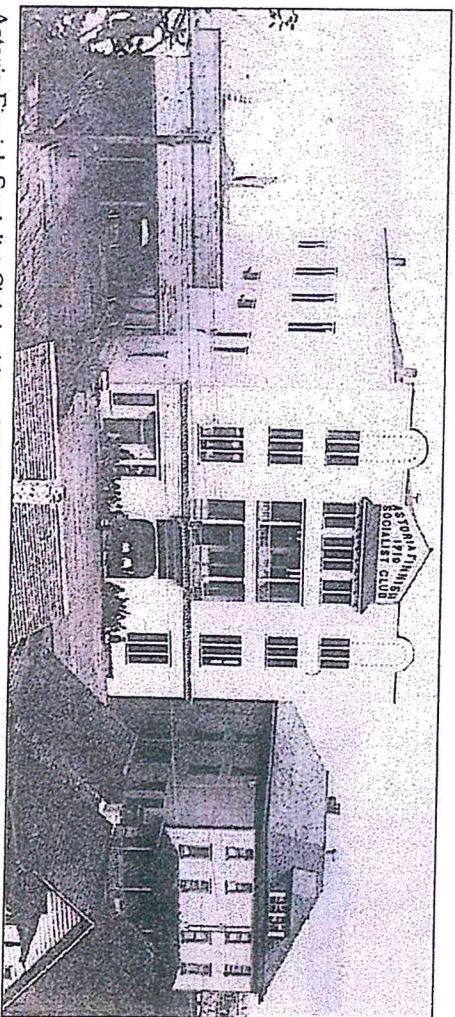




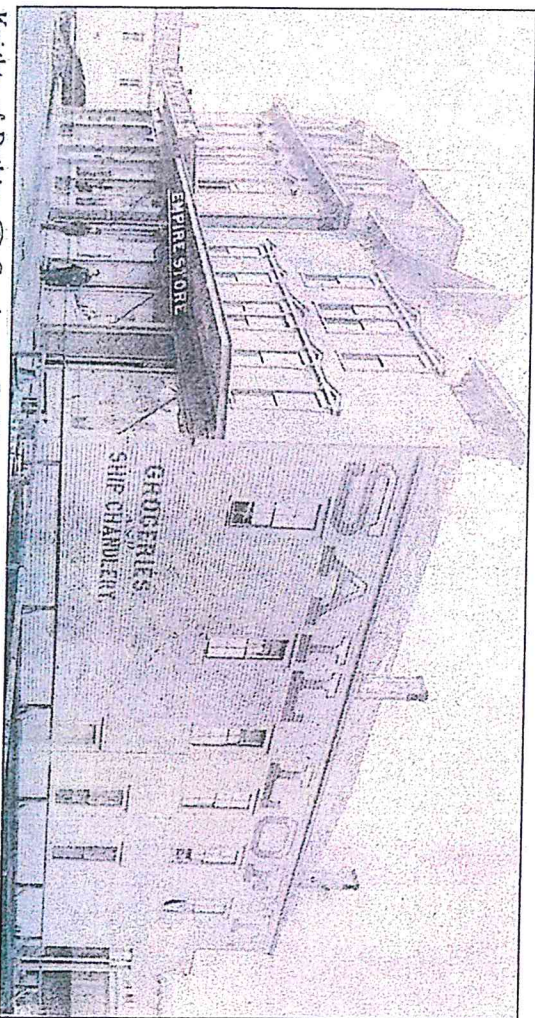




Bing Kong Bo Leong Tong building on Bond Street between 6th and 7th. Also known as Chinese Masonic Temple. #5194

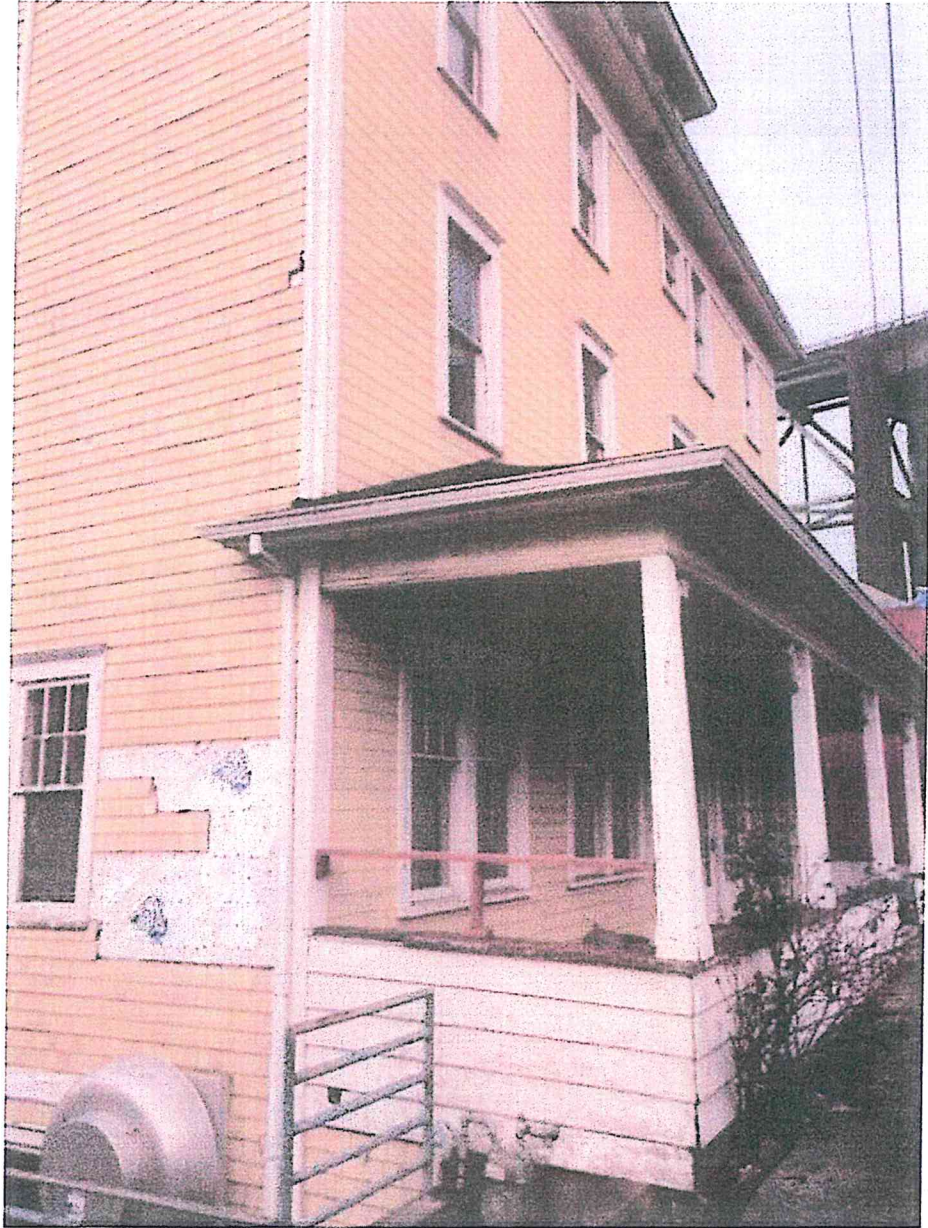


Astoria Finnish Socialist Club building, 262 Taylor Avenue. The second floor theater seated 1,000. The "Osasio" hall also featured a dance hall, gym, library, meeting rooms, two kitchens and caretaker apartments. #6400



Knights of Pythias & Gunderson Building. Coopers Store in Knights of Pythias building, 527 Commercial. #200



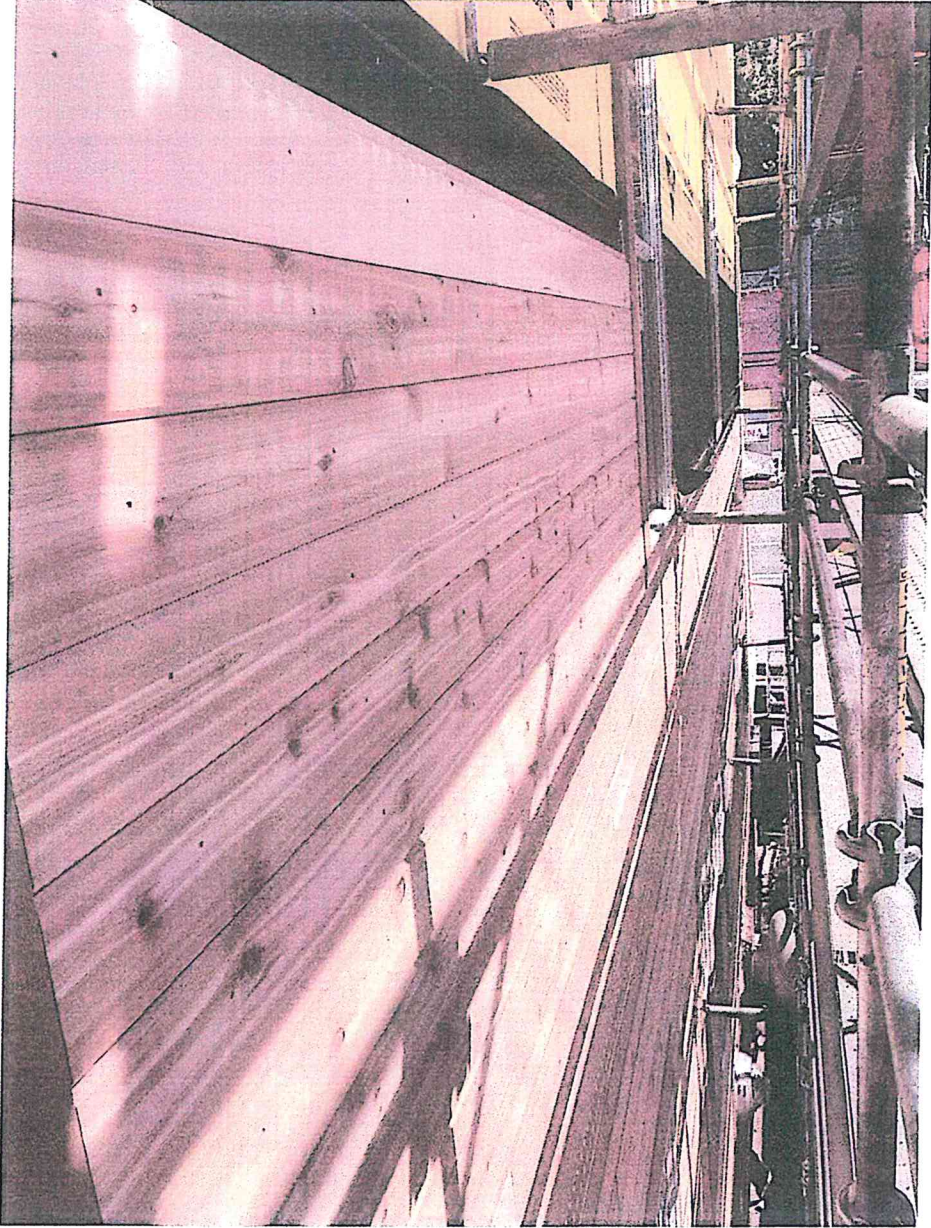








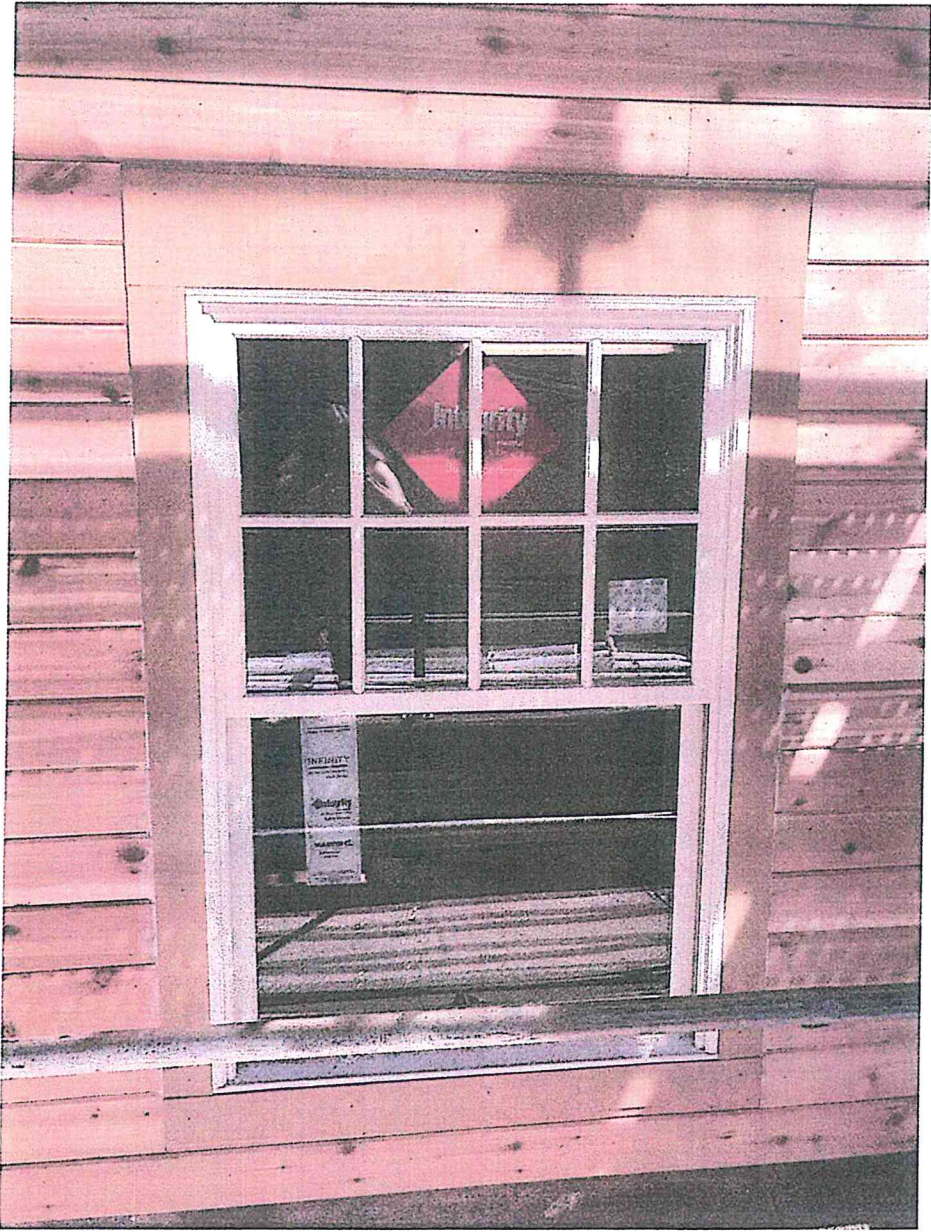


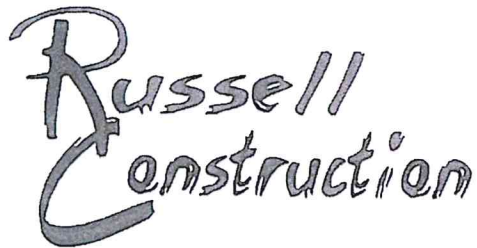












931 Ave H  
Seaside, Oregon  
97138  
CCB# 109840  
503-739-0027

Jun 20, 2018

To: Whom it may concern

Re: Union town building façade renovation  
286 West Marine Drive  
Astoria, Oregon 97103

We/I propose to:

	Materials	Labor
1) Replace all windows on wall facing Hwy.	\$11,000	\$10,000
2) Trim windows to match present style	\$2,000	\$4,200
3) Repair rail and bring up to code	\$2,400	\$2,640
4) Paint	\$750	\$2,500
5) Install new lighting	\$2,200	0
6) Dump Fees		\$2,000
7) Permits		\$600
8) Lift Rental		\$5,400
9) Contingency		\$4,000
Subtotal	\$18,350	\$31,340

**Project Total: \$49,690**

All windows to be Marvin Integrity  
Paint to match yellow body and white trim

Terry Andrus Construction  
P O Box 2826  
Longview, Wa  
98632  
CCB# 174011  
360-560-0009

06/02/2018

To: Helping Hands  
1010 3<sup>rd</sup> Avenue  
Seaside, Oregon 97138

Re: Helping Hands building facing highway  
286 West Marine Drive Astoria, Oregon

I Propose to:

I will use period correct materials on all components

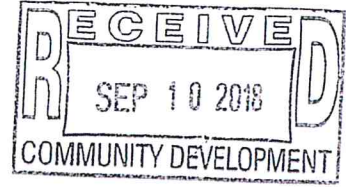
	Materials	Labor
1) Replace all windows on front with Marvin Integrity	\$14750	\$15100
2) Deck repair and rail	\$7500	\$6820
3) Paint	\$900	\$3500
4) Disposal		\$4200
5) Permits		\$800
6) ManLift		\$5900
7) Contingencies		\$6000
<hr/>		
Total		\$65470

## Helping Hands -- Uniontown Façade Improvement Expenses

Inv. Date	Vendor Name	Invoice #	Amount	HH Ck #	Notes
5/30/18	Safway	D065494	\$11,055.72	7896	Scaffolding
5/30/18	Russell Construction	5/30/2018	\$3,570.00	7865	labor thru 5-29-18 & materials
6/1/18	Tolovana Architect LLC	2679	\$2,820.00	8091	
6/22/18	Parr PDX Metro Windows & Doors	UQWNCN7	\$8,831.12	debit	Windows purchase order
7/17/18	Builder's First Source	902107	\$3,577.78	debit	Siding materials
7/29/18	Russell Construction	7/29/2018	\$7,311.02	8024	labor thru 7-29-18 & materials/dump fees
8/12/18	Russell Construction	8/12/2018	\$1,831.37	8008	Materials reimbursement (no labor)
8/25/18	Builder's First Source		\$9,657.07	8119	Siding materials
9/2/18	The Home Depot	Receipt	\$795.03	debit	Materials

**Total Façade Expenses**

**\$49,449.11**







# INVOICE

Number D065494  
Date 5/30/18  
Type RENTAL

PAGE 1

**SAFWAY SERVICES, LLC**  
2409 TALLEY WAY  
KELSO, WA 98626

Phone #: 360-575-9366  
Fax #: 360-575-9368

*CCB*

<b>Customer #:</b> 710 - 140300 HELPING HANDS PO BOX 413 ACCTS PAYABLE SEASIDE, OR 97138		<b>Job Site#:</b> 00001 UNION TOWN SCAFFOLD 286 WEST MARINE DRIVE ASTORIA, OR 97103	
<b>ORDER#:</b> 29435 <b>Job Cost #:</b> S18039A		<b>Job Phone No.</b> 5037390027 <b>Customer Contact</b> RICHARD RUSSELL	

<b>Customer P.O. #</b> UNION TOWN	<b>Customer Req. #</b> ---	<b>Ordered By</b> Richard R	<b>Office Phone</b> 5034409357	<b>Project</b>	<b>Order Taken</b> TIMCH	<b>Sales Rep</b> 15072
<b>Ship Date</b>	<b>Ship Via</b> SAFWAY DELIVERY	<b>Bill Lading</b>	<b>Terms</b> NET 30	<b>Due Date</b> 6/29/18	<b>Approved</b>	<b>Pre-lien</b>

Part No.	Description	Quantity		
----------	-------------	----------	--	--

	BILLING CYCLE 5/16/18 TO 6/12/18 PAYMENT TERMS ARE NET 30 DAYS FROM RECEIPT OF INVOICE  INVOICE TOTAL: GRAND TOTAL:			11,055.72 11,055.72
Original - Customer				

Helping Hands Reentry Outreach Centers

7896

Safeway

Date	Type	Reference	Original Amt.	Balance Due	6/19/2018 Discount	Payment
6/16/2018	Bill	INV 29435	11,055.72	11,055.72	Check Amount	11,055.72

Clatsop Community B

11,055.72







1649 SE ENSIGN LN  
 WARRENTON, OR 97146  
 (503) 861-5426  
 www.oreillyauto.com

Store hours:  
 Mon-Sat: 07:30 AM-09:00 PM  
 Sun: 08:00 AM-08:00 PM

Counter #: 402943  
 Date: 05/29/2018 05:04 PM  
 Invoice #: 3920-402942

LIAM B.  
 Drawer: 1

REE 72783 25.99 NA  
 COUPLER LOCK

1 Item

Sub-Total 25.99  
 Total 25.99

DB 4525 25.99

DB XXXXXXXXXXXX4525 Auth CD: 504336  
 REF# 497224135134

Verified by PIN

Chip Indicator: Y  
 AID: A0000000980840

FVR: 8080048000  
 TSI: 6800  
 IAD: 06010A03AG0000  
 Verified by PIN

TERRY, Thank you for being an O'Rewards  
 Customer!

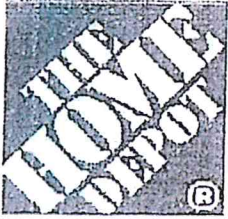
www.orewards.com



Thank you for Shopping at  
 O'Reilly Auto Parts!

We value your opinion! Disponible en  
 Espanol. Enter 3920-052918-402942 at

OREILLYAUTO.COM/FEEDBACK to win \$500.  
 Rules at OREILLYAUTO.COM/FEEDBACK



More saving.  
 More doing.™

STORE MGR: BEN RATNES  
 1650 ENSIGN, WARRENTON, OR (503)861-9099

4023 00002 67096 05/29/18 09:26 AM  
 CASHIER DESIRAY

BDA	CBLT3/8X31/2 <A>	
	CARRIAGE BOLT 3/8X3-1/2	
	1100.61	6.71
ACB	CUTWASHER3/8" <A>	
	CUT WASHERS 3/8 IN	
	1100.14	1.54
ACD	3/8HEXNUTUSS <A>	
	HEX NUTS-USS 3/8	
	1100.12	1.32
033656630505	DUCT TAPE-BL <A>	
	1.89"X60YD 398 BLK 11 MIL DUCT TAPE	
	208.28	16.56
887480023640	COMBO PACK <A>	
	3/8" HEX NUT (25) PACK BAG	
	887480002706 3/8X31/2CBLT <A>	
	CARRIAGE BOLT 3/8X3-1/2-25PK	
	887480023244 COMBO PACK <A>	
	3/8" CUT WASHER (25) PACK BAG	
	073291332112 2X12-12 GDF <A>	
	2X12-12FT #2/BTR PRIME DOUG FIR	
	4018.09	72.86
073291332082	2X12-8 GDF <A>	
	2X12-8FT #2/BTR PRIME DOUG FIR	
	2012.09	24.18
073257012892	10X100 E MTL <A>	
	10'X100' 5MIL CLEAR POLY SHEETING	
	073291324087 2X4-8 GD FIR <A>	
	2X4-8FT STD/BTR PRIME GRN DOUG FIR	
	704.33	30.31

SUBTOTAL 231.64  
 SALES TAX 0.00  
 TOTAL \$231.64

XXXXXXXXXXXX4525 DEBIT USD\$ 231.64

AUTH CODE 732614  
 Chip Read Verified By PIN

Tolovana Architect LLC

P O Box 648  
Tolovana Park, Or  
97145

Date 6/1/2018

Phone # 503-436-0519

Invoice # 2679

**Bill To**

Helping Hands Astoria  
1320 12th Ave.  
Seaside, or. 97138

Description	Qty	Rate	Amount
Helping Hands Astoria Drawing Exhibit for Permit			
Frank Trainer - Drafting	32	80.00	2,560.00
David Vonada - Principal Architect	2	130.00	260.00

Total \$2,820.00

Please remit to address above, Cannon Beach mail will be Returned to Sender



Helping Hands Reentry Outreach Centers  
PO Box 413  
Seaside, OR 97138

Clatsop Community Bank  
1150 N Roosevelt  
Seaside OR 97138  
98-889/1232

8091

8/7/2018

PAY TO THE ORDER OF David Vonada

\$ \*\*2,820.00

Two Thousand Eight Hundred Twenty and 00/100\*\*\*\*\* DOLLARS

Tolovana Architect LLC  
PO Box 648  
Tolovana Park, OR 97145

AUTHORIZED SIGNATURE

MEMO

⑈00809⑈ ⑆⑆23206998⑆ ⑆1001690⑈

Photo Safe Deposit  
Details on Back

>125108272<  
Columbia Bk #1056  
2018-08-13  
0056026414  
Batch 152182852

⑆95682541⑆

DEPOSITED TO THE CREDIT OF  
THE WITHIN NAMED PAYEE  
CANNON BEACH BR. #1056  
COLUMBIA BANK

DEPOSITED TO THE CREDIT OF THE WITHIN NAMED PAYEE

CCB ✓

### UNIT SUMMARY

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes.

Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

NUMBER OF LINES: 7		TOTAL UNIT QTY: 16		EXT NET PRICE: USD		<u>8,831.12</u>
LINE	MARK UNIT	BRAND	ITEM	NET PRICE	QTY	EXTENDED NET PRICE
1	Window #1	Integrity	Wood-Ultrex Traditional Double Hung RO 32 1/2" X 52 1/4"	545.74	2	1,091.48
2	Window #2	Integrity	Wood-Ultrex Traditional Double Hung RO 42 1/2" X 68 1/4"	679.55	1	679.55
3	Window #3	Integrity	Wood-Ultrex Traditional Double Hung RO 30 1/2" X 68 1/4"	607.39	2	1,214.78
4	Window #4	Integrity	Wood-Ultrex Traditional Double Hung RO 32 1/2" X 68 1/4"	617.91	1	617.91
5	Window #5	Integrity	Wood-Ultrex Traditional Double Hung RO 32 1/2" X 72 1/4"	517.18	4	2,068.72
6	Window #6	Integrity	Wood-Ultrex Traditional Double Hung RO 32 1/2" X 64 1/4"	479.59	4	1,918.36
7	Window #7	Integrity	Wood-Ultrex Traditional Double Hung RO 38 1/2" X 56 1/4"	620.16	2	1,240.32

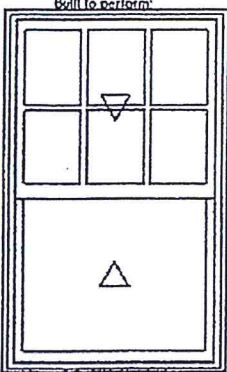
Pd by Debit Card  
6/22/2018



## LINE ITEM QUOTES

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

Line #1	Mark Unit: Window #1	Net Price:	545.74
Qty: 2		Ext. Net Price:	1,091.48
		USD	



As Viewed From The Exterior

RO 32 1/2" X 52 1/4"  
**Egress Information**  
 Width: 28 3/8" Height: 20 31/32"  
 Net Clear Opening: 4.13 SqFt  
**Performance Information**  
 U-Factor: 0.28  
 Solar Heat Gain Coefficient: 0.28  
 Visible Light Transmittance: 0.48  
 Condensation Resistance: 56  
 CPD Number: MAR-N-272-00944-00001  
 ENERGY STAR: NC  
**Performance Grade**  
 Licensee #783  
 AAMA/WDMA/CSA/101/ I.S.2/A440-08  
 LC-PG40 1054X1924 mm (42X76.8 in)  
 LC-PG40 DP +40/-40  
 FL6525

Stone White Exterior  
 White Interior  
 Integrity Traditional Double Hung  
 Wood-Ultrex  
 CN 3252  
 Rough Opening 32 1/2" X 52 1/4"  
 Top Sash  
 IG  
 Low E2 w/Argon  
 7/8" SDL - With Spacer Bar  
 Rectangular - Standard Cut 3W2H  
 Stone White Ext - White Int  
 Bottom Sash  
 IG - 1 Lite  
 Low E2 w/Argon  
 White Sash Lock  
 Exterior Aluminum Screen  
 Stone White Surround  
 Charcoal Fiberglass Mesh

4 9/16" Jamb  
 Nailing Fin

\*\*\*Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.

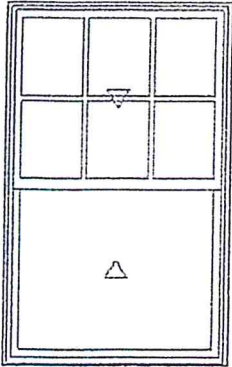
Initials required

Seller: \_\_\_\_\_  
 Buyer: RR

Line #2	Mark Unit: Window #2	Net Price:	679.55
Qty: 1		Ext. Net Price:	679.55
		USD	



Stone White Exterior  
 White Interior  
 Integrity Traditional Double Hung  
 Wood-Ultrex  
 CN 4268  
 Rough Opening 42 1/2" X 68 1/4"  
 Top Sash  
 IG  
 Low E2 w/Argon  
 7/8" SDL - With Spacer Bar  
 Rectangular - Special Cut 3W2H  
 Stone White Ext - White Int  
 Bottom Sash  
 IG - 1 Lite  
 Low E2 w/Argon  
 White Sash Lock  
 Exterior Aluminum Screen  
 Stone White Surround  
 Charcoal Fiberglass Mesh



As Viewed From The  
 Exterior

RO 42 1/2" X 68 1/4"  
**Egress Information**  
 Width: 38 3/8" Height: 28 31/32"  
 Net Clear Opening: 7.72 SqFt  
**Performance Information**  
 U-Factor: 0.28  
 Solar Heat Gain Coefficient: 0.28  
 Visible Light Transmittance: 0.48  
 Condensation Resistance: 56  
 CPD Number: MAR-N-272-00944-00001  
 ENERGY STAR: NC  
**Performance Grade**  
 Licensee #783  
 AAMA/WDMA/CSA/101/ I.S.2/A440-08  
 LC-PG40 1054X1924 mm (42X76.8 in)  
 LC-PG40 DP +40/-40  
 FL6525

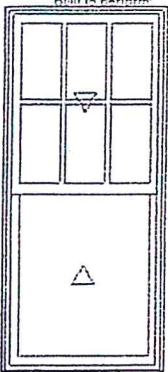
4 9/16" Jambs  
 Nailing Fin  
 \*\*\*Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.

Initials required

Seller: \_\_\_\_\_

Buyer: JK

Line #3	Mark Unit: Window #3	Net Price:		607.39
Qty: 2		Ext. Net Price:	USD	1,214.78



As Viewed From The  
 Exterior

RO 30 1/2" X 68 1/4"  
**Egress Information**  
 Width: 26 3/8" Height: 28 31/32"  
 Net Clear Opening: 5.31 SqFt  
**Performance Information**  
 U-Factor: 0.28  
 Solar Heat Gain Coefficient: 0.28  
 Visible Light Transmittance: 0.48  
 Condensation Resistance: 56  
 CPD Number: MAR-N-272-00944-00001  
 ENERGY STAR: NC

Stone White Exterior  
 White Interior  
 Integrity Traditional Double Hung  
 Wood-Ultrex  
 CN 3068  
 Rough Opening 30 1/2" X 68 1/4"  
 Top Sash  
 IG  
 Low E2 w/Argon  
 7/8" SDL - With Spacer Bar  
 Rectangular - Standard Cut 3W2H  
 Stone White Ext - White Int  
 Bottom Sash  
 IG - 1 Lite  
 Low E2 w/Argon  
 White Sash Lock  
 Exterior Aluminum Screen  
 Stone White Surround  
 Charcoal Fiberglass Mesh  
 4 9/16" Jambs  
 Nailing Fin  
 \*\*\*Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.

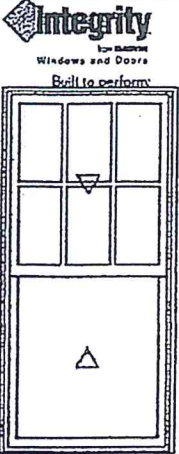
Initials required

Seller: \_\_\_\_\_

Buyer: JK

Performance Grade  
 Licensee #783  
 AAMA/WDMA/CSA/101/ I.S.2/A440-08  
 LC-PG40 1054X1924 mm (42X76.8 in)  
 LC-PG40 DP +40/-40  
 FL6525

Line #4	Mark Unit: Window #4	Net Price:	617.91
Qty: 1		Ext. Net Price:	617.91



Stone White Exterior  
 White Interior  
 Integrity Traditional Double Hung  
 Wood-Ultrex  
 CN 3268  
 Rough Opening 32 1/2" X 68 1/4"  
 Top Sash  
 IG  
 Low E2 w/Argon  
 7/8" SDL - With Spacer Bar  
 Rectangular - Standard Cut 3W2H  
 Stone White Ext - White Int  
 Bottom Sash  
 IG - 1 Lite  
 Low E2 w/Argon  
 White Sash Lock  
 Exterior Aluminum Screen  
 Stone White Surround  
 Charcoal Fiberglass Mesh

As Viewed From The Exterior  
 RO 32 1/2" X 68 1/4"  
**Egress Information**  
 Width: 28 3/8" Height: 28 31/32"  
 Net Clear Opening: 5.71 SqFt  
**Performance Information**  
 U-Factor: 0.28  
 Solar Heat Gain Coefficient: 0.28  
 Visible Light Transmittance: 0.48  
 Condensation Resistance: 56  
 CPD Number: MAR-N-272-00944-00001  
 ENERGY STAR: NC  
**Performance Grade**  
 Licensee #783  
 AAMA/WDMA/CSA/101/ I.S.2/A440-08  
 LC-PG40 1054X1924 mm (42X76.8 in)  
 LC-PG40 DP +40/-40  
 FL6525

4 9/16" Jamb  
 Nailing Fin  
 \*\*\*Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.

Initials required

Seller: \_\_\_\_\_

Buyer: RR

Line #5	Mark Unit: Window #5	Net Price:	517.18
Qty: 4		Ext. Net Price:	2,068.72



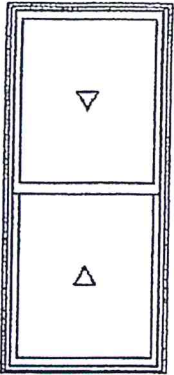
Stone White Exterior  
 White Interior  
 Integrity Traditional Double Hung  
 Wood-Ultrex  
 CN 3272  
 Rough Opening 32 1/2" X 72 1/4"  
 Top Sash  
 IG - 1 Lite  
 Low E2 w/Argon  
 Bottom Sash  
 IG - 1 Lite  
 Low E2 w/Argon  
 White Sash Lock  
 Exterior Aluminum Screen  
 Stone White Surround  
 Charcoal Fiberglass Mesh  
 4 9/16" Jamb  
 Nailing Fin



Initials required

Seller: \_\_\_\_\_

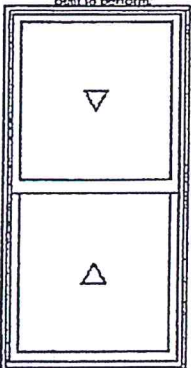
Buyer: PR



As Viewed From The Exterior

RO 32 1/2" X 72 1/4"  
 Egress Information  
 Width: 28 3/8" Height: 30 31/32"  
 Net Clear Opening: 6.10 SqFt  
 Performance Information  
 U-Factor: 0.28  
 Solar Heat Gain Coefficient: 0.32  
 Visible Light Transmittance: 0.54  
 Condensation Resistance: 56  
 CPD Number: MAR-N-272-00896-00001  
 ENERGY STAR: N, NC  
 Performance Grade  
 Licensee #783  
 AAMA/WDMA/CSA/101/1.S.2/A440-08  
 LC-PG40 1054X1924 mm (42X76.8 In)  
 LC-PG40 DP +40/-40  
 FL6525

Line #6	Mark Unit: Window #6	Net Price:		479.59
Qty: 4		Ext. Net Price:	USD	1,918.36



As Viewed From The Exterior

RO 32 1/2" X 64 1/4"  
 Egress Information  
 Width: 28 3/8" Height: 26 31/32"  
 Net Clear Opening: 5.31 SqFt  
 Performance Information  
 U-Factor: 0.28  
 Solar Heat Gain Coefficient: 0.32  
 Visible Light Transmittance: 0.54  
 Condensation Resistance: 56  
 CPD Number: MAR-N-272-00896-00001  
 ENERGY STAR: N, NC

Stone White Exterior  
 White Interior  
 Integrity Traditional Double Hung  
 Wood-Ultrex  
 CN 3264  
 Rough Opening 32 1/2" X 64 1/4"  
 Top Sash  
 IG - 1 Lite  
 Low E2 w/Argon  
 Bottom Sash  
 IG - 1 Lite  
 Low E2 w/Argon  
 White Sash Lock  
 Exterior Aluminum Screen  
 Stone White Surround  
 Charcoal Fiberglass Mesh  
 4 9/16" Jamb  
 Nailing Fin

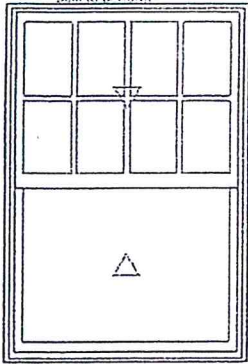
Initials required

Seller: \_\_\_\_\_

Buyer: PR

Performance Grade  
 Licensee #783  
 AAMA/WDMA/CSA/101/ I.S.2/A440-08  
 LC-PG40 1054X1924 mm (42X76.8 in)  
 LC-PG40 DP +40/-40  
 FL6525

Line #7	Mark Unit: Window #7	Net Price:	620.16
Qty: 2		Ext. Net Price:	USD 1,240.32



As Viewed From The Exterior

RO 38 1/2" X 56 1/4"  
 Egress Information  
 Width: 34 3/8" Height: 22 31/32"  
 Net Clear Opening: 5.48 SqFt  
 Performance Information  
 U-Factor: 0.28  
 Solar Heat Gain Coefficient: 0.28  
 Visible Light Transmittance: 0.48  
 Condensation Resistance: 56  
 CPD Number: MAR-N-272-00944-00001  
 ENERGY STAR: NC  
 Performance Grade  
 Licensee #783  
 AAMA/WDMA/CSA/101/ I.S.2/A440-08  
 LC-PG40 1054X1924 mm (42X76.8 in)  
 LC-PG40 DP +40/-40  
 FL6525

Stone White Exterior  
 White Interior  
 Integrity Traditional Double Hung  
 Wood-Ultrex  
 CN 3856  
 Rough Opening 38 1/2" X 56 1/4"  
 Top Sash  
 IG  
 Low E2 w/Argon  
 7/8" SDL - With Spacer Bar  
 Rectangular - Standard Cut 4W2H  
 Stone White Ext - White Int  
 Bottom Sash  
 IG - 1 Lite  
 Low E2 w/Argon  
 White Sash Lock  
 Exterior Aluminum Screen  
 Stone White Surround  
 Charcoal Fiberglass Mesh

4 9/16" Jamb  
 Nailing Fin

\*\*\*Note: Divided lite cut alignment may not be accurately represented in the OMS drawing. Please consult your local representative for exact specifications.

Initials required

Seller: \_\_\_\_\_

Buyer: RR

Project Subtotal Net Price: USD 8,831.12  
 0.000% Sales Tax: USD 0.00  
 Project Total Net Price: USD 8,831.12

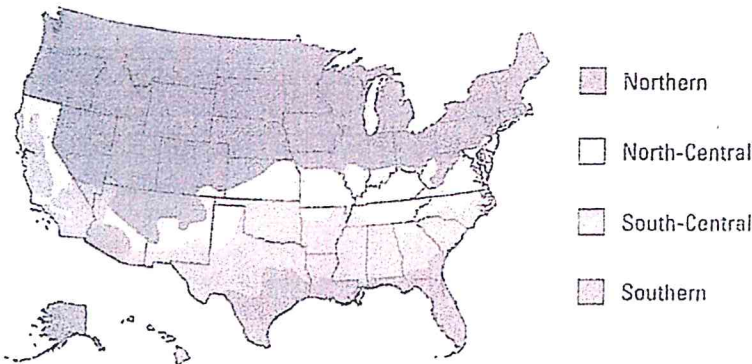
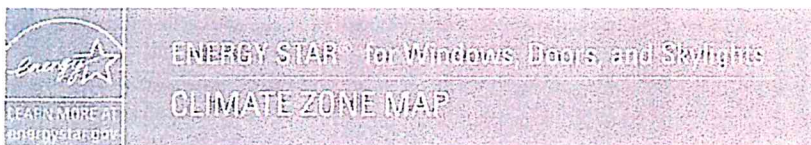
## Product and Performance Information

NFRC energy ratings and values may vary depending on the exact configuration of glass thickness used on the unit. This data may change over time due to ongoing product changes or updated test results or requirements.

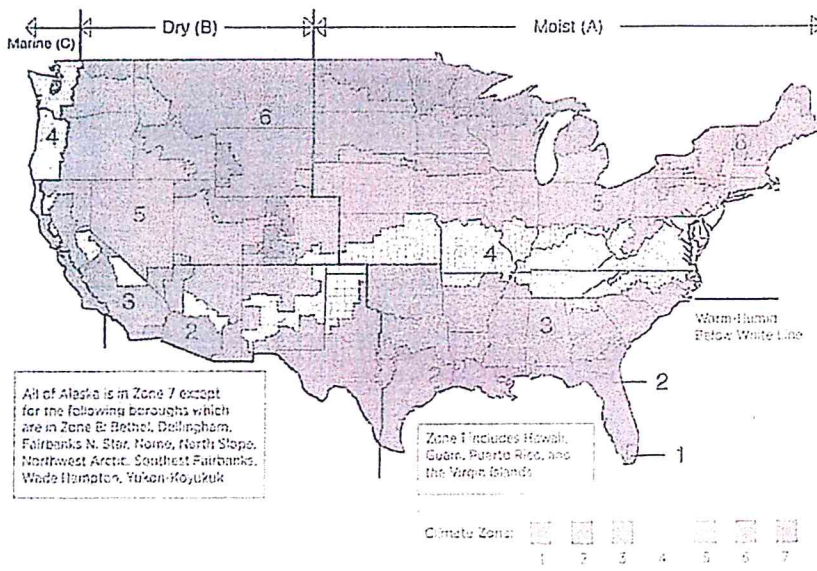
The National Fenestration Rating Council (NFRC) has developed and operates a uniform national rating system for the energy performance of fenestration products, including windows and doors. For additional information regarding this rating system, see [www.nfrc.org/WindowRatings](http://www.nfrc.org/WindowRatings).

NFRC energy values and ratings may change over time due to ongoing product changes, updated test results or requirements.

Review the map below to determine if your units meet ENERGY STAR for your location.



International Energy Conservation Code (IECC) Climate Regions



**PURCHASE APPROVAL/SIGN OFF**

Project Subtotal Net Price: USD 8,831.12  
0.000% Sales Tax: USD 0.00  
Project Total Net Price: USD 8,831.12

I have reviewed all line item quotes in detail and agree that the product specifications and pricing are accurate, and I approve the project for order. I acknowledge that additional charges, tax or Terms and Conditions may apply.

**BUYER:**

Signature: Richard Russell  
Title: Project Manager  
Date: 6/19/18

**SELLER:**

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_





## Outreach Centers – XXXXX6904 ▾

### Account information

Available balance

**\$138,558.53**

Current balance

**\$150,362.01**

### Search transactions

Amount

Check number

Date

Switch to range

Search

Clear search

### Transactions

Scheduled    Pending    Posted

Filter ▾

Print

Date ▾	Description ◆	Amount ◆	Balance
Jun 22, 2018	391097 CHK PREAUTH PARR PDX #33 HILLSBORO OR 02789954 391097 <i>Uniontown windows</i>	-8,831.12	138,558.53
Jun 22, 2018	745406 PIN CHK PURCH AMAZON.COM SEATTLE WA 00000101 53YAX77BBPNM	-75.96	147,389.65







CHIP READ  
CARD TYPE: VISA  
AID : A000000081010  
EXP: XXXX

TTD: 00340048

Host reference #: 4429499  
Date: 08/08  
AMT: \$ 89.80  
MID: 542929801231390  
AUTH: 104238  
BK CARD#: XXXXXXXXXXXXXXX4525

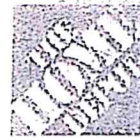
Sub-TOTAL: \$ 89.80  
TAX: \$ 0.00  
TOTAL: \$ 89.80  
EC AMT: \$ 0.00

12608  
L2X6 8' #2 & BETTER GREEN FIR \$4.49 EA \*N  
20 EA \$4.49 EA \*N  
SUB-TOTAL: \$89.80

07/17/18 10:42AM SIMON 558 SALE  
CUSTOMER LOYALTY PROGRAM  
SIGN UP FOR OUR BEST REWARDS

2142 Commercial Street  
Astoria, Oregon 97103

CITY LUMBER COMPANY



More saving.  
More doing.

STORE MGR: BEN RAINES  
1650 ENSIGN, WARRENTON, OR (503)861-9999  
4023 00001 79309 07/20/18 12:47 PM  
CASHIER DESIRAY

885911217019 4PK SCREWSET <A> 4.97  
DEWALT DRYWALL SCREW SETTER 4PK  
073291324124 2X4-12 GDF <A>  
2X4-12FT STD/BTR PRIME DOUG FIR  
2027.54 150.80  
764566710283 TAN SCRW 25# <A> 104.00  
DECKMATE II, TAN, 3 IN, 25 LB

SUBTOTAL 259.77  
SALES TAX 0.00  
TOTAL \$259.77  
XXXXXXXXXXXX4525 DEBIT USD\$ 259.77  
AUTH CODE 932761 US DEBIT  
AID A0000000980840



More saving.  
More doing.

STORE MGR: BEN RAINES  
1650 ENSIGN, WARRENTON, OR (503)861-9999  
4023 00056 99603 07/28/18 12:11 PM  
SELF CHECK OUT

037064140038 PUSH POINT <A>  
HDX GLAZIER'S STEEL PUSH POINT 50PK  
201.97 3.94

SUBTOTAL 3.94  
SALES TAX 0.00  
TOTAL \$3.94  
XXXXXXXXXXXX4525 DEBIT USD\$ 3.94  
AUTH CODE 771025 US DEBIT  
AID A0000000980840



4021 56 99503 07/28/2018 4698

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 10/26/2018



More saving.  
More doing.

STORE MGR: BEN RAINES  
1650 ENSIGN, WARRENTON, OR (503)861-9999  
4023 00002 14932 07/17/18 02:52 PM  
CASHIER JUANITA

678504000644 1/2 RID SHTS <A>  
15/32 4X8 CDX PLYWOOD (4-PLY)  
4923.45 93.80

SUBTOTAL 93.80  
SALES TAX 0.00  
TOTAL \$93.80  
XXXXXXXXXXXX4525 DEBIT USD\$ 93.80  
AUTH CODE 3 US DEBIT  
AID A0000000980840



**More saving.  
More doing.**

STORE MGR: BEN RAINES  
1630 ENSIGN, WARRENTON, OR (503)861-9999

4023 00002 15434 07/17/18 04:41 PM  
CASHIER JUANITA

051751114836 TEMPANCHOR <A>  
UPGEAR TEMPORARY ROOF ANCHOR  
2019.97 39.94

	SUBTOTAL	39.94
	SALES TAX	0.00
	TOTAL	\$39.94
XXXXXXXXXXXX4525	DEBIT	
	USD\$	39.94
AUTH CODE 981412		US DEBIT
AID A000000980840		



2142 Commercial Street  
Astoria, Oregon 97103

SIGN UP FOR OUR BEST REWARDS  
CUSTOMER LOYALTY PROGRAM

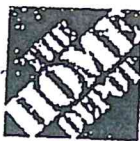
07/19/18 2:18PM MIKE 559 SALE

L2612 10 EA \$8.79 EA \*N  
2X6 12' #2 & BETTER GREEN FIR \$87.90

SUB-TOTAL:\$	87.90	TAX: \$	.00
		TOTAL: \$	87.90
		BC AMT: \$	87.90

BK CARD#: XXXXXXXXXXXX4525  
MID: 542929801231390  
AUTH: 141846 AMT: \$ 87.90  
Host reference #:430380 Bat#0000

TID: 00340048



**More saving.  
More doing.**

STORE MGR: BEN RAINES  
1630 ENSIGN, WARRENTON, OR (503)861-9999

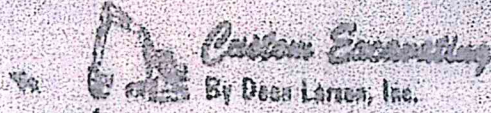
4023 00002 12225 07/16/18 02:36 PM  
CASHIER DESIRAY

0000-915-378 1/2 RTD SHTG <A>  
15/32 4X8 CDX PLYWOOD (4-PLY)  
4824.25 97.00  
07:1291324087 2X4-8 6D FIR <A>  
2X4-8FT STD/BTR PRIME GRN DOUG FIR  
1094.29 42.90  
764666906143 GR08RHG <A>  
GR 210 2-3/8" X.113 GLV RNG PLST 5H  
75.48

	SUBTOTAL	215.38
	SALES TAX	0.00
	TOTAL	\$215.38
XXXXXXXXXXXX4525	DEBIT	
	USD\$	215.38
AUTH CODE 671836		US DEBIT
AID A000000980840		



TRANS. ENR. RECOVERY  
2080 SE AIRPORT LANE  
WARRENTON, OR 97146  
(503) 861-6030



**SALE**

1 Lane - Warrenton, OR 97146  
11-6030 Fax: 603-861-4941

MO 000075305318  
TD 001                      REF# 00001079  
Batch #: 201001            RRN 250100018  
07/23/99                      13 30.06  
APPR CODE 133355  
VISA                                      Chip  
\*\*\*\*\*4525                      17

**AMOUNT                      \$60.14**

APPROVED

VISA DEBIT  
AID A06000000031010  
TVR 80 80 00 80 00  
TSE 68 80

*[Faded/Illegible text, likely receipt details or company information]*

610M

Company Name: \_\_\_\_\_

Material:       OVD       yds \_\_\_\_\_ tons       1.2      

To / From: \_\_\_\_\_

Hauler: \_\_\_\_\_

Signature: \_\_\_\_\_



TRAILS END RECOVERY  
2000 SE AIRPORT LANE  
WARRENTON, OR 97146  
(503) 861-6030



*Custom Excavating*  
By Dean Larson, Inc.

ori Lane • Warrenton, OR 97146  
861-6030 Fax: 503-861-4341

**SALE**

MO: 000075305318  
TD: 001 REF#: 00001961  
Batch #: 204001 RRN: 520100006  
07/23/18 10:14:15  
APPR CODE: 101903  
VISA Chip  
\*\*\*\*\*4525

AMOUNT \$84.39

APPROVED

VISA DEBIT  
AID: A0000000031010  
TVR: 80 80 00 80 80

CUSTOMER COPY

MASTERCARD  
VISA  
AMERICAN EXPRESS  
DISCOVER  
ATM  
DEBIT

84.39

Company Name: \_\_\_\_\_

Material: OSD yds \_\_\_\_\_ tons 27

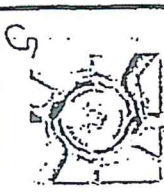
To / From: \_\_\_\_\_

Hauler: \_\_\_\_\_

Signature: \_\_\_\_\_

*Handwritten notes:*  
7/23/18  
204001





Helping Hands Reentry Outreach Centers  
PO Box 413  
Seaside, OR 97138

Clatsop Community Bank  
1150 N Roosevelt  
Seaside OR 97138  
96-699/1232

3406  
277400002  
Soark by KET 8024

7/30/2018

PAY TO THE ORDER OF Russell Construction \$7,311.02

Seven Thousand Three Hundred Eleven and 02/100 DOLLARS

Russell Construction  
931 Avenue H  
Seaside OR 97138

*[Signature]*  
*[Signature]*  
AUTHORIZED SIGNATURE

MEMO

⑈008024⑈ ⑆123206998⑆ 110016904⑈

Photo Safe Deposit  
Dedite on Back

CREDITED TO ACCOUNT OF NAMED PAYEE  
PRIOR ENDORSEMENT GUARANTEED  
0003 0350 002140 07/30/2018  
Fibre Federal CU >323380766<

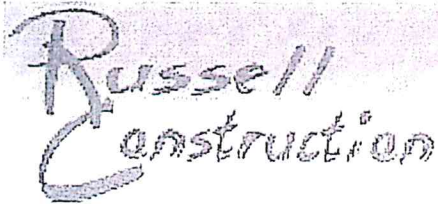
07302018 0010 002140 >323380766<

- Funds are not to be used for... (illegible)
- Funds are not to be used for... (illegible)
- Funds are not to be used for... (illegible)
- Funds are not to be used for... (illegible)
- Funds are not to be used for... (illegible)
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- Funds are not to be used for... (illegible)
- Funds are not to be used for... (illegible)
- Funds are not to be used for... (illegible)

- Do not cash if... (illegible)
- Do not cash if... (illegible)
- Do not cash if... (illegible)
- Do not cash if... (illegible)
- Do not cash if... (illegible)

CHECK HERE IF MOBILE DEPOSIT  
MOBILE DEPOSIT ONLY - PLEASE FOLLOW  
INSTRUCTIONS ON THE FRONT OF THE CHECK

ISSUANCE  
X 277400002



INVOICE

931 Avenue H | Seaside, OR 97138  
 phone: 503.739.0027  
 email: RussellConstruction@gmail.com  
 portfolio: facebook.com/RussellConst

DATE August 12, 2018

CUSTOMER Helping Hands  
 1010 3rd Ave  
 Seaside

PURCHASE ORDER	JOB	PAYMENT TERMS	DUE DATE
	uniontown	Due upon completion	

286 west marine Astoria

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
0.00	Rich's hours	55.00	
0.00	Terry's hours	55.00	
1.00	materials	1,831.37	1,831.37
0.00	dump fees	0.00	0.00
	(trails end)		
	This includes all hours to date		
	7/29/2018		
	This is for reimbursement of materials from 7/30- 8/12		

SUBTOTAL 1,831.37

TOTAL 1,831.37

Please make checks payable to Russell Construction  
 THANK YOU FOR YOUR BUSINESS!



Helping Hands Reentry Outreach Centers  
 PO Box 413  
 Seaside, OR 97138

Clatsop Community Bank  
 1150 N Roosevelt  
 Seaside OR 97138  
 96-699/1232

8008

8/13/2018

PAY TO THE ORDER OF Russell Construction

\$\*\*1,831.37

One Thousand Eight Hundred Thirty-One and 37/100\*\*\*\*\*

DOLLARS

Russell Construction  
 931 Avenue H  
 Seaside OR 97138

MEMO

*[Handwritten Signature]*  
 AUTHORIZED SIGNATURE

⑈000000⑈ ⑆123206998⑆ ⑆10016904⑆

Helping Hands Reentry Outreach Centers

8008

Russell Construction  
 Date 8/13/2018 Type Bill Reference Reimb.

Original Amt. 1,831.37

Balance Due 1,831.37

Check Amount

8/13/2018 Discount Payment 1,831.37

Clatsop Community B

1,831.37





Builders FirstSource  
5519 20th St E  
Tacoma, WA 98424-2057

Master Stmt

STMT DATE	DUE DATE
8/25/18	9/10/18
ACCOUNT#	JOB#
803-01426000	
BALANCE DUE	AMOUNT ENCLOSED
9,657.07	

Questions or Comments?

PLEASE DETACH AND REMIT PAYMENT TO: 803

Builders FirstSource  
PO Box 94190  
Seattle, WA 98124-6490

HELPING HANDS REENTRY OUTREACH CTRS  
PO BOX 413  
SEASIDE, OR 97138-0000

DETACH THIS PORTION AND RETURN WITH PAYMENT

Page 1 of 1

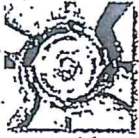
Credit Contact: 800-642-8256 ext 733504



Master Stmt

STMT DATE	ACCOUNT	DATE	TYPE	REFERENCE#	DEBIT	CREDIT	AMOUNT DUE																				
8/25/18	803-01426000																										
		8/15/18	INV	803-01646758	9,338.03		9,338.03																				
		8/16/18	INV	803-01646917	144.06		144.06																				
		8/20/18	INV	803-01647317	174.98		174.98																				
<table border="1"> <tr> <td>PREV BALANCE</td> <td>CURRENT CHARGES/CHRGES</td> <td>CURRENT PAYMENTS</td> <td>CURRENT ADJUSTMENTS</td> <td>CURRENT SERVICE CHARGES</td> </tr> <tr> <td>0.00</td> <td>9,657.07</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>OVER 90 DAYS</td> <td>90 DAYS</td> <td>30-89 DAYS</td> <td>CURRENT</td> <td>AMOUNT DUE</td> </tr> <tr> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>9,657.07</td> <td>9,657.07</td> </tr> </table>								PREV BALANCE	CURRENT CHARGES/CHRGES	CURRENT PAYMENTS	CURRENT ADJUSTMENTS	CURRENT SERVICE CHARGES	0.00	9,657.07	0.00	0.00	0.00	OVER 90 DAYS	90 DAYS	30-89 DAYS	CURRENT	AMOUNT DUE	0.00	0.00	0.00	9,657.07	9,657.07
PREV BALANCE	CURRENT CHARGES/CHRGES	CURRENT PAYMENTS	CURRENT ADJUSTMENTS	CURRENT SERVICE CHARGES																							
0.00	9,657.07	0.00	0.00	0.00																							
OVER 90 DAYS	90 DAYS	30-89 DAYS	CURRENT	AMOUNT DUE																							
0.00	0.00	0.00	9,657.07	9,657.07																							

TO VIEW BILLS ONLINE GO TO:	<a href="http://portal.nvz.bllfirst.com">http://portal.nvz.bllfirst.com</a>	IS LOGIN ACCOUNT#	80301426000	USE THIS ENROLLMENT TOKEN:	DFR BKP RLZ
-----------------------------	---	-------------------	-------------	----------------------------	-------------



Helping Hands Reentry Outreach Centers  
PO Box 413  
Seaside, OR 97138

Clatsop Community Bank  
1150 N Roosevelt  
Seaside OR 97138  
95-599/1232

8119

8/28/2018

PAY TO THE ORDER OF Builders First Source

\$ \*\*9,657.07

Nine Thousand Six Hundred Fifty-Seven and 07/100\*\*\*\*\* DOLLARS

Builders First Source  
PO Box 94190  
Seattle WA 98124-6490

*[Handwritten Signature]*  
AUTHORIZED SIGNATURE

MEMO

Acct: 803-01426000

⑈008169⑈ ⑆123206998⑆ 10016904⑈

Photo Safe Deposit  
Details on Back

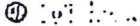
123206998 008169  
10016904  
Helping Hands Reentry Outreach Cent

Security Features exceed industry standards and include:

- ImageMatch™: Matching account and check number on back (per 11th & 12th lines)
- MobileMark™: Mobile Deposit check mark to indicate check has been deposited via mobile device
- The Security Weave™ pattern on back designed to deter fraud
- Microprint (MP) lines printed on front and back
- The words "ORIGINAL DOCUMENT" across the back
- Photo Safe Deposit - Icon visible on front and back

Do not cash it:

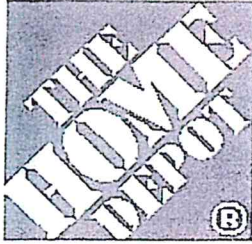
- Any of the features listed above are missing or appear altered
- Fugitive Ink on back looks pink or has disappeared
- Brown stains or colored spots appear on both front and back, and in Chemical Wash Detection Box



ENDORSE HERE

CHECK HERE IF MOBILE DEPOSIT  
DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
↓ REFERRED FOR FURTHER CREDIT REVIEW ↓

CREDIT TO THE ACCT OF THE  
NAMED PAYEE-W/O PREJUDICE  
KIMMILIA WA 98188  
Acct: 84940378763  
Box Num: 094190  
ELECTRONICALLY DEPOSITED 20180830  
Date: 20180830



More saving.  
More doing.<sup>SM</sup>

STORE MGR: BEN RAINES  
1650 ENSIGN, WARRENTON, OR (503)861-9999

4023 00001 89290 09/02/18 12:23 PM  
CASHIER CASSIDY

670750338908	CRIMP TL <A>	59.92
	1/2" & 3/4" DUAL PEX CRIMP TOOL	
670750193149	PEX TOOL <A>	19.97
	PEX CRIMP RING REMOVAL TOOL	
034139950011	25OZ FRAMER <A>	21.84
	ESTWING 25 OZ SURE STRIKE FRAME HMR	
076174338652	25' TAPE <A>	22.97
	25 FT. FATMAX MAGNETIC TAPE MEASURE	
045564632465	7PC ASSY KIT <A>	8.48
	1/4 NPT X 1/4 I/M AIR ACC. KIT, 7PC	
670750292736	PEX TOOL <A>	9.97
	1/2"-1" PUSH PEX PIPE CUTTER	
045564632434	1/4 IN F/F <A>	2.98
	1/4 FNPT X 1/4 FNPT FEMALE COUP, 2PC	
087817006753	3/8 X 50 P <A>	
	3/8 X 50 PREMIUM RUBBER AIR HOSE	
	2@39.98	79.96
755652390183	TCPROCORDELS <A>	499.00
	GRACO TCPCO CORDLESS HANDHELD	
722571010614	SLIMFOLDPLAT <A, S>	
	GORILLA LADDERS SLIM FOLD PLATFORM	
	2@34.97	69.94

SUBTOTAL	795.03
SALES TAX	0.00
TOTAL	\$795.03

XXXXXXXXXXXX2394 VISA

USD\$ 795.03

AUTH CODE 087003/3014499  
AID A0000000980840

US DEBIT

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-9357 SUMMARY  
THIS RECEIPT PO/JOB NAME: UNION TOWN

PRO XTRA SPEND THIS VISIT: \$795.03

2018 PRO XTRA SPEND 09/01: \$44,276.01

This purchase qualifies for FUEL DISCOUNTS and 60 DAYS TO PAY on The Home Depot Commercial Credit Card. Ask an Associate to learn more or go to [homedepot.com/financeoptions](http://homedepot.com/financeoptions).



4023 01 89290 09/02/2018 8755

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 12/31/2018

\*\*\*\*\*

LET WE NAIL IT?

Take a short survey for a chance TO WIN  
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

[www.homedepot.com/survey](http://www.homedepot.com/survey)

User ID: WTS 182892 178870  
PASSWORD: 18452 178869

Entries must be completed within 14 days  
of purchase. Entrants must be 18 or  
older to enter. See complete rules on  
website. No purchase necessary.

Uniontown