

**MINUTES OF THE PROCEEDINGS OF  
THE CITY OF COOS BAY URBAN RENEWAL AGENCY**

**April 16, 2019**

The minutes of the proceedings of a regular meeting of the Urban Renewal Agency of the City of Coos Bay, Coos County, Oregon, held at 7:53 pm in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Mayor Joe Benetti and Board Members Lucinda DiNovo, Stephanie Kilmer, Phil Marler, and Rob Miles. Board Members Drew Farmer and Carmen Matthews were absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Operations Administrator Randy Dixon, Community Development Administrator Carolyn Johnson, Fire Chief Mark Anderson, and Police Chief Gary McCullough.

**Public Comments**

No public comments were given.

**Consent Calendar**

Chair Kilmer reviewed the consent calendar which consisted of:

2a: Approval of the minutes of March 19, 2019

2b: Approval of March 2019 Financial Reports

Board Member DiNovo moved to approve consent calendar as presented. Board Member Marler seconded the motion which carried. Ayes: Benetti, DiNovo, Kilmer, Marler, Miles. Absent: Farmer, Matthews.

**Approval of Proposed Facade Improvement Grant for 737 N Front Street**

City Manager Rodger Craddock stated Heidi Sause, the owner of a partial two-story structure at 737 Front Street, was seeking a grant for up to \$4,210 for the installation of three windows on the upper level of her building's east elevation. The windows would be the same style/material as the windows replaced in the prior two façade improvement applications (2017 and 2018). The Façade Improvement Program requires that three bids for the facade project be obtained.

In 2017 and 2018, the building's interior and exterior improvements were valued at over \$150,000 with assistance of \$50,000 in Façade Improvement Grants. The current uses on the first floor include "Front Street Provisioners", a restaurant/wine bar; a warehouse with a tenant performing glass work and boat repair; and an office. The upper floor is not occupied at this time. Ms. Sause indicated that prospective renters had reservations about the space's lack of natural lighting. The extra lighting and the view should help make the upper floor space more desirable to prospective tenants.

Ms. Sause indicated that with her prior improvements she attempted to acquire three bids, but she was unsuccessful because contractors in the area were too busy and unable to provide bids. She stated she was very satisfied with her prior contractor who did provide a bid, and she requested that it satisfy the requirement. The submitted bid is \$3,120 in material, \$5,000 in labor, and \$300 for architectural design.

Ms. Sause submitted a land use application requesting approval of an Architectural Design Review as required by the Waterfront Heritage District (WH) for exterior improvements. The Design Assistance Team (DAT) met on March 4, 2019, and they determined the proposed second-story windows were consistent with existing windows and continue to be in keeping with the historic character of the structure and the district. They recommended the project be approved. On April 9, 2019, the Planning Commission reviewed and forwarded to Council for approval.

The Board discussed the Facade Improvements Grant Program, increasing the budget, and the need to restructure the program. City Manger Rodger Craddock stated staff would research other Urban Renewal Agency grant programs and bring back to the URA for further discussion.

Board Member DiNovo moved to approve the facade improvement grant in the amount of \$4,210.00 to property owner of 737 N Front Street from Downtown Urban Renewal Facade Improvement Program #57-940-520-2415 for the Fiscal Year 2018-2019. Board Member Marler seconded the motion which carried. Ayes: Benetti, DiNovo, Kilmer, Marler, Miles. Absent: Farmer, Matthews.

### **Adjourn**

There being no further business to come before the Agency, Chair Kilmer adjourned the meeting.



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Stephanie Kilmer, Chair

Attest: 

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Lucinda DiNovo, Secretary