

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

**April 5, 2016**

The minutes of the proceedings of the City of Coos Bay Urban Renewal Agency, held immediately following the City Council meeting held at 7 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Chair Jennifer Groth and Board Members Fred Brick, Mark Daily, Thomas Leahy, Crystal Shoji and Mike Vaughan. Board Member Stephanie Kramer was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Library Director Sami Pierson, Community Development Director Eric Day, Public Works Director Jim Hossley, Fire Chief Mark Anderson, and Police Captain Chris Chapana.

**Public Comments**

No comments were given.

**Consent Calendar**

Chair Groth reviewed the consent calendar which consisted of 2a: approval of the joint work session and regular minutes of March 15, 2016. Board Member Shoji moved to approve the consent calendar approving the joint work session and regular minutes of March 15, 2016. Board Member Brick seconded the motion which passed with Chair Groth and Board Members Brick, Daily, Leahy, Shoji, and Vaughan voting aye. Board Member Kramer was absent.

**New Urban Renewal Business**

Board Member Vaughan stated he had been working with the Coos History Museum to create a public space to possibly relocate his art sculpture to the space. The Museum Board decided the sculpture was a liability but liked the idea of a public space which could accommodate a kayak launch. Board Member Vaughan stated he was working on the project design and had spoken with Fish and Wildlife about the project; noted the Urban Renewal Agency (URA) goals included kayak launch; suggested possible use of marine board funds; requested URA provide project support.

**Approval of a Façade Improvement Grant for the Coos Elderly Services**

Community Development Director Eric Day presented a façade improvement grant application on behalf of Coos Elderly Services, Inc. and Executive Director Kimberly Warren for their building located at 390 S. 2<sup>nd</sup> Street which was built in 1947. On March 17, 2016 the Design Assessment Team (DAT) reviewed the application and recommended approval of the project as proposed. The applicant proposed replacement of dilapidated awnings on the east and south side of the building; proposed awning would be black vinyl with metal framing to include their blue logo and white lettering (not included in the cost of the awning).

Bids received were \$27,240, \$29,700, and \$31,680. Based on the façade program 50/50 grant match requirement with a maximum grant of \$25,000 per fiscal year per building, the total grant

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amount to be considered by the agency to renovate the exterior of the building was \$13,620. Board Member Daily inquired if the Agency had set awning standards whereby City Manager Craddock advised the Agency had not change awning requirement rules. Coos Elderly Executive Director Kimberly Warren stated the awing material was high quality; sample was submitted to the DAT. Board Member Daily was not in favor of the proposed awning material. Board Member Shoji suggested setting rules for awnings. Board Member Vaughan suggested metal awnings were not suitable in a salt air environment. Board Member Brick moved to award a façade improvement grant for \$13,620 to building owner Coos Elderly Services, Inc. for façade improvements as proposed at 390 S. 2<sup>nd</sup> Street, Coos Bay, Oregon. Board Member Vaughan seconded the motion which passed with Chair Groth and Board Members Brick, Daily, Leahy, Shoji, and Vaughan voting aye. Board Member Kramer was absent.

### **Approval of Contract for a Library Needs Assessment**

Library Director Sami Pierson provided a brief history on the needs assessment request for proposal (RFP) that was issued on December 1, 2015. Due to the importance of the selection process and in order to aid City staff and represent the stakeholders during the selection process, a selection team was formed. The team consisted of Mayor Shoji, City Councilor Jennifer Groth, Chair of the Coos Bay Public Library Foundation Curt Bentward, Chair of the Library Board Bruce Bennett, Library Director Sami Pierson, and Public Works Director Jim Hossley. The selection committee reviewed the five RFP responses and conducted interviews. Based on the five proposals, the selection committee that Hacker provided the scope of work that was most aligned with the RFP. The fee for the needs assessment was expected not to exceed \$44,000; source of funds was the Urban Renewal Downtown Program fund. Ms. Pierson stated the final product would consist of need of library based sections of the library, technology, population, site characteristics, high level design recommendations, a cost estimate, and funding to cover the costs.

Board Member Shoji moved to award the contract for the Coos Bay Public Library needs assessment to Hacker for a fee not to exceed \$44,000. Board Member Brick seconded the motion which passed with Chair Groth and Board Members Brick, Daily, Leahy, Shoji, and Vaughan voting aye. Board Member Kramer was absent.

### **Proposal for an Interim Use of the Lockhart Lot by the Coos Bay Downtown Association**

City Manager Rodger Craddock stated Elizabeth-Claire Knox, Executive Director for the Coos Bay Downtown Association (DTA) approached city staff with the idea for some interim alterations to the empty city-owned lot at the southwest corner of 3<sup>rd</sup> Street and Central Avenue (a.k.a. the Lockhart property). One idea was to make improvements similar to those made on the old Fire Hall lot at 4<sup>th</sup> and Anderson. Other suggestions included improvements to the north side of the property to make room for farmer's market vendors. City Manager Craddock noted the DTA expressed interest in cost sharing; impact to the budget would depend upon the extent of the improvements made and amount of cost sharing; estimated cost for all proposed improvements was \$14,300. City Manager Craddock stated during his meeting Mayor Shoji yesterday, the Mayor suggested adding parking similar and consistent to the parking near the Rice building. Ms. Knox stated the DTA envisioned a multi-use lot that the whole community could use. Board Member Vaughan was in favor of connecting the old fire hall lot to the Lockhart property; suggested design should be accommodated to support use by desired user

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group. Board Member Daily was in favor of adding parking spaces on the lot. Board Member Shoji was in favor of adding the parking and to match the design based on the street on the east; was not in favor of landscaping or installing pathways. The Urban Renewal Agency consensus was to direct staff to move forward with incorporating the parking lot and compacted gravel area for vendors. Board Member Vaughan recommended adding a rain garden to address runoff. Board Member Daily was not in favor of impacted gravel. City Manager Rodger Craddock suggested paver stones could be incorporated.


**Discussion of Public Art Proposal**

Board Member Mike Vaughan stepped down from the diose and presented to the Urban Renewal Agency (URA) on his behalf a proposal regarding his sculpture on Central Dock. The sculpture in question had been located on central dock for four to five years; noted the Central Dock property was recently sold and his sculpture needed to be relocated. Mr. Vaughan requested agency consider sponsoring his proposal to allow for him to make a formal request to the Oregon Department of Transportation (ODOT) for consideration to approve placement of his artwork in the Highway 101 median (right-of-way) north of the Super 8 Motel. Board Member Shoji stated she appreciated Mr. Vaughan's art; suggested it was time for the City/Agency to progress forward with developing policy for public art. Board Member Brick inquired if there were costs associated with requesting ODOT to review the proposal. City Manager Rodger Craddock stated per ODOT's public art policy the City/Agency would have to sponsor and take liability for the art. Board Member Daily was also in favor of developing public art guidelines; suggested public art should be commissioned by the City/Agency. Consensus of the Agency was to develop public art guidelines. City Manager Craddock recommend using the City of Hermiston's public art policy request for proposal process as a guideline to help develop the City's policy.

**Adjourn**

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

  
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Jennifer Groth, Chair

Attest:  \_\_\_\_\_  
Mike Vaughan, Secretary