

# **MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL**

**February 25, 2020**

The minutes of the proceedings of a City Council and Urban Renewal work session of the City of Coos Bay, Coos County, Oregon, held at 5:30 pm in Fire Station No. 1 Conference Room, 450 Elrod Avenue, Coos Bay, Oregon.

## **Those Attending**

Those present were Mayor Joe Benetti and Councilors Lucinda DiNovo, Drew Farmer, Stephanie Kilmer, Phil Marler, Carmen Matthews, and Rob Miles. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Library Director Sami Pierson, Public Works and Community Development Director Jim Hossley, Community Development Administrator Carolyn Johnson, Fire Chief Mark Anderson, and Deputy Police Chief Chris Chapanaar.

## **Review of the Following Council/URA Agenda for March 3, 2020**

### **Consideration of an Inter-Governmental Agreement with Oregon State Department of Land Conservation and Development for Natural Hazard Mitigation Plan**

Fire Chief Mark Anderson stated the city would like to enter into an Inter-Governmental Agreement (IGA) with Oregon State Department of Land Conservation and Development (DLCD) for the purpose of updating the Coos County Natural Hazards Mitigation Plan. Natural hazards mitigation planning is a process for identifying and understanding the hazards facing a jurisdiction and prioritizing actions the jurisdiction can take to reduce injuries and deaths; damage to buildings, critical facilities, and infrastructure; interruption in essential services; economic hardship; and environmental harm. Reducing impacts also speeds up recovery and lowers its cost. The Federal Emergency Management Agency (FEMA) approves Natural Hazards Mitigation Plans (NHMPs) meeting federal requirements at 44 CFR 201, with approval lasting five years. Having a current, FEMA-approved NHMP was a key factor in establishing eligibility for certain FEMA grants that fund natural hazards mitigation planning and projects. Coos County's Multi-Jurisdictional NHMP would expire on September 12, 2021. The DLCD received a FEMA Pre-Disaster Mitigation grant to assist Coos County, the cities of Bandon, Coos Bay, Coquille, Lakeside, Myrtle Point, North Bend, and Powers, the Southern Coos and Coquille Valley Hospital Districts, the Coos Bay School District, the International Port of Coos Bay, and the Port of Bandon with updating the Coos County Multi-Jurisdictional NHMP. The grant's performance period was from October 1, 2018 through April 1, 2022. The approval of this IGA with DLCD would allow the city to participate with other Coos County agencies in the updating of the Natural Hazards Mitigation Plan and keep the city compliant with this FEMA requirement through 2026.

### **Tree Board Update by Board Members Rex Miller and Cora Vandervelden**

Landscape professional and Tree Board member Rex Miller provided a brief summary of what the board members have been working on and their vision for the future. Mr. Miller provided a map and stated there was approval for a Tree Plan in 1997, a tree inventory was

started with every tree within city limits or right-of-way from Highland Avenue to Hall Avenue and 8th Street to Bayshore Drive on the map and areas where there should not be trees. The Red Maples were tearing up the sidewalks and wanted to replace with Armstrong Maples; all the trees should be the same in a street zone and would like to move forward with more consistent planning; and replace trees as needed with the correct type for each zone. Tree Board member Cora Vandervelden stated there was no budget for replacement of trees, requested a budget line item of \$2,500, and grant fund match. City Manager Rodger Craddock stated he discussed with the Finance Director Nichole Rutherford and there was a budget line item included for maintenance for replacement and pruning of the trees in the 2020-2021 budget.

### **Acceptance of Proposed Facade Improvement Grant for 295 N 4th Street**

Community Development Administrator Carolyn Johnson stated the Boys & Girls Club of Southwestern Oregon and Pacific School of Dance have submitted a two-phase Facade Improvement Grant application for their joint structure at 295 N. 4th Street.

Phase I (North & East Facades) included covering the existing concrete on the north elevation with vertical and horizontal metal siding, installing second floor windows, repairing and refurbishing the railing and decking on the emergency exit ramp, rehabilitating the north fire exit stairs, and minor roof and coping repair. Improvements on the east elevation include replacing existing siding with horizontal metal siding and replacing the brick with cultured stone. Phase I also included outdoor lighting. Phase I direct costs are \$68,550 which did not include design cost.

Phase II (South & West Facades) included removing the door and concrete steps on the south elevation, replacing existing siding with vertical and horizontal metal siding, adding a section of cultured stone to match the east elevation, and refurbishing or replacing the fire escape ladder. On the west elevation, the canopy roof would be reconstructed to provide weather protection for people entering and exiting from that side of the building, the existing siding would be replaced with vertical and horizontal metal siding, and ADA parking would be added on the west side of the parking lot. Phase II direct costs are \$49,800 (not including design cost).

Indirect costs include contractor and architects fees, overhead, and the building plan check permit for a total of \$21,900.

The Design Assistance Team (DAT) reviewed the project on February 20, 2020 and recommended that dark framed windows be used on the second floor, and that the awning style be changed to a flat awning to better match the shape of the building, with an internal gutter so it does not distract from the design.

The Facade Improvement Program currently provided a 50/50 grant based on the lowest bid with a maximum grant award of \$25,000 per fiscal year. The program also requires three bids be obtained for the facade project. The applicant was requesting \$50,000 for each phase of the proposed project and an exception to the three bid requirements for a two year agreement. The Urban Renewal Agency Board had discretion to authorize funds beyond the program maximum of \$25,000 and to waive the three-bid requirement. The submitted preliminary project budget indicates anticipated cost of approximately \$140,250.

### **Acceptance of Proposed Facade Improvement Grant for 505 S Broadway Street**

Community Development Administrator Carolyn Johnson stated the owners of Tower Motor Company had requested a Facade Improvement Grant for their Showroom building located at 505 S. Broadway Street. They proposed to replace the existing cedar siding on the upper portion of the building with metal siding/trim and remove the existing canopy.

The Design Assistance Team (DAT) reviewed the project on February 20, 2020 and recommended approval of the grant as submitted. The Facade Improvement Program currently provided a 50/50 grant based on the lowest bid with a maximum grant award of \$25,000 per fiscal year. The program also required three bids be obtained for the facade project. The applicant was requesting \$25,000 Facade Improvement Grant and an exception to the three-bid requirement as they were only able to acquire two project bids of \$82,523.00 and \$107,664.50. The Urban Renewal Agency Board had discretion to authorize funds beyond the program maximum of \$25,000 and to waive the three-bid requirement. City Manager Rodger Craddock suggested additional fencing as well. Ms. Johnson stated some examples of fencing and to set a fence standard could go to the DAT for review and suggestions.

### **Acceptance of Proposed Facade Improvement Grant for 549 S Broadway Street**

Community Development Administrator Carolyn Johnson stated the owners of Tower Motor Company have requested a Facade Improvement Grant for their Parts Department building located at 549 S. Broadway Street. They proposed to place metal siding/trim on the upper portion of the structure.

The Design Assistance Team (DAT) reviewed the project on February 20, 2020 and recommended approval of the grant as submitted. The Facade Improvement Program currently provided a 50/50 grant based on the lowest bid with a maximum grant award of \$25,000 per fiscal year. The program also required three bids be obtained for the facade project. Services of a licensed architect or engineer were eligible for reimbursement to a building owner for up to a maximum of 10% of the total project cost, not to exceed \$5,000. The applicant was requesting \$25,000 Facade Improvement Grant and an exception to the three-bid requirement as they were only able to acquire two project bids of \$49,827.73 and \$52,937.92 not including design costs. The Urban Renewal Agency Board had discretion to authorize funds beyond the program maximum of \$25,000 and to waive the three-bid requirement.

### **Consideration of Amendments to Land Use Regulations Coos Bay Municipal Code Title 17CBMC Title 17, Land Development regulation amendments**

Community Development Administrator Carolyn Johnson stated Council received amendments to ten chapters of Coos Bay Municipal Code (CBMC) Title 17, Land Use Regulations. The purpose of the amendments was to add new language and/or modify existing language to continue city permit streamlining efforts and expand development opportunities. Ms. Johnson reviewed each of the chapters: 17.130 Procedures, 17.150.020 Definitions, 17.225 Low Density Residential, 17.225 Medium Density Residential, 17.230 Commercial/Mixed Use, 17.235 Industrial Commercial, 17.240 Waterfront Heritage, 17.250 Hollering Place, 17.335 Supplementary Development Standards, and 17.362 Planned Unit Development. Council discussed tiny homes in relation to accessory dwelling units and state

building code standards, Ms. Johnson would take back to the Planning Commission to review further and also review fencing standards.

### **Acceptance of Ready to Read Grants**

Library Director Sami Pierson stated the Coos Bay Public Library received \$2,204 and the Extended Services Office received \$6,180 in Ready to Read grants from the State Library of Oregon. The purpose was to promote early literacy projects. Both entities would use the grants to support summer reading programs, early literacy, and emerging readers.

### **Discussion of Eastside Safe Routes to School Project Contract Award**

Public Works and Community Development Director Jim Hossley stated the city, Coos Bay School District # 9, and Oregon Department of Transportation (ODOT) partnered on a Safe Routes to School project in Eastside to provide safer pedestrian access to and from Millicoma School. The project improvements included storm infrastructure, sidewalks, ADA ramps, marked crosswalks, and rapid flash beacons. The city applied for and was awarded a \$2,000,000 Safe Routes to Schools grant from ODOT to fund the project. Civil West Engineering Services was obtained to provide design plans. The plans were advertised for bid earlier this month and bids were opened February 20, 2020. The apparent low bidder was Knife River with a bid of \$3,091,895. The School District portion of the project was \$130,508, ODOT portion was \$153,518, and city portion \$2,807,869. City cost adjustments would be to delete the sanitary sewer relocate of \$166,157 and potential savings on retaining wall was \$100,000 adjusting the City cost to \$2,541,712; with the Civil West management cost of \$135,000 for total City cost for construction \$2,676,712. Funding would be from ODOT Safe Route to School Grant \$2,000,000, ODOT Bike/Pedestrian Grant \$52,232, ODOT Surface Transportation Program (STP) \$569,000, 2% Franchise Fee Funds \$42,480, and Transportation SDC \$13,000.

### **Council Comments**

Councilor DiNovo stated she was at a Travel Oregon meeting where it was anticipated a 28% decline in tourism due to coronavirus and wanted to make sure the city was prepared for the potential of the virus as well. Also had a discussion regarding AirBnB and VRBO to pay a higher flat yearly permit cost and have the funds to go into a special fund to help the homeless. Take Care Out There campaign was rolled out by Travel Oregon. Councilor Farmer asked if there was any response from DLCD regarding meetings for House Bill 2001 and 2003. City Manager Rodger Craddock stated there had been no response.

**Adjourn**

There being no further business to come before the Council, Mayor Benetti adjourned the work session. The next regular Council meeting was scheduled for March 3, 2020 in the council chambers at city hall.



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Joe Benetti, Mayor

Attest: Nichole Rutherford  
Nichole Rutherford, City Recorder