

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

March 3, 2020

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 7:47 pm in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Chair Stephanie Kilmer and Board Members Joe Benetti, Lucinda DiNovo, Drew Farmer, Phil Marler, and Carmen Matthews. Board Member Rob Miles was absent. 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 Police Captain Chris Chapana.

Public Comments

No public comments were given.

Consent Calendar

Chair Kilmer reviewed the consent calendar which consisted of:

2a: Approval of minutes of February 18, 2020

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

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

Community Development Administrator Carolyn Johnson stated the Boys & Girls Club of Southwestern Oregon and Pacific School of Dance had submitted a two-phase Facade Improvement Grant application for their 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, repair and refurbish railing and decking on the emergency exit ramp, rehabilitating the north fire exit stairs, and minor roof and canopy repair. Improvements on the east elevation included replacing existing siding with horizontal metal siding and replacing the brick with cultured stone. Phase I also included outdoor lighting. Phase I direct costs were \$68,550 and 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 were \$49,800 and did not include design cost. Indirect costs included 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 the awning style be changed to a flat awning to better match the shape of the building, with an internal gutter so it would 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 required three bids be obtained for the facade project. The applicant requested \$50,000 for each phase of the proposed project and an exception to the three-bid requirement 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 indicated anticipated cost of approximately \$140,250. Chair Kilmer acknowledged receipt of the letter of recommendation by Jon and Brianna Hanson. It was noted 40% of the children in the area were served by the Boys & Girls Club of Southwestern Oregon.

Board Member Farmer moved to approve a two year facade grant agreement for up to \$50,000 of eligible expenses for phase I and up to \$50,000 of eligible expenses for phase II of the proposed project from the Urban Renewal Agency Downtown Facade Improvement Program (#57-940-520-2415), subject to compliance with Design Assistance Team recommended changes and city staff authorization of required building permits. Board Member DiNovo seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler, Matthews. Absent: Miles.

Acceptance of Proposed Facade Improvement Grant Request for 505 South 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 South 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 requested a \$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.

Board Member DiNovo moved to approve up to \$25,000 (50% of eligible expenses) for the proposed project from the Urban Renewal Agency Downtown Facade Improvement Program, subject to authorization of required building permits. Board Member Matthews

seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler. Absent: Miles.

Acceptance of Proposed Facade Improvement Grant Request for 549 South 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 South 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 façade 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 requested a \$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, neither of which included 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.

Board Member DiNovo moved to approve up to \$25,000.00 (50% of eligible expenses) for the project as proposed from the Urban Renewal Agency Downtown Facade Improvement Program, subject to issuance of required building permits. Board Member Matthews seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler, Matthews. Absent: Miles.

Agency Comments

Mayor Benetti stated at the work session on February 25, 2020 chain-link fencing was discussed for the Tower Motors Company location and asked if this was the appropriate time to bring up the subject. Council discussed and stated the city could potentially fund the fence replacement with Urban Renewal funds, as well as help with installation. The planning commission would meet next week for review and acceptance of a code amendment on fencing design in downtown and would add Empire area. Councilor Matthews shared that all business owners should utilize the Facade Improvements Program. Councilor Kilmer stated there were also grants available for larger projects through the Coos Bay Downtown Association Main Street Program which assisted property owners to make significant building improvements. Councilor DiNovo thanked city staff for their responsiveness and efficiency in getting things done.

Adjourn

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



Stephanie Kilmer, Chair

Attest: 

Lucinda DiNovo, Secretary