

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

**September 1, 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 7:55 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, and Carmen Matthews. Attending remotely by teleconference was Board Member Rob Miles. Board Member Phil Marler was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Nichole Rutherford, Police Chief Gary McCullough, and Deputy Police Chief Chris Chapana. City staff attending remotely by teleconference were Deputy Finance Director Melissa Olson, Library Director Sami Pierson, Public Works and Community Development Director Jim Hossley, and Community Development Administrator Carolyn Johnson.

**Public Comments**

No public comments were given and no public comment forms were received.

**Consent Calendar**

Chair Kilmer reviewed the consent calendar which consisted of:

2a: Approval of August 18, 2020 Minutes

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

**Façade Improvement Grant Request for Exterior Improvements at 723 S 2nd Street**

Community Development Administrator Carolyn Johnson stated the property owner at 723 S 2nd Street was undertaking a facade improvement project to repair, clean, and paint the existing white brick to black; replace existing gutters and downspouts with black gutters and downspouts; replace existing windows with black framed windows; and replace exterior lighting on the east elevation with wall-mounted galvanized industrial lights.

A mural was also proposed on the existing white cinder block wall along the north property line. This would entail cleaning, repair and primer on this area, mural creation and sealant. The grant application noted the facade improvements and the mural proposal. No landscaping or signage funding was proposed or recommended. The agency requested the final mural proposal come back before the agency for approval.

Structural and electrical permits were required as well as a permit to verify compliance with the floodplain ordinance. A bid was submitted totaling \$10,000 for materials and labor for

exterior improvement. The Facade Improvement Program provided a 50/50 grant with a maximum grant award of \$25,000 per fiscal year and also required three bids be obtained for the project. The applicant requested an exception to the three bid requirement. The Design Assistance Team (DAT) discussed the facade improvement portion of the proposed project and recommended approval. Staff was awaiting DAT input on the mural design with DAT comments. Applicant Greta Horn shared she could not afford mural artists to submit proposals. City Manager Rodger Craddock stated additional funds could be approved to hire a mural artist to bring back some mural concepts for consideration.

Board Member DiNovo moved to approve \$5,000 from the URA FY 2020-2021 budget for the requested facade improvement funding and an additional \$5,000 for artist renderings. Board Member Matthews seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Matthews, Miles. Absent: Marler.

### **Facade Improvement Grant Request for Exterior Improvements at 275 N. Broadway (Tioga building) and 241 N Broadway (Koski building)**

Community Development Administrator Carolyn Johnson stated plans had been set in motion for extensive renovations of the Tioga and Koski buildings. Applicant Robb Crocker, representing Tioga LLC and Koski LLC, outlined in the application the extensive repairs to the facades and upgrades to shared parking lot. For the two buildings combined, a total cost for all improvements was estimated at \$737,575. However, the low bids for all work totaled \$593,485.

Staff suggested the overall project be divided into four different facade grant projects:

- The Tioga Building at 275 N Broadway: Repair exterior stucco/concrete (patch/fill cracks); repair/reseal exterior penetrations (windows, doors, vents); primer and paint all exterior surfaces; install exterior LED cylinder wall lights and rope lights. Two repair bids were received, the low bid of \$410,000 (50% equaled \$205,000), and higher bid of \$486,823 which included both Tioga & Koski building improvements.
- The Tioga Sign: Refurbish (repair/paint) sign and return to original "red" color. Two bids were received, the low bid of \$26,240 (50% equaled \$13,120), and higher bid of \$39,000. The applicant/owner is in the process of applying for the City's Certified Local Government (CLG) Pass-Through Grant of \$11,000, which requires State approval (45-60 day process). If awarded and authorized by the URA Board at a future date, this money would fund a large portion of the match for the sign improvements. If the State does not authorize the CLG grant, the owner would be responsible for the 50% match \$13,120.
- The Koski Building at 241 N Broadway: Repair exterior stucco/concrete (patch/fill cracks); repair/reseal exterior penetrations (windows, doors, vents); primer and paint all exterior surfaces; repair front transom windows. Two bids were received, the low bid of \$64,500 (50% equaled \$32,250), and higher bid of \$86,000.
- The Parking Lot lighting and fencing: Install Black iron fencing around the perimeter of the property with three (3) electronic gates and lighting installation. Reseal and striping of the parking lot will be completed at the applicant's sole expense. Two bids for the lighting and fencing were received; the low bid of \$92,745 (50% equaled \$46,372.50), and higher bid of \$113,000.

The Downtown Facade Improvement Program grant currently offered a 50% grant match opportunity equal to low bids received for improvements, upon project completion. Under the program terms, the owner was responsible for the remaining 50% of the facade improvement costs. Under program guidelines, the maximum grant award was \$25,000 per fiscal year and required three bids be obtained for the project. The applicant was able to provide two bids and requested an exception to the three bid requirements. The applicant also requested a variation on the standard funding arrangement. In an effort to ensure the projects were completed and contractors were paid, the agency had traditionally reimbursed past applicants after project completion. City staff believed reimbursements of up to 50% for project related costs could be made during the project if the applicants were willing to secure project bonds as insurance for projection completion and to provide affidavits of payment received by contractors. The applicant also requested an exception to the \$25,000 per fiscal year limit. The agency has the authority to make exceptions to the program guidelines.

The construction work and improvement plans for the subject buildings had been provided by the applicant who noted: with city authorization, stucco repair and prep for the buildings was underway; painting of the buildings should be completed, weather permitting by November 25, 2020 (before Thanksgiving); lighting would be done shortly after the painting was completed on the north and east sides, again, weather dependent, but certainly by March 31, 2021; parking lot would be resealed and stripped in the next 75 days (not part of grant) and the fencing would be installed after the building painting was completed to avoid construction congestion with March 31, 2021 as a target date for reseal and restripe completion; and the Tioga sign would be restored when painting on the east side of the building was complete, by December 31, 2020. Even with unexpected delays, all work should be complete by June 1, 2021.

The Design Assistance Team (DAT) discussed the facade improvements and recommended approval. A minor change would be addressed by the applicant in response to the DAT comment to make the Koski Building lettering in a deeper tone. The applicant indicated the Koski Building lettering would be in a deeper tone of dark grey/black in response to the DAT comment. Another DAT comment on a future part of the project which was not a part of the this funding request, warranted agency board review. The DAT comment recommended the transom window frames be painted white to match the building color. The applicant believed window design chosen historically matched the intent and original design of the builder, J.V. Koski. The applicant provided a 1928 photo depicting the darker framed leaded glass window. An agency decision was requested whether to support the applicant's plan for the transom windows or the DAT recommendation, and would provide the applicant with clear direction.

For the fiscal year 2020-2021, \$750,000 was budgeted for the Downtown Facade Improvement Program. If 50% of the low bids for the projects were awarded, the subject grant award would total \$296,742.50. Six facade improvement grants were previously approved by the agency in FY 2019-2020 totaling \$365,000. Because these projects were not completed by the end of FY 2019-2020, these awards must come from the FY 2020-2021 budget. There was a FY 2020-2021 \$5,000 grant request currently under staff review. If this smaller grant and the subject grant application was awarded, the unencumbered balance in the facade improvement program account would be \$83,257.50. It should be noted that the agency had the financial capacity to transfer additional funds should the agency wish to provide additional façade grants later this fiscal year.

Applicant Robb Crocker stated the Tioga was a large project, but wanted the building to reach its potential as it was a landmark. The original architectural rendering from the 1920's was in black and white so the original color scheme was not known. Mr. Crocker wished to restore the transom windows back to original state, prior to 1993 restoration. As security was an issue, fencing, additional lighting, and video cameras would be added to the parking lot. Mr. Crocker also stated to be able to carry the project, the cash flow was very important.

Board Member Farmer moved to: Part A-approve Facade Improvement Program grants totaling \$296,742.50, for 275 N Broadway (Tioga) facade/lighting of \$205,000, 241 N Broadway (Koski) facade of \$32,250, parking lot fencing/lighting of \$46,372.50, and 275 N Broadway (Tioga) sign restoration of \$13,120; Part B direct staff to develop an agreement regarding the proposed grant payment arrangement for agency manager's signature, reflective of the project bond and affidavit terms discussed; and Part C concur with the applicant's proposal for restoration of the transom windows on the Koski. Board Member Matthews seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Matthews, Miles. Absent: Marler.

### **Adjourn**

There being no further business to come before the agency, Chair Kilmer adjourned the meeting. These minutes were approved as presented by the Urban Renewal Agency on October 6, 2020.



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Stephanie Kilmer, Chair

Attest:



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Lucinda DiNovo, Secretary