

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

August 3, 2021

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 9:25 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, Drew Farmer, Phil Marler, and Rob Miles. Board Members Lucinda DiNovo and Carmen Matthews were absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Assistant City Manager/Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Public Works and Community Development Director Jim Hossley, Library Director Sami Pierson, Fire Chief Mark Anderson, and Police Chief Chris Chapanar.

Public Comments

No public comments were made.

Public Comments

No public comment forms were received.

Consent Calendar

Chair Kilmer reviewed the consent calendar which consisted of:

2a: Approval of July 6, 2021 Minutes

2b: Acceptance of June 2021 Financial Reports and Check Register

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

Approval of Request for Urban Renewal Improvement Program Grant Request for 260 and 265 South Broadway

Public Works and Community Development Director Jim Hossley stated the property owners of 260 and 265 South Broadway have jointly submitted an Urban Renewal Improvement Grant application for repairs and façade improvements. Structure frontages are on Broadway Avenue (west) and Bayshore Avenue (east) for the following work and improvements:

260 SOUTH BROADWAY (Restaurant O): Broadway Avenue elevation work would include removal of existing awning frame; existing windows, exterior wall framing and wood siding. A rebuild of the lower portion of the wall would enable compliance with flood-proofing requirements. Additional work would include relocation of emergency/service door,

installation of 12' wide by 6' tall glass overhead garage door, installation of new wall framing, new fiber cement siding and new polycarbonate awnings. Painting of exterior siding and trim is also a part of the project. Bayshore Avenue elevation work would include repair of existing wood siding and existing awning frames, painting of existing siding, trim and window frames, and installation of new awning material and under-awning LED lighting.

265 SOUTH BROADWAY (My Yarn Shop):

Broadway Avenue elevation work included repair of existing concrete finish, new paint on existing walls, trim, and window frames and installation of new polycarbonate awnings and new under-awning LED lighting. Bayshore Avenue elevation changes would be achieved with repair of existing concrete finish, painting of exterior walls, trim and window frames and installation of new awning material and under-awning LED lighting.

The Urban Renewal Improvement Grant Program currently provided a 50/50 grant, based on the lowest bid, and guidelines indicated a maximum award of \$25,000 per fiscal year. The program guidelines required three written bids be obtained for the improvement project. Design, architectural, and engineering services, up to 15% of the total project cost, to a maximum of \$7,500 were also eligible. The applicants requested additional funding in the amount of 75% of the total construction project cost. Due to local contractor workloads, the applicant was able to acquire one bid for the proposed project. The bid for 260 South Broadway eligible expenses was \$104,823.00. The total project construction cost included a bid of \$104,823.00 and a permit estimate cost of \$2,014.08, with additional professional design services up \$7,500.00. The bid for eligible expenses for 265 South Broadway was \$56,143.00. The total project construction cost included a bid of \$56,143.00 and a permit estimate cost of \$1,374.39. Subject to compliance with required permits (structural, electrical and floodplain). The Design Assistance Team (DAT) reviewed the project and recommended approval. The Agency reviewed this proposal at the July 27, 2021 work session. Funding for the Urban Renewal Agency Downtown Improvement Program (#57-940-520-2415) for FY 2021/2022 for new grants is \$750,000.00.

Board Member Joe Benetti stated a potential conflict of interest as owner of the building; however, would not receive any direct funds.

Board Member Marler moved to authorize the Improvement Program Grants as follows: for 260 South Broadway \$80,127.81 (75% of project construction cost of \$106,837.08), plus up to \$7,500.00 professional design services and for 265 South Broadway authorize \$43,138.05 (75% of the project construction cost of \$57,517.39), plus up to \$7,500.00 professional design services. Board Member Miles seconded the motion which carried. Ayes: Farmer, Kilmer, Marler, Miles. Abstain: Benetti. Absent: DiNovo, Matthews.

Approval of Revision to Previously Approved Façade Improvement Grant Request for 275 North Broadway (Tioga building)

City Manager Rodger Craddock stated during September 2020, the Urban Renewal Agency approved a Building Improvement Grant for extensive renovations of the facade, the historic sign, and installation of fencing and exterior lighting of the Tioga building. The cost for those improvements was estimated at \$528,985, the Agency previously approved a Façade Improvement Grant for \$264,492.50 for improvements to the Tioga building façade, lighting and sign, as well as addition of fencing and security lighting to the back parking lot. Extensive interior improvements to the building were also done to put several apartments back into use. As such, final costs have far exceeded the initial estimated costs.

In addition to the façade project, the owners of the property remodeled and refurbished numerous apartments, some of which were out of service for several years. The building owners desired to remodel the second floor of the building which once housed an expansive ballroom. The old ballroom and the majority of the second floor has been dormant for many years. The owners want to put the second floor back into productive commercial use. As such, additional funding was being sought by the building owners for both residential rehab and remodeling the second floor. Pictures showing the condition of some of rooms when the building was acquired and current condition of the second floor could be found at <https://photos.app.goo.gl/DM4qzxJEvXc2XzZp7>.

Included in the Downtown URA Plan is to "Provide financial assistance to owners and tenants to encourage commercial viability of the District." The owners of the Tioga desired to remodel and put back into service the second floor of the building. Their strategy included opening the Marshfield Innovation Center which will include single offices, work sharing space and a conference room. In addition, they plan to remodel and reopen the ball room.

The recently updated 2021-2023 Council Goals included to encourage the development of upper floor housing in vacant and/or underdeveloped upper floor buildings in the Downtown and Empire URA Districts. When the current owners purchased the Tioga Hotel, more than 10% of the apartments were unrented and/or uninhabitable. Because the Tioga building has such a historical significance for the community, and South Coast, this building refurbishment helps to highlight the entrance into the downtown core area and also brings additional housing units back into the market which is currently suffering from a shortage, as well as getting an underdeveloped second floor commercial back in to productive use is prompting the developer to request additional grant funds.

A total of \$200,000 was being requested of which \$100,000 was for the rehabilitation of residential units in the building and the other \$100,000 was for renovation of the 2nd floor. The request was reviewed and discussed by the Agency at their work session on July 27, 2021. Rob Crocker was available remotely by teleconference for Board Member questions.

For fiscal year 2021-2022, the Downtown Capital Improvements Fund has budgeted \$750,000 for the Building Improvement Grant Program, formally the Façade Improvement Program. Additionally, several projects from the previous fiscal year have not been completed, resulting in additional carryover available in this current fiscal year, as well as, option of the Agency to reallocate previously appropriated funds into the Building Improvement Grant program line item.

Board Member Miles moved to approve the Building Improvement Grant request for an additional \$200,000 for interior renovations to apartments and the second floor. Board Member Marler seconded the motion which carried. Ayes: Benetti, Farmer, Kilmer, Marler, Miles. Absent: DiNovo, Matthews.

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 August 17, 2021.



Stephanie Kilmer, Chair

Attest: 

Nichole Rutherford, Recorder