

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

September 7, 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 7:38 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, Carmen Matthews, Rob Miles, and Sara Stephens. 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, Fire Chief Mark Anderson, Police Chief Chris Chapanar, and Library Director Sami Pierson. City staff attending remotely by teleconference was Community Development Administrator Carolyn Johnson.

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 August 17, 2021 Minutes

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

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

Consideration of Approval of Improvement Program Grant Request for 657 Newmark Avenue

Community Development Administrator Carolyn Johnson stated the 657 Newmark Avenue Improvement Program Grant application proposed the creation of a 19' x 60' historic mural on the building's west side. Owned and occupied by the Star of Hope, Ms. Joanne Moss, with the Community Coalition of Empire (CCE), was authorized to submit and provide representation for the subject application. The Star of Hope is located at the southeast corner of Newmark Ave and South Wall Street, with the westerly frontage facing South Wall Street. Because of the project location in the Empire Waterfront Settlement Design Review area, the applicant was submitted and the City was processing, an Architectural Design

Review Permit.

At the August 24, 2021 Agency work session, the Agency Board:

1) Noted there was no feedback from the Coquille Indian Tribe and the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians (CTCLUSI) on the mural design depiction of Native Americans. Following the Board's August 24, 2021 work session staff spoke with Ms. Moss, the project painter, and Mr. Jessie Beers of CTCLUSI, who, worked with his Council, requested modifications to the mural design. The revised design was presented and had been passed on to the Coquille Indian Tribe for review.

2) Expressed interest in potentially funding more than the \$4,000 grant requested with a \$2,000 match (each) from the Star of Hope and CCE. The Board's guidelines for a 50% grant match were discretionary. The grant award could include more than 50% of the Project cost.

3) Shared concern the mural work was underway despite not having an approved architectural review permit as required by the City's Development Code for the Empire Design District. The permitting review process would be complete on September 13, 2021 unless appealed. The program regulations required three written bids be obtained for the façade project. One bid was submitted. While the Design Assistance Team (DAT) reviewed the project prior to the Council August 24, 2021 work session and provided positive comments for consideration as part of the Architectural Review Permit review, the DAT had not seen the revised depiction. For compliance with the City's Empire Design standards, the DAT should provide feedback on a revised design.

\$100,000 had been budgeted for the Building Improvement Program in the Empire area. The \$4,000 grant request was the first grant application submitted fiscal year 2021-2022. Ms. Joanne Moss stated concern for the weather to get the mural completed and provided a letter from CTCLUSI regarding the proposed design artwork. Council discussion ensued and Councilor Miles recommended a 75% grant match. City Manager Rodger Craddock stated it would still be subject to completion of the Architectural Design Review Permit process which was scheduled to be completed on September 13, 2021.

Board Member Miles moved to authorize a grant in the amount of \$6,000, 75% of project cost, to the applicant. Board Member DiNovo seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Matthews, Miles, Stephens.

Consideration of Approval of Improvement Program Grant Request for 299 Bayshore Drive

Community Development Administrator Carolyn Johnson stated the property owner of 299 South Bayshore submitted an Improvement Program grant application for the installation of aluminum tube frame awnings with a black vinyl material cover to be attached under the roof soffits along Bayshore Avenue (east) and Curtis Avenue (south). The proposal was revised to include the originally proposed awning on Curtis Avenue 28" high by 37' long, but a revision to the awning on Bayshore Avenue to measure 28" high by 27' long instead of the 22.5' length shared with the Agency at their August 17, 2021 meeting. The awnings would be placed a minimum of eight feet above the existing sidewalk. Representatives from Sign Works were available to answer Council questions.

The Improvement Program currently provides a 50/50 grant (based on the lowest bid), and guidelines indicate a maximum award of \$25,000 per fiscal year. The applicant requested funding in the amount of 50% of project cost. The bid for eligible expenses was \$11,226.00. The Program regulations required three written bids be obtained for the project. The applicant submitted information requesting a waiver of the three-bid requirement; due to local contractor workloads the applicant was able to acquire only one bid for the proposed project. The Design Assistance Team (DAT) reviewed the project via email on August 2, 2021, and recommended approval. Comments received supported the project as a positive improvement to the building. Funding for the Urban Renewal Agency Downtown Improvement Program (#57-940-520-2415) for fiscal year 2021-2022 for new grants was \$750,000. This request was the second request for the fiscal year.

Board Member DiNovo moved to waive the three bid Improvement Program grant requirement and authorize the requested \$5,850.19, 50% of project cost, based on the total project cost of \$11,700.38. The total project cost includes a bid of \$11,226.00 and a permit estimate cost of \$474.38. Board Member Miles seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Matthews, Miles, Stephens.

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 5, 2021.



Stephanie Kilmer, Chair

Attest: 

Nichole Rutherford, Recorder