

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

**October 5, 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 7:45 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, and Rob Miles. Board Members Carmen Matthews and Sara Stephens attended remotely by teleconference. Board Member Lucinda DiNovo was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Deputy Finance Director Melissa Olson, Public Works and Community Development Director Jim Hossley, Fire Battalion Chief Jeff Adkins, and Police Chief Chris Chapanar. City staff attending remotely by teleconference were Assistant City Manager/Finance Director Nichole Rutherford and Library Director Sami Pierson.

**Public Comments**

No public comments were made.

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No public comment forms were received.

**Consent Calendar**

Chair Kilmer reviewed the consent calendar which consisted of:

2a: Approval of September 7, 2021 Minutes

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

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

**Consideration of Approval of Improvement Grant Request for 225 West Lockhart**

Public Works and Community Development Director Jim Hossley stated Pro Diesel Auto Repair, LLC, owned by Luis Ledesma and represented by Amy Graves of eXp Realty, proposed building improvements to 225 West Lockhart on the Lockhart elevation to give the building a more modern look with the use of natural wood and black metal accents. The project included new windows, entry double doors, cedar siding at the base with black metal above, custom light fixtures, and custom lettering to identify the property address.

Mr. Ledesma stated he would fully fund the \$12,800 cost of a revision of the existing sign and has already repainted the building. Due to heavy local contractor workloads, one bid was

provided in the amount of \$50,624.76 from Morrison Gederos, LLC. The Improvement Program guidelines specify a 50/50 grant based on the lowest bid with a maximum award of \$25,000 per fiscal year. The program regulations request three written bids be obtained for the improvement project. The applicant provided a letter noting the challenge of securing more than one bid for the project.

A 50% match pursuant to the grant guidelines would be \$18,412.38. The applicant sought \$20,000 or 54% of the \$36,824.76 cost of the project. Funds in excess of 50% could be awarded at the Board's discretion. The signage improvement would be fully paid by the owner and was not included in the request. The Design Assistance Team (DAT) reviewed the project via email on August 30, 2021. All comments received were in support of the application.

Funding for the Downtown Improvement Program #57-940-520-2415 for fiscal year 2021-2022 for new grants was \$750,000.00. There were sufficient program funds available for the requested grant for the 225 West Lockhart improvements.

Board Member Miles moved to approve the project as proposed for 54% of eligible expenses up to \$20,000 at 225 West Lockhart, subject to approval of required structural permit. Board Member Farmer seconded the motion which carried. Ayes: Benetti, Farmer, Kilmer, Matthews, Miles, Stephens. Absent: DiNovo.

### **Consideration to Approve Amendment to the Coos Bay Downtown Association Main Street Program Management Agreement**

City Manager Rodger Craddock stated the Urban Renewal Agency (Agency) and the Coos Bay Downtown Association (CBDA) have shared a long-standing partnership, with the Agency providing financial support for CBDA's management of the Main Street Program. The most recent agreement approved in July 2021 needed amendment to address the CBDA's interest in managing the Art Wrap Project in the downtown area. This project, approved by Pacific Power, provided opportunity for Pacific Power utility cabinets to be wrapped with artwork, thereby adding a scenic and an overall more appealing appearance to the utility cabinets.

Based on negotiations with Pacific Power (PAC), the owners of the utility boxes, and per the signed agreement, the city and/or assigned manager (CBDA) would establish a process to govern the review, selection, approval and documentation of wraps. PAC would be consulted during the evaluation process and prior to any wrap installation. The city would agree to acquire appropriate art, which was non-offensive in nature; did not advertise or promote a specific business, political party or agenda; did not promote a specific religion; and was consistent with adopted city policies. PAC reserved the right to deny any intended wrap for any reason. The proposed agreement further stated the city would be responsible for installation, maintenance, and cost of wraps. The proposed agreement also acknowledged the city may assign its rights and obligations with regard to management of the art wraps program to a third party, including, but not limited to the CBDA. Such assignment would not alter or affect the rights and obligations as between the city and PAC under the terms of the propose agreement.

Board Member Farmer moved to approve the first amendment to the Coos Bay Downtown Association Main Street Program Management Agreement. Board Member Miles seconded the motion which carried. Ayes: Benetti, Farmer, Kilmer, Matthews, Stephens. Absent:

DiNovo.

**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 November 2, 2021.



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Stephanie Kilmer, Chair

Attest:   

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Nichole Rutherford, Recorder