

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

May 3, 2022

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 8:02 pm in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Chair Stephanie Kilmer and Board Member Rob Miles. Board Members Joe Benetti, Drew Farmer, and Sara Stephens attended remotely via teleconference. Board Members Lucinda DiNovo and Carmen Matthews were absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Assistant City Manager Nichole Rutherford, Finance Director Melissa Olson, Public Works and Community Development Director Jim Hossley, Deputy Public Works and Community Development Director / City Engineer Jennifer Wirsing, Fire Chief Mark Anderson, Police Chief Chris Chapanar, and Library Director Sami Pierson.

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 April 5, 2022 Minutes

2b: Acceptance of March 2022 Financial Reports and Check Register

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

Consideration to Approve Request for Design Revisions to Previously Awarded Improvement Program Grant for 260/264 South Broadway

Public Works and Community Development Director Jim Hossley stated on August 3, 2021, the Urban Renewal Agency Board (Board) approved Urban Renewal Improvement grants (grants) for 260 and 264 South Broadway for east and west elevation redesign. The 2021 grant for 260 South Broadway was \$80,127.81 (75% of the construction cost of \$106,837.08) and up to \$7,500 for professional design services. The 2021 grant award for 264 South Broadway, was \$43,138.05 (75% of the project construction cost of \$57,517.39), and up to \$7,500.00 professional design services. The proposed revised design would be slightly more expensive by \$11,023; however, no additional funding was requested. The

Design Assistance Team reviewed the proposed revisions and recommends approval. As shared with the Board in 2021 for these projects, the URA Improvement Grant program specifies maximum project funding of 50% of eligible project costs up to \$25,000. However, the Board has discretion to increase the grant funding percentage and grants in excess of \$25,000. The Board considers grant requests on a case-by-case basis and concludes the grant total based on project need and potential for a project's positive impact. The property owners sought revisions to the approved design plans that included:

260 South Broadway: West elevation - change the Restaurant "O" / My Yarn Shop façade from fiber cement siding installation to a stucco finish system. East elevation - change the overhead glass garage door to four (4) single hung fiberglass windows. Remove the existing awning and replace with a new polycarbonate awning and LED lighting.

264 South Broadway: East elevation - remove the existing awning and replace with a new polycarbonate awning and LED lighting.

The estimated completion date was November 2022. It was brought back to the Agency due to the number of changes being made from the original application. The building was owned by Mayor Benetti; however, there was a sales agreement with the renters prior to any improvements and the request was made by the future property owners. Mayor Benetti abstained from the discussion and vote.

Board Member Miles moved to approve the proposed design revisions to the previously approved Improvement Program grants for 260 & 264 South Broadway, without an amendment to previously awarded grants, subject to approval of a structural permit and revised grant agreement. Board Member Stephens seconded the motion which carried. Ayes: Farmer, Kilmer, Miles, Stephens. Abstain: Benetti. Absent: DiNovo, Matthews.

Consideration to Approve Improvement Program Grant Request for Exterior Improvements at 333 South 4th Street

Public Works and Community Development Director Jim Hossley stated Joe Slack of H.G.E. Architects (applicant) requested approval of a \$100,000 Urban Renewal Improvement Grant (Grant) for 333 South 4th St building improvements. Located in the Downtown Urban Renewal area, proposed for the vacant structure are improvements to the failing infrastructure system and development of the second floor into functional space for tenants. Work would include improvements to the entrance, upgrade of the stairs to meet safety/code requirements, renovation/restoration of the unserviceable elevator (since 1992), ADA access, plumbing improvements, lighting upgrades, paint, finishes and major HVAC upgrades. The space would be utilized by tenants not the applicant.

The Urban Renewal Agency (URA) offers Improvement grants to property owners to complete building improvements for commercial revitalization and support housing as a secondary use. Grants for 50% of eligible project costs (Up to \$25,000) would be considered. However, the Board has discretion to increase the grant funding percentage. Grant requests are determined by the Agency on a case-by-case basis depending on need and proposed project's positive impact. The applicant noted construction costs continue to escalate and securing materials and equipment, namely HVAC equipment, lighting, and elevator equipment as soon as possible would help avoid escalation costs and this application was in companion to improvements to the adjacent (481/487 Bennett St) warehouse building, lighting upgrades, paint, finishes, major HVAC upgrades. Constructed in

1958 but unoccupied for decades, completion of the improvements would allow the structure to be fully occupied. The applicant provided two bids of \$568,323 and \$482,823.00 (50% of the lowest bid is \$241,411.50). The \$100,000 grant request for eligible expenses would equate to approximately 21% of the lowest bid. The Design Assistance Team (DAT) reviewed the project and recommended approval of the requested grant. Staff requested Board consideration to approve the grant request for the project from the Downtown Improvement Program (#57- 940-520-2415) for FY 2021-2022, as proposed for 50% of eligible expenses up to \$100,000.00 at 333 South 4th Street, subject to approval of required structural permit.

The original funding for the Downtown Improvement Program (#57-940-520-2415) for FY 2021-2022 was \$750,000.00, of which \$383,708.02 remained. There were four outstanding approved projects totaling \$158,26.86 and one proposed project totaling \$17,154.00; therefore, \$208,288.16 of grant funds were unencumbered and available. Approval of this \$100,000 grant request would result in \$108,288.16 of unencumbered funds for the balance of FY 2021-2022. Council discussed the available funds in the Improvement Program if the larger amount was approved.

Board Member Miles moved to approve the proposed Improvement Program grant request as proposed for 50% of eligible expenses up to \$100,000.00 at 333 South 4th Street, subject to approval of required structural permit. Board Member Stephens seconded the motion which carried. Ayes: Benetti, Farmer, Kilmer, Miles, Stephens. Absent: DiNovo, Matthews.

Consideration to Approve Improvement Program Grant Request for Exterior Improvements at 481/487 Bennett Street

Public Works and Community Development Director Jim Hossley stated Joe Slack of H.G.E. Architects (applicant) requested a \$17,154 Urban Renewal Improvement Grant (Grant) for improvements to 481/487 Bennett Street. Located in the Downtown Urban Renewal area, the proposed improvements included replacing the siding on the south wall, replacing a damaged roof beam on the south wall and replacing overhead sectional doors at entrances. The owners of the building would be covering the cost of replacing the roof.

URA Improvement Grants provided for urban renewal district building improvements. Designed to revitalize commercial areas and support housing as a secondary use, grants for improvements may be considered for 50% of eligible project costs up to \$25,000; however, the Board has the discretion to authorize additional funds. The applicant provided a single bid for the eligible elements of the project totaling \$34,308.00 (50% of the project cost is \$17,154.00). One bid for the work was provided. While the Grant program required more than one bid, the Board has the discretion to waive the requirement. Additionally, 481/487 Bennett Street is adjacent to 333 South 4th Street, the subject of a separate Grant application. The Design Assistance Team (DAT) reviewed the project and recommends the grant approval. Staff requested Board consideration to approve the grant request for the project from the Downtown Improvement Program (#57- 940-520-2415) for FY 2021/2022, as proposed for 50% of eligible expenses up to \$17,154.00 at 481/487 Bennett Avenue, subject to approval of required structural permit.

The original funding for the Downtown Improvement Program (#57-940-520-2415) for FY 2021-2022 was \$750,000.00, of which \$383,708.02 remained. There are four outstanding approved projects totaling \$158,26.86. There was \$225,442.16 of unencumbered funds

available. Approval of this \$17,154.00 grant, would leave \$208,288.16 of unencumbered funds.

Board Member Farmer moved to approve the proposed Improvement Program grant for 481/487 Bennett Street, as proposed for 50% of eligible expenses up to \$17,154.00, subject to approval of required structural permit. Board Member Miles seconded the motion which carried. Ayes: Benetti, Farmer, Kilmer, Miles, Stephens. Absent: DiNovo, Matthews.

Executive Session

Finance Director Melissa Olson read the executive session meeting disclosure statement. An executive session was held pursuant to Oregon Revised Statute (ORS) 192.660 (2) (e) for the purpose of discussing real property transactions and ORS 192.660 (2) (h) for the purpose of discussing current litigation or litigation likely to be filed. No decisions were made.

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 May 17, 2022.



Stephanie Kilmer, Chair

Attest: 

Nichole Rutherford, City Recorder