

**CITY OF COOS BAY URBAN RENEWAL AGENCY**  
**Agenda Staff Report**

<b>MEETING DATE</b> February 16, 2016	<b>AGENDA ITEM NUMBER</b>
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TO: Chair Jennifer Groth and Board Members

FROM: Eric Day, Community Development Director  
Debbie Erler, Planner

THROUGH: Rodger Craddock, City Manager

**ISSUE: Consideration of a Façade Grant for 333 S 4<sup>th</sup> Street, Coos Bay**  
*Lots 24-26, Block 41 Railroad Addition to Marshfield (T.25, R. 13, S35BB - Tax Lot 1800)*  
*Lots 7-8, Block 10, E.B. Dean CO.S 2<sup>nd</sup> Addition to Marshfield (T.25, R. 13, S.26CC - Tax Lot 1010)*

**BACKGROUND**

A façade improvement grant application was submitted by property owners Bristol Properties, LLC. The partial two-story structure was constructed in the late 1950's as a sales office and garage for a car dealership and the structure was later used by the State Police. It has been vacant for some time.

On January 26, 2016, the Design Assistance Team reviewed the applicant's submittal and recommended approval of the project as proposed. The project includes replacement of doors and windows on the east elevation on the first and second floor, install a door on the second floor to provide access to the roof, repair stucco on the east and north wall on the second floor and on the south wall of the first floor, repair the rock veneer, repair and paint the wood siding and install exterior lighting.

The main color scheme for the building includes "Amazing Gray" for the stucco walls on the second floor, and "Gibraltar" (dark gray) for the trim/flushing and gutters with "Delft" (Blue/Gray) for the horizontal siding above the windows and "Origami White" for the beams.

Subject to approval by the Urban Renewal Agency, the Façade Improvement Program provides a 50/50 grant with a maximum grant award of \$25,000 per fiscal year. As required by the program, three bids for the proposed façade project have been obtained. The bid totals that the applicant received were the following: \$51,800.00; \$79,831.00 and \$84,799.00.

**ADVANTAGE**

The façade improvements will allow the proposed façade repairs/improvements to the building and help maintain an attractive living, working, and shopping environment which is one of the goals of the Downtown Urban Renewal Plan. "Economic Development & City Revitalization" is a City goal to create a vibrant community for City citizens and entrepreneurs and to promote and assist in the revitalization of the Downtown and Empire URA Districts in an effort to provide development

opportunities for businesses and industry.

**DISADVANTAGE**

None identified.

**BUDGET IMPLICATIONS**

Funding for the proposed project would be from Downtown Urban Renewal Façade Improvement Program #57-940-520-2415.

\$100,000 was authorized in the Downtown Urban Renewal Façade Improvement Program for the fiscal year 2015-2016. So far this Fiscal year, \$59,150 has been approved for previous Façade Improvement projects, leaving \$40,850 in uncommitted funds.

**ACTION REQUESTED**

Staff recommends that the Agency award a façade improvement grant for \$25,000.00 to building owner Bristol Properties, LLC for façade improvements as proposed at 333 South 4<sup>th</sup> Street, Coos Bay, Oregon.

Attachments: Area map, application/drawings & color samples, photos of existing façade.



Source: Esri, DigitalGlobe, GeoEye, i-cubed, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



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Date: 2/4/2016

Image Date: 7/6/2010



Agenda Item #4  
 1 inch = 78 feet



# City of Coos Bay

## Façade Improvement Grant Program Application

Name of applicant Bristol Properties, LLC

Name of business HGE INC., Architects, Engineers, Surveyors & Planners

How many years in business 64 years

Address of business storefront or building to be rehabilitated 333 S. 4th Street, Coos Bay, Oregon 97420

Phone number 541.404.3795 E-mail address joeslack@hge1.com

Type of business (occupant) Architectural / Engineering company

Applicant is the  Property Owner  Business Owner  Other \_\_\_\_\_

If not owner of property, does applicant have lease: yes  no

If yes, Expiration Date: \_\_\_\_\_ If no, explain: \_\_\_\_\_

Property owner or property manager's name (if different from applicant), address and phone number Same.

### PROPOSED FAÇADE IMPROVEMENTS

Please describe the proposed improvements to the property. Include three copies and one original color photograph that show existing conditions of façade proposed for renovation. Photos may be submitted electronically to [derler@coosbay.org](mailto:derler@coosbay.org). Describe completely proposed improvements:

1. Power wash, prep, and paint facade.
2. Repair roof deck visible from street.
3. Remove/replace all windows.
4. Repair/replace running fascia trim.
5. Add gutters and downspout.
6. Exterior lighting.
7. Minor restoration of stone veneer.
8. Replace storefront entry.
9. Stucco wall repair at upper floor.
10. Architectural design services.

Estimated cost of project \$70,000

Proposed start date January 31, 2016

Time line/estimated completion date for project June 2016

If this is a time critical project, please state latest date that applicant can be notified of grant funding approval January 16, 2016.

Brief explanation of factors contributing to the critical timing of this project: \_\_\_\_\_

We need to move into the building and the sooner the windows are ordered, the sooner  
this will happen.

The expected processing time from submission of application to final commitment of funds is 4-6 weeks.

#### **REQUIRED SUBMITTALS**

The following items must be with the application form:

1. Three (3) detailed, itemized competitive bids from licensed contractors for the proposed work. The grant award is based on the low bid, however, an applicant may use his/her choice of contractor and pay the difference.
2. Evidence of property ownership. A copy of property tax record (available from the county assessor's webpage) may be used. For tenant business applicants, written and signed permission from the property owner is required.
3. Evidence that all city taxes, licenses and fees are current. For taxes, a copy of property tax information from the Assessor's webpage. For licenses, a photocopy of current business license may be submitted.
4. Proof in the form of documentation from the applicant's bank or lending institution demonstrating financial ability to complete the project. This document would be similar to a letter of recommendation from your banker.
5. One copy of a location map. May be obtained from the Public Works Engineering Department.
6. If architectural changes are being made to the façade of the structure:
  - a. A site plan drawn to scale indicating property lines, existing and adjacent structures and existing landscaping is required.
  - b. 12 copies of building elevation(s) drawn to scale indicating all existing as well as proposed design and structural changes and building materials and colors. The elevation drawing(s) should also include the size and location on the building of any sign modifications or awning changes.
  - c. If the project is repair/replacement of siding, repair/replacement of existing architectural features, and painting, color digital pictures shall be submitted and a site plan drawing is not required.
7. 12 copies of materials and color samples

*Sent via separate cover*

**NOTE:** If required information is not submitted with the application, application will be returned to Applicant for completion prior to review by the Design Review Committee.

The applicant understands that the proposed exterior storefront improvements must be evaluated and approved by the Coos Bay Urban Renewal Agency as well as other local agencies. Certain changes or modifications may be required by these agencies or by the Coos Bay Urban Renewal Agency prior to final approval for funding.

Improvements will be evaluated on the criteria listed in the guideline section of the Façade Improvement Grant Program description.

Grant funds are considered taxable income by the Internal Revenue Service. A W-9 form must be submitted to the City of Coos Bay if grant funds are awarded to the applicant.

**CERTIFICATION BY APPLICANT**

The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a grant, and is true and complete to the best of the Applicant's knowledge and belief.

If the Applicant is not the owner of the property to be rehabilitated, or if the Applicant is an organization rather than an individual, the Applicant certifies that her/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

Verification of any of the information contained in this application may be obtained from any source named herein.

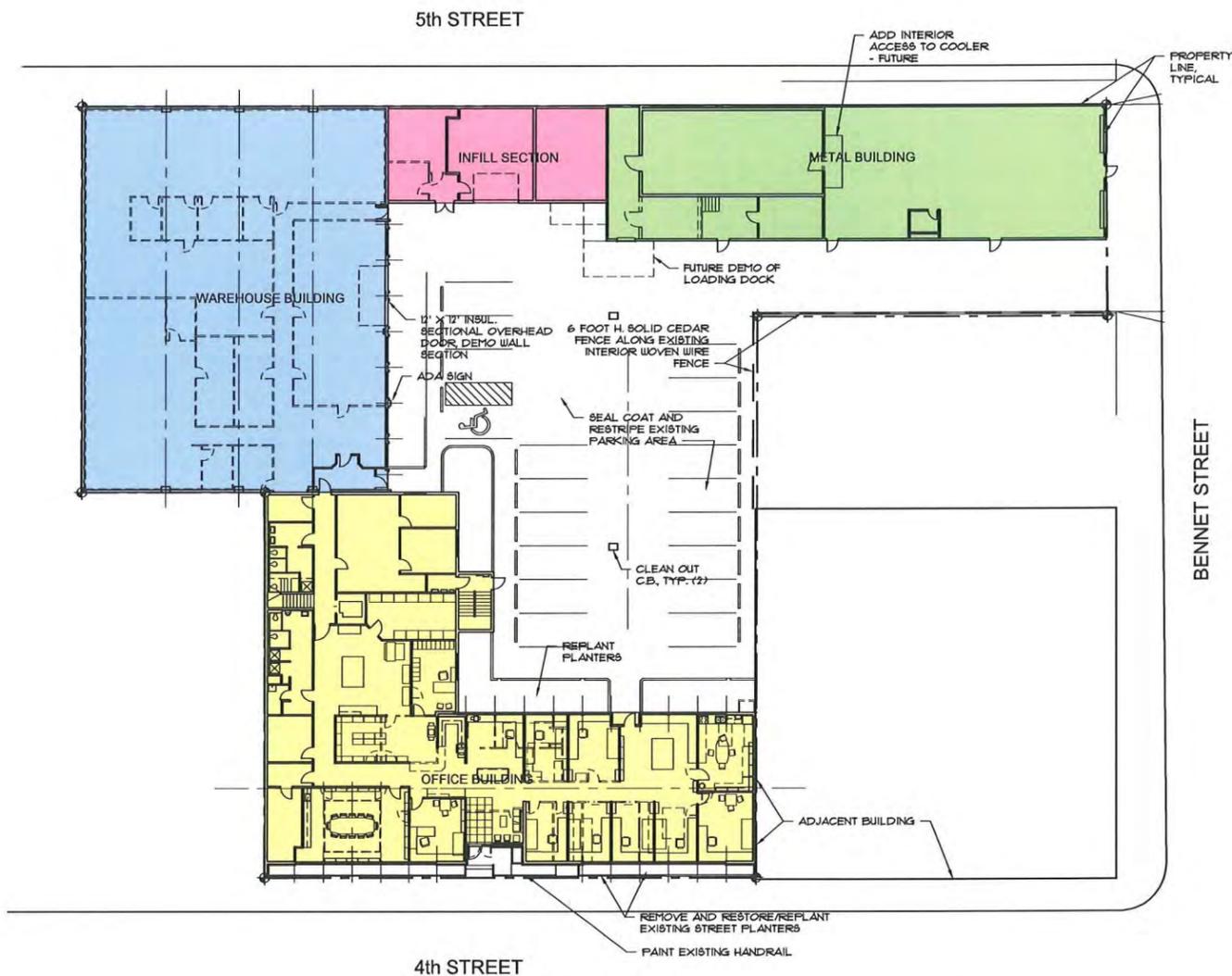
  
\_\_\_\_\_  
Applicant Signature

01/15/2016  
\_\_\_\_\_  
Date

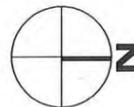
\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Return Application to: **COOS BAY URBAN RENEWAL AGENCY**  
**Department of Community Development**  
**500 Central Avenue**  
**Coos Bay, OR 97420**  
**(541) 269-8918**



1 OVERALL FLOOR PLAN & SITE PLAN  
A2.2 SCALE 1" = 20'



**PROJECT SCOPE SUMMARY:**

1. OFFICE BUILDING:
  - a. Exterior:
    - i. Roofing removal and replacement.
    - ii. East Elevation Upgrade: Window replacement, paint, door replacement, landscaping.
    - iii. West Elevation Upgrade: Window replacement, paint, landscaping.
  - b. Interior remodel: Remove majority of partitions, minor additional partitions, paint, flooring, ceilings, lighting. No work in back/east portion.
  - c. Second floor interior: No Work.
2. WAREHOUSE BUILDING:
  - a. Demo all interior walls, including wall furring on exterior walls.
  - b. Remove all flooring, including floor tile and DEQ permit for abatement required for such.
  - c. Install overhead door for large vehicle access.
  - d. No other work or finishes.
3. METAL BUILDING
  - a. No Work.
  - b. Alternate Bid: Prep and paint exterior, including roof. Replace exterior doors. Install awning over entry door (north wall).
4. INFILL SECTION (between Warehouse and Metal Building)
  - a. Demo rotted roof section, patch roofing as needed.
  - b. No interior work other than clean up.
5. SITE WORK
  - a. Restripe parking area
  - b. Add solid cedar fencing at interior property line
  - c. Replace landscaping
  - d. Clean out catch basins

**CODE SUMMARY:** Office Building only. No work, change of use intended for Warehouse Building, Metal Building, or Infill Section, other than clean up and nonstructural demo.

1. OCCUPANCY: B, same as existing use, including unoccupied, second floor.
2. AREA: Area of work = 7,542 sf.
3. TYPE OF CONSTRUCTION (EXISTING): Type VB, non-sprinklered. Existing 2 hour fire separation between Office Building and Warehouse.
4. ALLOWABLE AREA: 9000 per story, not including any area increases. Actual area of Office Building = 8,538 main floor, 3,332 upper floor, 11,900 sq.ft. total
5. CORRIDORS: 1-Hr rated with 20 min. openings if over 30 occupants (non-sprinklered)

**Building Areas**

Office main floor	8,568 sf
Office upper floor	3,332
	11,900
Warehouse (south)	8,594
Infill building	1,483
Metal Building (north)	5,000
<b>Total Building Area</b>	<b>26,977 sf</b>

**SHEET INDEX**

NUMBER	CONTENTS
A1.1	SITE PLAN, SCOPE, CODE INFO
A2.1	DEMOLITION PLAN
A2.2	FLOOR PLAN
A2.3	ROOF PLAN
A2.4	REFLECTED CEILING PLAN
A4.1	BUILDING ELEVATIONS
A5.1	DETAILS

**HGE INC.**  
ARCHITECTS, ENGINEERS,  
SURVEYORS & PLANNERS  
375 PARK AVE., COOS BAY, OREGON 97420  
P: 541.269.1166 F: 541.269.1833 www.hge1.com



PROJECT:  
OFFICE REMODEL for:  
**HGE Inc.**  
333 SOUTH 4th STREET, COOS BAY, OREGON



**PERMIT DRAWINGS**

PROJECT NO.: 2016  
DATE: NOV. 20, 2015

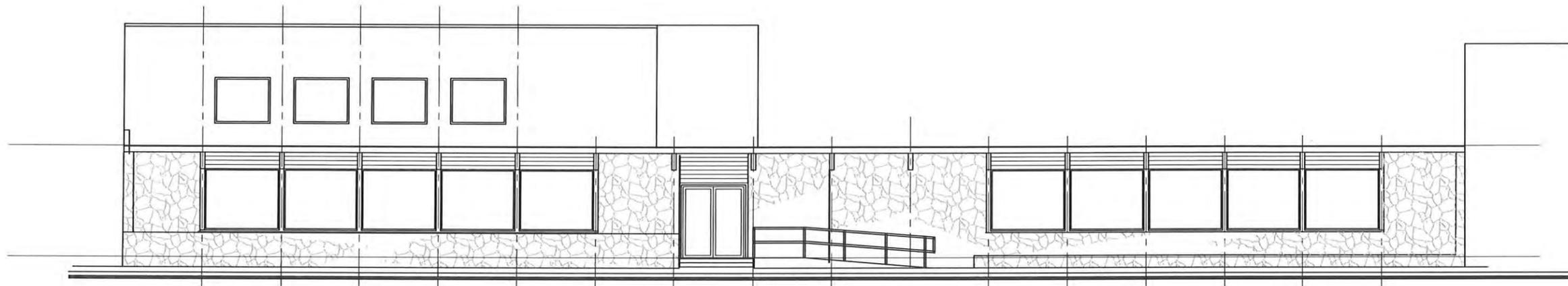
**REVISIONS:**

DATE	BY

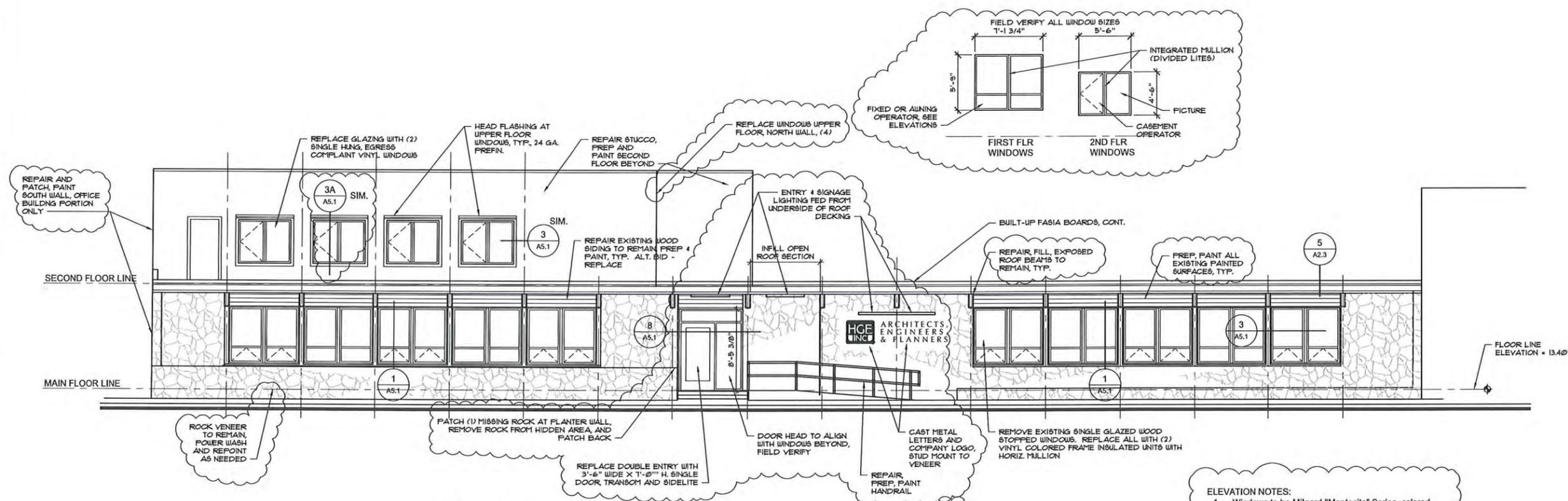
DRAWN BY: JAS  
SHEET NO.

**A1.1**

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2 EAST ELEVATION - EXISTING  
A4.1 SCALE 3/16" = 1'-0"



1 EAST ELEVATION  
A4.1 SCALE 3/16" = 1'-0"

- ELEVATION NOTES:
1. Windows to be Milgard "Montecito" Series, colored "silver". Configuration as shown.
  2. Alternate siding bid: Remove and replace existing siding with select grade, clear cedar bevel siding, 6" exposure. Finished clear.

PERMIT DRAWINGS

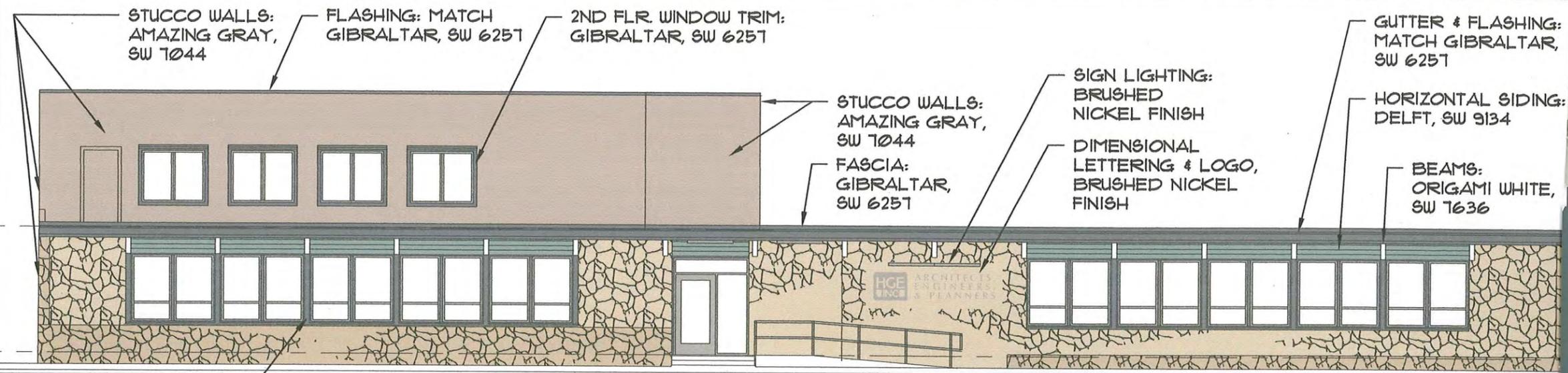
PROJECT NO.: 2016

DATE: NOV. 20, 2015

REVISIONS:

DATE	BY
DEC. 28, 2015	

DRAWN BY: JAS  
SHEET NO.



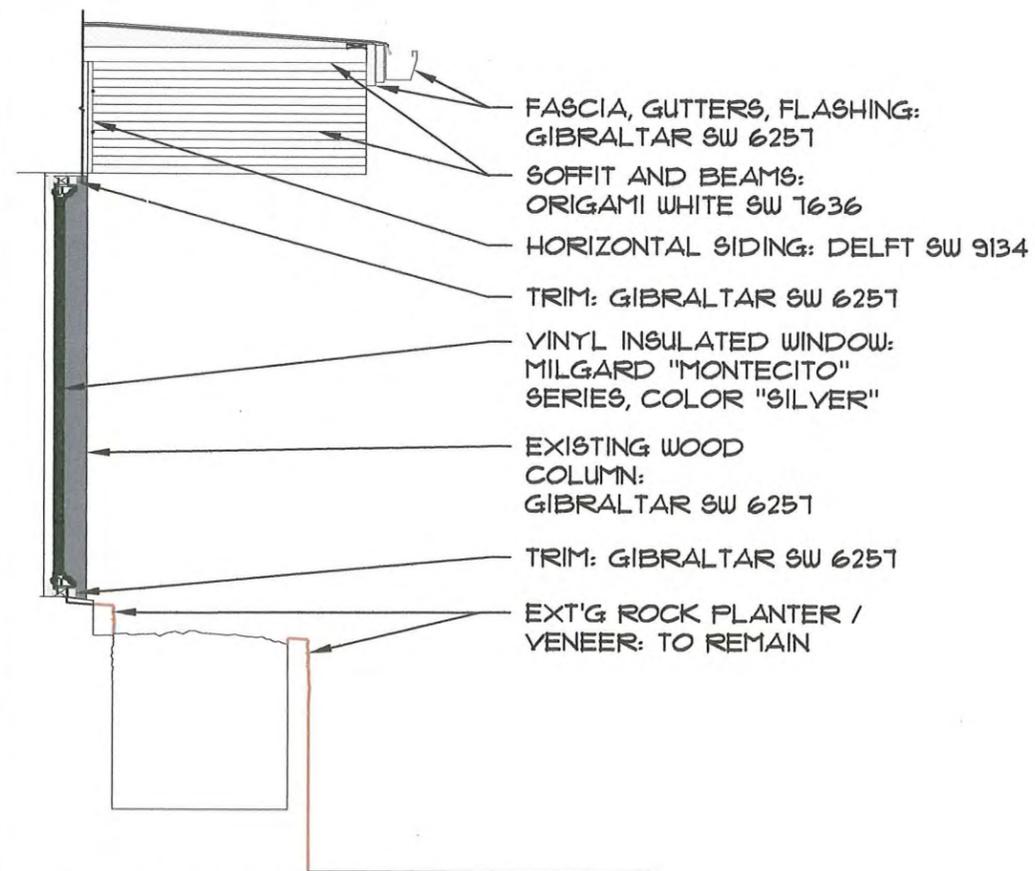
WINDOW TRIM:  
GIBRALTAR, SW 6257

**1 COLOR OPTION #1 - EAST ELEVATION**

A4.1 SCALE 3/32" = 1'-0"

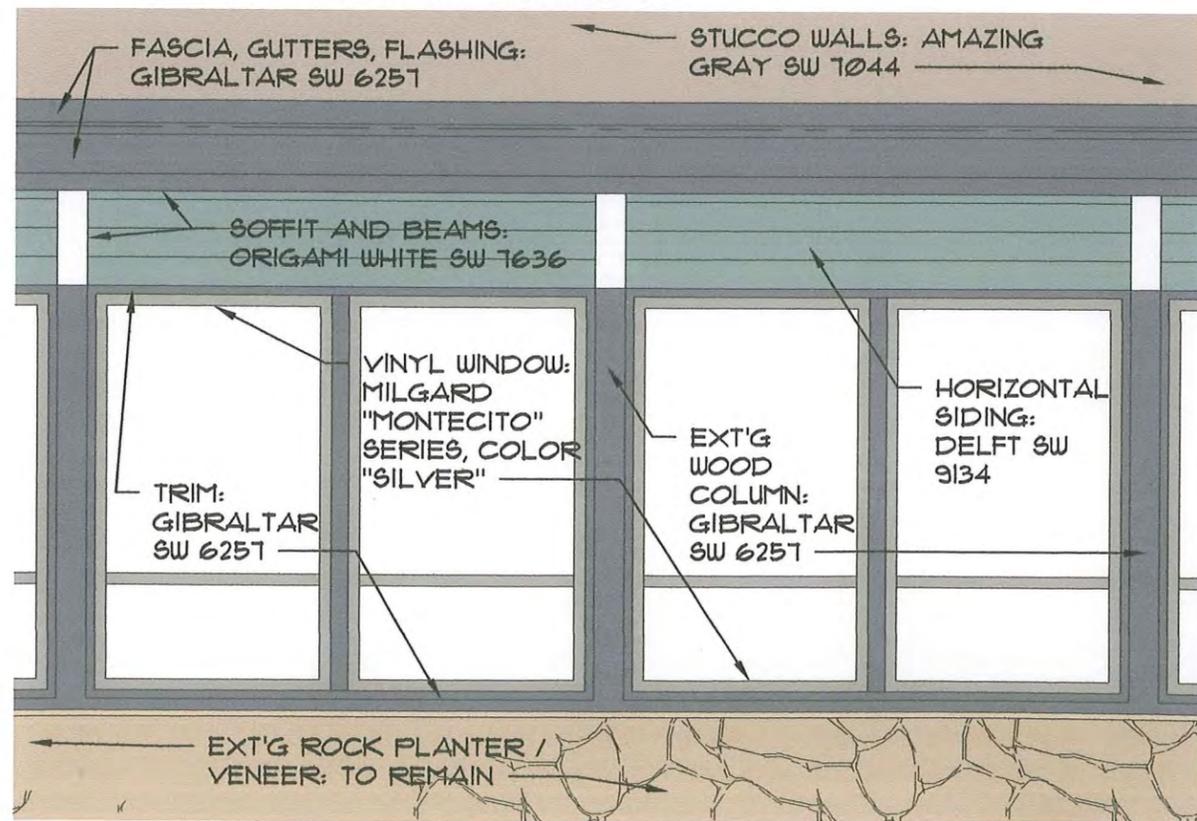
**OPTION #1 COLOR SELECTIONS:**

HORIZONTAL SIDING: DELFT, SHERWIN WILLIAMS 9134  
 FASCIA, GUTTERS, FLASHING & TRIM: GIBRALTAR, SHERWIN WILLIAMS 6257  
 SOFFIT & BEAMS: ORIGAMI WHITE, SHERWIN WILLIAMS 7636  
 STUCCO WALLS: AMAZING GRAY, SHERWIN WILLIAMS 7044  
 WINDOWS, DOORS & HANDRAIL: ANODIZED SILVER FINISH  
 LIGHT FIXTURES: BRUSHED NICKEL



**2 SECTION**

A4.1 SCALE 3/8" = 1'-0"



**3 COLOR OPTION #1 - ENLARGED ELEVATION**

A4.1 SCALE 3/8" = 1'-0"



**333 S 4<sup>TH</sup> STREET**  
**Photos of Existing Façade**  
East and portion of South Elevation

