

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

MEETING DATE April 5, 2016	AGENDA ITEM NUMBER
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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 390 S 2<sup>nd</sup> Street, Coos Bay**  
*Lots 18-20, Block 26 Railroad Addition to Marshfield (T.25, R.13, S35BA - Tax Lot 2000)*

**BACKGROUND**

A façade improvement grant application was submitted by Coos Elderly Services Inc. and Executive Director Kimberley Warren. The one-story structure located at 390 S. 2<sup>nd</sup> Street in Coos Bay was built in 1947.

On March 17, 2016, the Design Assistance Team reviewed the applicant’s submittal and recommended approval of the project as proposed. The project is for the replacement of dilapidated awnings on the east and south side of the building (see attached photos), which were recently removed for safety reasons. The proposed awning will be black vinyl with metal framing. As shown on the submitted photo, the applicant intends to add white letters and their blue logo (not included in the cost of the awning) to the awnings over the doors.

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: \$27,240.00, \$29,700.00 and \$31,680.00.

**ADVANTAGE**

The proposed façade improvements will allow the proposed façade repairs/improvements be made to the building and help maintain an attractive living, working, and shopping environment; 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, \$84,150.00 has been approved for previous Façade Improvement projects leaving \$15,850.00 in uncommitted funds.

## **ACTION REQUESTED**

Staff recommends that the Agency award a façade improvement grant for \$13,620.00 to building owner Coos Elderly Service, Inc. for façade improvements as proposed at 390 S 2<sup>nd</sup> Street, Coos Bay, Oregon.

Attachments:

- A - Area map
- B - Application/Proposed awnings
- C - Building photos



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



**Disclaimer:**  
 This document is produced using a Geographic Information System (GIS). The data contained herein is intended to be a graphical representation only and is by no means an official survey or legal interpretation thereof. The City of Coos Bay provides this data in good faith and makes no warranties, guarantees or representations of any kind, either expressed or implied, as to the content, accuracy, completeness or reliability of this data.

Date: 3/29/2016

Image Date: 7/6/2010

**ATTACHMENT A**



Agenda Item #4  
 1 inch = 70 feet



# City of Coos Bay

## Façade Improvement Grant Program Application

Name of applicant Coos Elderly Services Inc.

Name of business Coos Elderly Services Inc.

How many years in business 25

Address of business storefront or building to be rehabilitated 390 S. 2<sup>nd</sup> Coos Bay

Phone number 541-756-1202 E-mail address kimberly@cooselderly.org

Type of business Financial management for the elderly and at risk members of the community.

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 \_\_\_\_\_

### 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.) ~~Replace current entry door with an ADA compliant door and threshold minimizing and / or eliminating the tripping and falling hazard that now exists.~~

2.) The exterior of the building was protected by a series of awnings that became severely damaged and due to safety issues were removed.

We are replacing these damaged awnings to protect to protect our clients and the structural integrity of the building.

Estimated cost of project Entryway - \$7,600.00 Awnings - \$29,700.00

Proposed start date May 1 2016

Time line/estimated completion date for project July 1 2016

If this is a time critical project, please state latest date that applicant can be notified of grant funding approval N/A.

Brief explanation of factors contributing to the critical timing of this project: N/A

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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

**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.

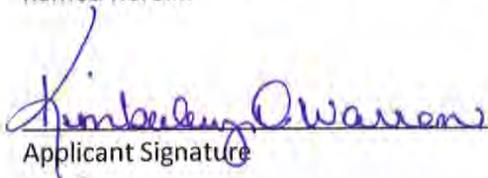
Grant funds are considered taxable income by the Internal Revenue Service. A W-9 form must be submitted to the City of Coos Bay if grant funds are awarded to the applicant.

**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

3/9/2016  
Date

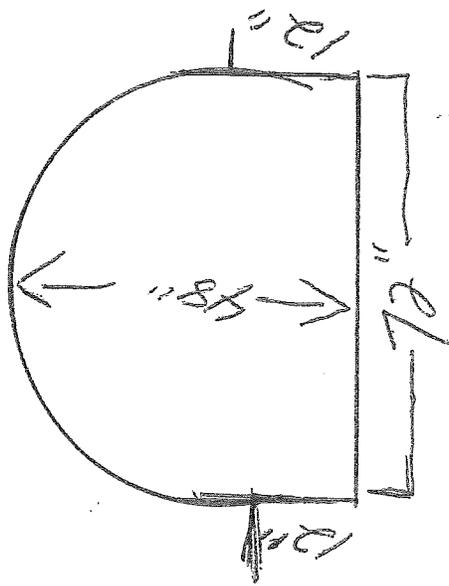
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Applicant Signature

\_\_\_\_\_  
Date

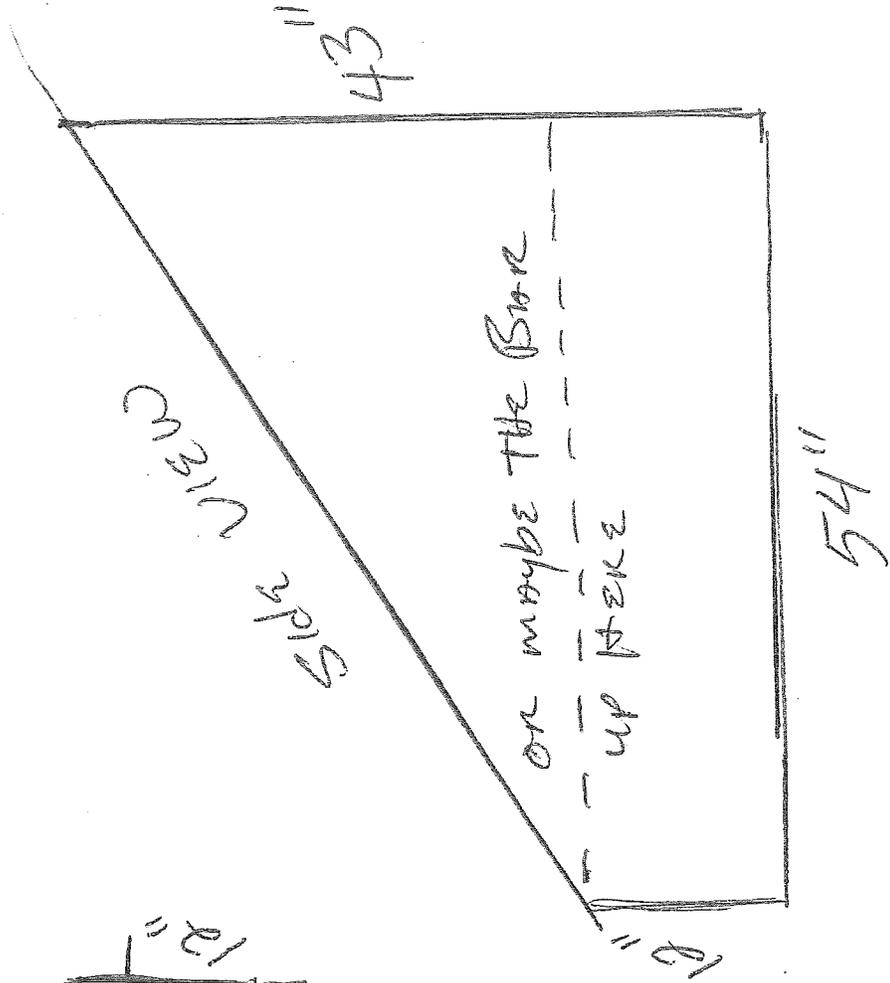
Return Application to:

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

FRONT VIEW



MAIN VIEW



FRONT 71 FEET  
SIDE 55 FEET  
BACK 72 FEET



390 S 2<sup>nd</sup> Street – Photos submitted with Pre-application of existing awning

