

CITY OF COOS BAY URBAN RENEWAL AGENCY
Agenda Staff Report

MEETING DATE September 6, 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 Improvement Grant for 657 Newmark Avenue, Coos Bay
Lots 2-4, Block 33, First Addition of Empire (T.25, R.13, S.20BB - Tax Lots #8600)

BACKGROUND

Project Improvements

The applicant, Star of Hope, owner of the Star of Hope Activity Center at 657 Newmark Avenue is requesting approval of a URA Façade Improvement Grant. The project consists of façade repairs on the on the north, south and west elevations of the existing structure. Upon completion of the repairs the structure will be painted. The color scheme is a “Guilford Green (HC-116) for the body; “Windham Cream (HC-6) for the false front/Trim; and, “Louisburg Green (HC-113) as an accent color.

Review Process

According to County Assessment records the structure was constructed in 1950 as a general office for Western Bank. The structure is one story and is located in the Empire Urban Renewal District and the Empire Waterfront Settlement Design Review District. Repairs and changes to the exterior color scheme do not require an Architectural Design Review application. As the proposed color scheme is within the approved color pallet, staff can approve this change.

The Design Assistance Team (DAT) first met with the applicant on May 24, 2016 for a Façade Improvement Grant Pre-application. The applicant was proposing to add awnings, alter the columns shape and change the color of the structure. The DAT discussed the project with the applicant and they suggested the applicant retain the existing shape of the columns, because it was unique to the structures design and not install awnings, as the existing overhang provided protection from the weather. They advised the applicant to come up with a couple color scheme options and they would be happy to discuss the merits of each color scheme.

Upon receipt of the complete application, the DAT met again with the applicant on (August 24, 2016), to discuss the revised proposal. The applicant agreed with the DAT and decided to keep the original column shape and not install an awning. They proposed a color scheme of greens and cream, which the DAT agreed would complement the building and has a slight connection to the façade color (Green band) to the abutting building, which is also owned by Star of Hope.

Subject to approval by the Urban Renewal Agency, the Façade Improvement Program provides a 50/50 grant (based on the lowest bid) with a maximum grant award of \$25,000 per fiscal year. As required by the program, three bids for the façade project have been obtained. The bids for the proposed improvements are \$9,966, \$11,200, and \$32,000.

ADVANTAGE

The project will be a visual improvement to the area, which will assist in the revitalization of the Empire URA District.

DISADVANTAGE

None identified.

BUDGET IMPLICATIONS

Funding for the proposed improvements would be from the Empire Urban Renewal District / Façade Improvement Grant #58-945-520-2415 in the amount of \$4,983.00 for proposed improvements.

Funding for the Empire Urban Renewal Façade Improvement Program for the fiscal year 2016-2017 is \$100,000. This request is the first in the Empire area for the 2016-2017 fiscal year. There is an uncompleted grant project approved on June 21, 2016 (2015-2016 fiscal year), for Empire Mercantile for \$21,047.00 that will be paid from this fiscal year.

ACTION REQUESTED

If it pleases the City Council, award a façade improvement grant for up to \$4,983.00 to property owners, Star of Hope for completion of the proposed façade improvements at 657 Newmark Avenue, Coos Bay, Oregon.

Attachments: A Applicant's submittal (application, revised drawing and color samples)
 B Site Photos
 C Aerial map



City of Coos Bay

Façade Improvement Grant Program Application

Name of applicant Star of Hope

Name of business: Star of Hope Activity Center, Inc.

How many years in business: 52 yrs.

Address of business storefront or building to be rehabilitated 657 Newmark Ave. Coos Bay, OR 97420

Phone number (541)888-8893 E-mail address starofhope@sohoregon.org

Type of business 501 (3) (C) Non-profit; Human Services

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
Star of Hope Activity Center, INC. 657 Newmark Ave. Coos Bay, OR 97420; (541) 888-8893

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. Describe completely proposed improvements:

Star of Hope is applying for funds from the City of Coos Bay Urban Renewal Agency Façade Improvement Grant to improve the aesthetics of our building located at 657 Newmark Avenue Coos Bay, Oregon. Star of Hope wishes to paint and repair the exterior of the building to increase appeal, overall business atmosphere and preserve the building.

Estimated cost of project Three bids were placed; Star of Hope is asking for a fifty percent match up to the amount of \$16,000 in order to complete all necessary steps to ensure the project is done correctly and will maintain overall appearance for many years.

Proposed start date August 2016

Time line/estimated completion date for project The anticipated timeline for completion of this project would be 60-90 days from the date of construction contract awarded, weather permitted.

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

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

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

8/3/16

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**



657 Newmark, Coos Bay, OR. 97420
Office 541-888-8893 Fax 541-888-8444
e-mail starofhope@sohoregon.org
www.star-of-hope.com

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Star of Hope is a United Way Agency

August 01, 2016

Debbie Erler
500 Central Ave
Coos Bay, Or 97420

Dear Ms. Erler,

Star of Hope is applying for funds from the City of Coos Bay Urban Renewal Agency Façade Improvement Program Grant and have enclosed the pre application materials required.

Our goal is to improve the aesthetics of our building located at 657 Newmark Avenue by contracting to repair and paint the exterior of the building.

The anticipated timeline for completion of this project would be 60-90 days from the date of construction contract awarded, and weather permitting.

Thank you for reviewing our project. If you have any questions please feel free to contact myself or LouAnn Dewater, Deputy Director.

Sincerely,

Jammie Rodighiero
Supported Employment Program Manager
Star of Hope

657 Newmark Avenue
Star of Hope
Photos of Existing Façade - August 31, 2016

North Elevation

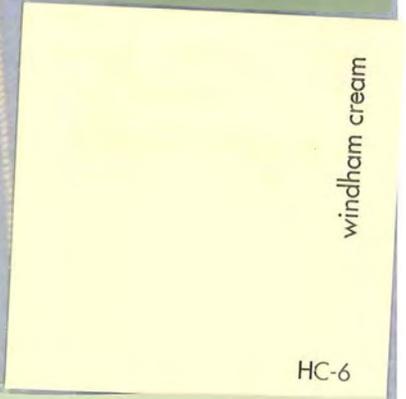


West Elevation



South elevation (alley)





Agenda Item #4

