

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

**October 18, 2016**

The minutes of the proceedings of the City of Coos Bay Urban Renewal Agency, held immediately following the City Council meeting held at 7 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Chair Jennifer Groth and Board Members Fred Brick, Mark Daily, Stephanie Kramer, Crystal Shoji, and Mike Vaughan. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Community Development Director Eric Day, Wastewater Project Engineer Jennifer Wirsing, Fire Chief Mark Anderson, and Police Chief Gary McCullough.

**Public Comments**

No comments were given.

**Consent Calendar**

Chair Groth reviewed the consent calendar which consisted of 2a: approval of the minutes of September 6, 2016; 2b: acceptance of the August 2016 combined cash report, and; 2c: acceptance of the September 2016 combined cash report. Board Member Shoji moved to approve the consent calendar approving the minutes of September 6, 2016 and accepting the August and September 2016 combined cash reports. Board Member Brick seconded the motion which passed with Chair Groth and Board Members Brick, Daily, Kramer, Shoji, and Vaughan voting aye.

**New Urban Renewal Business**

No new urban renewal business was presented.

**Approval of a Façade Improvement Grant for the J. & W.W. Enterprises Building Located at 990 S. 2<sup>nd</sup> Street**

Community Development Director Eric Day presented a façade improvement grant application on J. & W.W. Enterprises, LLC for their building located at 990 S. 2<sup>nd</sup> Street; noted building was currently leased by the State of Oregon Employment Office. The applicant proposed to use the façade grant to add 6" cedar exposed tongue/grove wood siding with a clear sealer, repair a window on the south elevation, repair/replace exterior soffits and lighting and add an exterior bottom window on the west elevation, and paint the exterior. The exterior color scheme was "web gray" for the existing metal fascia, "gray screen" for the soffits, and fiber cement and T1-11 siding. Mr. Day stated the Design Assessment Team (DAT) met with the applicant on two separate occasions to review the application and on September 28, 2016 recommended approval of the project as submitted.

Bids received were \$61,360, \$85,169.50, and \$88,900. Based on the façade programs 50/50 grant match based on lowest bid with a maximum grant award of \$25,000 per fiscal year, staff proposed a grant match of \$25,000. City Manager Craddock stated there were several other

**Urban Renewal Agency Minutes – October 18, 2016**


applicants requesting façade improvements and suggested funds could be transferred to allow for more funding capacity. Board Member Vaughan expressed concern about architectural standards and appropriate use of soffits. Board Member Kramer moved to award a façade improvement grant for \$25,000 to property owners J. & W.W. Enterprise, LLC for completion of the façade improvements as proposed at 990 S. 2<sup>nd</sup> Street, Coos Bay, Oregon. Board Member Shoji seconded the motion which passed with Chair Groth and Board Members Brick, Daily, Kramer, Shoji, and Vaughan voting aye.


Board Member Shoji inquired if members of the Planning Commission (PC) and DAT were required to recuse themselves from the vote if the member worked or provided professional services for the project. Mr. Day stated members of the PC did recuse themselves but he was not sure about the DAT. Board Member Shoji stated the DAT should follow the same rules as the PC and City Council.

**Adjourn**

There being no further business to come before the Agency, Chair Groth adjourned the meeting.

Attest:

  
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Drew Farmer, Secretary

  
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Stephanie Kramer, Chair