

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

March 20, 2018

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 7:25 pm in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Chair Stephanie Kramer and Board Members Joe Benetti, Drew Farmer, Jennifer Groth, Stephanie Kilmer, and Phil Marler. Board Member Lucinda DiNovo was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Library Director Sami Pierson, Fire Chief Mark Anderson, and Police Chief Gary McCullough.

Public Comments

Consent Calendar

Chair Kramer reviewed the consent calendar which consisted of:

2a: Approval of the URA minutes of February 6, 2018.

2b: Acceptance of the URA January combined cash reports.

Board Member Groth moved to approve consent calendar as presented. Board Member Kilmer seconded the motion which carried. Ayes: Benetti, Farmer, Groth, Kilmer, Kramer, Marler. Absent: DiNovo.

Consideration of a Second Façade Improvement Grant for 737 N. Front Street

City Manager Rodger Craddock stated applicant, Heidi Sause was requesting a second façade improvement grant (Phase II) to finish the façade improvements on the north and west elevations of the existing structure. Phase I (south and east elevations) was completed in December of 2017. The project included removal of existing exterior materials; replacement of existing windows and doors at the main entry; replacement of existing siding with galvanized metal siding, flashing, trim, and bevel wood siding; repair/replacement of existing areas of stucco; repainting; replacement of gutters as needed; repair of exterior stairway and concrete work; new security locks for doors and gate; and professional design expenses. Subject to approval by the Urban Renewal Agency, the façade improvement program provided a 50/50 grant with a maximum grant award of \$25,000 per fiscal year.

The Design Assistance Team (DAT) met on June 21, 2017 and reviewed the pre-application submittal for the total façade improvement project (Phase I and II). They met again on July 13, 2017 and reviewed the final submittal. The DAT discussed the project and

recommended approval as submitted (Phase I & Phase II).

A public hearing before the Planning Commission was held on August 8, 2017 for approval of the applicant's Architectural Design Review application, which was required because the property was located in the Waterfront Heritage District (WH). The property was also located in the floodplain; and during phase I of the project, compliance with the City's Flood Damage Prevention Ordinance (CBMC 17.347) was verified.

According to the programs eligibility standards, all commercial property and/or businesses located within the designated urban renewal districts were eligible for the façade grant program. Only one grant per tenant and/or property owner per building location in any one fiscal year period (July 1 through June 30).

The program also required three bids for the façade project be obtained. Ms. Sause provided one bid for the proposed Phase II improvements of \$62,000 which was consistent with the bids from Phase I. She attempted to get the required number of bids; but contractors in the area were busy, and they were unable to provide bids. Timing/completion of the project was important in order to get materials in the same runs/batches that matched the completed two elevations.

Elizabeth Kinsey, the tenant of Ms. Sause subject property, stated she believed the project was necessary and was pleased with the response from the community on the project.

Board Member Farmer moved to award a second (Phase II facade improvement grant for up to \$25,000 from the 2017/2018 fiscal year budget for the property owner of 737 North Front Street to allow the property owner to order the needed material to complete the facade improvement. Board Member Marler seconded the motion which carried. Ayes: Benetti, Farmer, Groth, Kilmer, Kramer, Marler. Absent: DiNovo.

Executive Session

An executive session meeting was scheduled and advertised to be held at the March 20, 2018 City Council Meeting but was moved to the Urban Renewal Agency meeting. The executive session meeting was held pursuant to Oregon Revised Statute (ORS) 192.660 (2) (e) for the purpose of discussing real property negotiations. No decisions were made.

Adjourn

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



Stephanie Kramer, Chair

Attest:



Drew Farmer, Secretary