



CITY OF COOS BAY URBAN RENEWAL AGENCY IMPROVEMENT PROGRAM GRANT PRE-APPLICATION

It is the intent of the Coos Bay Urban Renewal Agency to improve specific areas of a city that are poorly developed or underdeveloped eliminate "blighting" conditions and improve conditions to encourage economic development. Coos Bay has two separate urban renewal districts.

The Coos Bay Urban Renewal Agency Improvement Program is a grant program designed to provide financial assistance to property owners and tenants of commercial properties to promote the revitalization of Coos Bay's Urban Renewal Districts. Matching grants may be awarded up to 50% of the project cost from a minimum of \$1,000 to a maximum of \$25,000. A total project of under \$2,000 would not be eligible for assistance under this program. There is no fee for the pre-application or full application for the grant program.

Eligibility: Owners of commercial buildings or businesses within the Downtown and Empire urban renewal districts are eligible for the façade grant program. Only one grant per tenant and/or property owner per building location will be allowed in any one fiscal year period [July 1 through June 30].

Eligible Improvements: The URA offers the Improvement Program to assist in urban renewal district building improvement financing. Designed to revitalize these commercial areas and support housing as a secondary use, eligible properties may be considered for a URA grant or loan funding. Traditionally grants or loan funding is 50% of eligible project costs but the Agency has sole discretion to increase the grant or loan funding percentage. Minimum grants are \$1,000 for a \$2,000 project. Requests for grants greater than \$1,000 and loan amounts and loan terms are determined by the Agency on a case-by-case basis depending on need and proposed project positive impact.

Qualifying Improvements: Qualifying improvements include:

- Restoration of masonry, brickwork or wood and metal cladding
- Replacement or repair of architectural features
- Awnings, including replacement or repair of existing awnings
- Exterior lighting, including replacement/repair of exterior lighting
- Gutters and downspouts
- Windows, doors, trim
- Entrances
- Structural support or new construction for façade(s)
- Painting (as part of a construction project)
- Sidewalks (as part of an overall project)
- Design, architectural, and engineering services, up to 15% percent of the total project cost, to a maximum of \$7,500
- Building improvements as regulated in CBMC Title 15 (Buildings and Construction) to accommodate housing as a secondary use
- Building fire/life/safety improvements routinely necessary for cost effective and successful rehabilitation of older buildings including but not limited to HVAC, sprinkler systems, elevators, electrical, plumbing improvements, accessibility work and public infrastructure work related to the building improvement (sewer and water lines are examples).
- Permanent native and perennial landscaping, irrigation and hardscape integral to project design visible to the public such as trees, landscape walls, in-ground lighting and walkways up to 5% of a total project cost. Up to an additional 2.5% may be authorized for project landscaping if the additional funding is used for "green" landscaping features, such as but not limited to bioswales, rain gardens, etc.
- Other improvements meeting the Program intent.

Additional Requirements

- A business owner who is a tenant will be required to provide written approval from the legal property owner.
- If multiple projects are undertaken at one building, an application must be provided for each project, and one award per project will be allowed in any fiscal year (July 1 through June 30). For projects, continuity of building improvements from year to year is required.
- For single projects, one award per building location will be allowed in any fiscal year (July 1 through June 30).
- Program funds cannot be used for routine maintenance.
- A property whose owner or tenant is in default on any municipal or Local Improvement District property taxes, special assessments, or debt to the City is not eligible.
- The Urban Renewal Agency has sole authority to determine eligibility of proposed work and acceptability of completed work.
- Certain areas, such as the Empire and waterfront areas, have design standards that must be followed. See the Empire Design Standards and Waterfront Heritage Design Standards for information.
- The applicant must agree to maintain the grant-funded improvements in good condition for not less than five (5) years and to make prompt repairs due to any vandalism and eradicate any graffiti immediately.
- Design Assistance Team review for exterior improvements is required.
- Three detailed written bids, from licensed contractors shall be required for the project work unless waived by the URA

How to Apply Our staff will be happy to guide you through the process. Start by completing a Pre-Application form and returning it to the Planning Division of the Public Works and Community Development Department at City Hall. There is no fee to apply for the Program.

Steps for Applying for an Urban Renewal Improvement Program

1. Pre-application: Meeting and review with staff and the Design Review Committee.
2. Application: Meeting and review with staff and Design Review Committee.
3. Architectural Design Review: An architectural review by the Planning Commission is required for properties located in a design standards area (map attached). The application is available from the Public Works and Development Department and the city's website.
4. Design Review Committee recommendation to the Urban Renewal Agency.
5. Urban Renewal Agency Approval.
6. Application submittal for required structural permit and floodplain permit (if required).
7. Project completion, final building inspection and final inspection based on grant project.
8. Final invoice submittal with proof of contractor(s) payment for processing reimbursement.

Contact Information

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www.coosbay.org



Urban Renewal Improvement Program

City of Coos Bay

PRE-APPLICATION

Name of applicant: _____

Mailing Address: _____

Name of business: _____

Address of business storefront or building to be rehabilitated: _____

Is the property located in the floodplain: _____

Phone number: _____ E-mail address: _____

Type of business: _____

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 IMPROVEMENTS: Please describe the proposed improvements to the property. Attach color photographs that show existing conditions of the proposed renovation area. Briefly describe proposed improvements:

Signature

Date

Steps for Applying for a CB URA Improvement Grant

1. Pre-application: Meeting and review with staff and the Design Review Committee.
2. Application: Meeting and review with staff and Design Review Committee.
3. Architectural Review: An architectural design review by the Planning Commission is required for properties located in a design review district. The Architectural Design Review application is available from the Public Works and Development Department.
4. Design Review Committee recommendation to the Urban Renewal Agency.
5. Urban Renewal Agency Approval.
6. Sign Grant Agreement and begin project.

Return Pre-Application to:

**COOS BAY URBAN RENEWAL AGENCY
Community Development Department
500 Central Avenue, Coos Bay, OR 97420**

For staff use:

Process/Step	Date	Notes
Review of pre-application; meeting with applicant and the Design Review Committee scheduled		
Applicant notified of DRC recommendation and application status		
Full application received		
Property in Design Review District – Land Use Review required		
Grant proposal scheduled for Urban Renewal Agency meeting		
Contact applicant with status of application; grant agreement prepared for signatures		