

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

June 19, 2007

The minutes of the proceedings of a meeting 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, 500 Central Avenue, Coos Bay, County, Oregon.

Those Attending

Those present were Chair Jon Eck and Board Members Michele Burnette, Mark Dally, Jeff McKeown, and John Muenchrath. Board Members Roger Gould and Stephanie Kramer were absent. Staff present were City Manager Chuck Freeman, City Attorney Nate McClintock, Acting Deputy Recorder Jackie Mickelson, Assistant City Manager Joyce Jansen, Public Works and Development Director Jim Hossley, Fire Chief Stan Gibson, Library Director Carol Ventgen, Police Captain Rodger Craddock and Police Captain Gary McCullough.

**Review of the Management Agreement with the
Egyptian Theatre Preservation Association**

Susan Watson, Egyptian Theatre Preservation Association treasurer, briefly reviewed the financial report of the Egyptian Theatre. David Engholm reported on repairs, new items, and current activities at the Egyptian Theatre and reported after receiving the 501C3 from Internal Revenue Service they would be pursuing grants for larger needed repairs. Mr. Engholm briefly reviewed the process of becoming a member and reported the current membership was 500. He further commented if anyone wanted to become a member they would be a founding member, and the cost would be half price through December.

Chair Eck commended the Preservation Association for success with the Egyptian Theatre, and requested the Agency table the contract renewal until the next meeting when Board Members Kramer and Gould could vote. Board Member Burnette moved to table the renewal of the management agreement with the Egyptian Theatre Preservation Association. Board Member Dally seconded the motion which carried with Chair Eck and Board Members Burnette, Dally, and Muenchrath voting aye. Board Members Gould and Kramer were absent.

Update on the Fire Station Project

Architect Joe Slack briefly reviewed the potential new fire station site location between Elrod and Donnelly Avenue. Mr. Slack reported the location consisted of two separate parcels one being the location of the Presbyterian Church and the other parcel was a parking lot owned by the mortuary. Mr. Slack commented the sites would be an adequate size for the fire station and briefly reviewed the existing site plan and three possible site plan options. Mr. Slack reported site plan Option A demonstrated a scheme without purchasing the mortuary parking lot, but would be approximately four parking spaces short; site plan Option B worked well and was similar to the scheme of the Curtis Avenue plan with plenty of parking area; and site plan Option C demonstrated the purchase of the compass building with excess property that could be sold, and would not need the purchase of the mortuary parking lot.

Chief Gibson commented he felt Option C site plan would be best because it would cause less traffic issue because their apparatus would come out on 4th Street, but he has not spoken to owners of the building so it is just a conceptual plan at this time. Board Members discussed the different potential site location options, cost of the compass building, space for training, egress and ingress issues, and parking details. Mr. Slack commented the next step would be to conditionally secure the site and have a soil sample analysis done. The Agency discussed waiting for the Church to contact the Agency.

Approval of the Proposed Changes to the Façade Program

Public Works and Development Director Jim Hossley commented in November 2006 the Agency approved a Façade Program for improvement to the Downtown and Empire Urban Renewal District properties. Mr. Hossley commented this has been very popular; however, only two letters of commitment have been signed and only one project completed. He further commented other applicants have requested funding, but the annual available funding had been allocated to proposed projects. Mr. Hossley reported the major cause of delay for the applicants was difficulty in getting bids from contractors. Mr. Hossley reported the Agency requested staff make revisions to the Façade Program Guidelines for their consideration. Mr. Hossley reported staff's proposed changes were for the applicant to submit three detailed, itemized competitive bids with the initial grant application, documents demonstrating financial ability to completed the project, a time limit for providing additional information when needed, a time line between Agency approval of the application and signing of the Letter of Commitment, and additional detail on city inspection of the finished project.

Board Member Daily inquired if the Design Review Committee had been approached with ideas for guidance on signage design recommendation for this program. Assistant City Manager Joyce Jansen reported she requested Planning Administrator Laura Barron work on this as time permitted. Board Member McKeown commented he would like to discuss design standards in the goal setting session meeting. Board Member Muenchrath moved to accept the proposed changes made by staff. Board Member Burnette seconded the motion which carried with Chair Eck and Board Members Burnette, Daily, and Muenchrath voting aye. Board Members Gould and Kramer were absent.

Discussion on Developing the Design Plan for the Plaza Located at 255 South Broadway – Also Known as the Pedway

Public Works and Development Director Jim Hossley demonstrated a proposed low cost enhanced design plan for the Pedway area, and commented the proposed items to be added could be moved to a new location later if needed. The Agency discussed possibly enhancing the area now and developing a long term plan to include the enhancement. Mike Tribble, Coos Bay, suggested adding some kind of wind break to the Plaza area because of the wind, and commented the Egyptian Theatre Association would like to have input on the murals. Joannie Johnson, Sincerely Yours Antique Mall, expressed her concern of the Pedway Plaza project not being worked on this year. Anna Marie Larson, Coos Bay, commented she would like to see the tables and benches added to the Plaza area and commented she didn't

believe there would be problems with homeless people occupying them. Board Member McKeown moved to proceed with the Pedway improvements presented by staff for \$5,000, and direct staff to go out for an RFP with design architects for long term improvements to the Pedway Plaza area. Board Member Daily seconded the motion which carried with Chair Eck and Board Members Burnette, and Daily voting aye. Board Member Muenchrath voting no. Board Members Gould and Kramer were absent.

Public Comments

Joannie Johnson, Coos Bay, expressed concern on the proposed new fire station on Elrod and Donnelly because of potential traffic and parking issues. Geno Landrum, Coos County, expressed concern for limited emergencies services, and suggested the Fire Department be more community oriented by adding a community center, a command post for FEMA, and a 911 call center.

Chair Eck commented the Agency would be suspending the meeting and reconvening after the Council meeting.

Executive Session

Board Member Burnette moved to go into executive session pursuant to ORS 192.660 (2)(e) for the purpose of discussing real property negotiations. Board Member Daily seconded the motion which carried with Chair Eck and Board Members Burnette, Daily, and Muenchrath voting aye. Board Members Gould and Kramer were absent.

The Agency reconvened into regular session.

Adjourn

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

Jon Eck, Chair

Attest:

Mark Daily, Secretary