

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

**March 3, 2009**

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, 500 Central Avenue, Coos Bay, County, Oregon.

**Those Attending**

Those present were Chair Gene Melton and Board Members Mark Daily, Jon Eck, Joanie Johnson, and John Pundt. Board Members Stephanie Kramer and Jeff McKeown were absent. Staff present were City Manager Chuck Freeman, City Attorney Nate McClintock, Deputy Finance Director Susanne Baker, Economic and Community Development Manager Joyce Jansen, Public Works and Development Director Jim Hossley, City Engineer Carl Nolte, Finance Director Rae Lea Cousens, Police Chief Rodger Craddock, and Fire Chief Stan Gibson.

**Approval of the Minutes of February 17, 2009**

Board Member Eck moved to approve the minutes of February 17, 2009 as presented. Board Member Johnson seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Johnson, and Pundt voting aye. Board Members Kramer and McKeown were absent.

**Review and Direction on the Virtual Business Incubator Grant Program**

Economic and Community Development Manager Joyce Jansen stated the Virtual Business Incubator Program is a success and after being in effect for several months there are areas requiring clarification. Grant Criteria: Ms. Jansen stated the application has been changed to require an explanation how items will enhance or improve a business. The VBI Grant: By consensus of the Board Members the non-profits that the City provides funding through the budget process are also eligible for the VBI grants. Transient Businesses: City Attorney Nate McClintock will provide a written opinion on the status of a transient business as it relates to the urban renewal districts. Combining Grant Funds with the Façade Grant Program: By consensus of the Board Members, the VBI grants cannot be used as a match for the façade grant. By consensus of the Board Members, training at the Business Development Center needs to be current and completed to qualify. The Needs Assessment Form asks if the business owner has a business plan and the program requires submission of a business plan prior to the release of grant funds.

**Consideration of a Virtual Business Incubator Grant Application**

Economic and Community Development Manager Joyce Jansen stated the Virtual Business Incubator program is well received and it is time for the Agency to consider approving additional funds. Board Member Eck asked about the balance of the Downtown and Empire Urban Renewal funds. City Manager Chuck Freeman stated the unencumbered Downtown Urban Renewal Fund balance is \$1,612,457.13 and \$893,807.87 in the Empire Urban Renewal Fund. Board Member Daily moved to approve an additional \$50,000 for the Downtown Urban Renewal Fund VBI and \$25,000 for the Empire Urban Renewal Fund VBI. Board Member Johnson

## **Urban Renewal Agency Minutes – March 3, 2009**

seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Johnson, and Pundt voting aye. Board Members Kramer and McKeown were absent.

### **Consideration of a Virtual Business Incubator Grant Application Submitted by Paris Flea Market, The Dunes Coastal Living, Katrina Kathleen's, and Bay Area Body Jewelry**

Economic and Community Development Manager Joyce Jansen presented grant applications on behalf of Paris Flea Market for \$7,447 for replacing and/or upgrading signage, building directory, advertising, new lighting, window, paint ceiling and trim, and flooring in the entry; Katrina Kathleen's for \$8,018 for installation of energy efficient lighting, replacing carpet, and adding signage for the windows; The Dunes Coastal Living for \$8,061 for signage, marketing, and advertising; and Bay Area Body Jewelry for \$7,788 for advertising.

Board Member Eck asked the status of the substandard Fletcher building stating he does not want to approve grant funding if the building is not going to be remedied. City Engineer Carl Nolte stated the building has been declared substandard, Mr. Fletcher is working with a structural engineer, a report is pending, and by April 1<sup>st</sup> an acceptable maintenance plan must be submitted to the City. If Mr. Fletcher accepts the building maintenance plan and schedule, the building can be remedied; if not, the City will move forward in conformance with the code.

Board Member Pundt suggested the funding be released once the building is brought into code. Board Member Daily suggested items not pertaining to code issues such as advertising, marketing, display racks, etc could be approved separately. Board Chair Melton suggested the applicants wait for the results of the structural report. Board Member Daily moved to approve The Dunes Coastal Living and Bay Area Body Jewelry grant applications in the amount of \$7,500 each. Board Member Melton seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Johnson, and Pundt voting aye. Board Members Kramer and McKeown were absent.

### **Presentation on the Visitor Information Center Project Budget**

Hilary Baker, Crow/Clay and Associates, stated there is now a clear understanding they are responsible for the entire budget not-to-exceed \$1.2M. Ms. Baker presented a revised budget and floor plan placing the glass pavilion to the west of the existing structure which will remain. To meet budget constraints the Virtual Business Incubator was not accommodated in the configuration and the square footage reduced from 3,820 sf to 2,700 sf. Mike Crow, Crow/Clay and Associates stated decisions need to be made regarding the square footage, and exterior and interior floor plans. The current design has retained the existing exterior design and simplified the interior to meet the budget. The brick exterior and site work are a large component of the project and changes to those components would redirect the budget to increase the square footage.

Board Member Eck stated the building size must meet the needed square footage otherwise the project should halt. Councilor Daily and Pundt suggested forming a committee to assist the architect in the design to achieve the square footage and an exterior design suitable to meet the budget. A consensus of the Council was for the committee to meet next Wednesday, 9:00 a.m. at the offices of Crow/Clay and Associates.

**Urban Renewal Agency Minutes – March 3, 2009**

**Public Comments**

Steve Pickering, announced the Community Choir event March 10<sup>th</sup>, 7:00 p.m. Gino Landrum, 63281 Clover Drive, Coos Bay complimented the Virtual Business Incubator program and asked if there would be leased spaces available in the new building. Harold Fulcor, Bay Area Body Jewelry, thanked the Agency for the grant.

**Adjourn**

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

  
Gene Melton, Chair

Attest:

  
Mark Daily, Secretary