

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

June 7, 2011

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 Jennifer Groth, Joanie Johnson, Stephanie Kramer, John Muenchrath, Crystal Shoji, and Mike Vaughan. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Acting Finance Director Susanne Baker, Acting Deputy Finance Director Amy Kinnaman, Planning Administrator Laura Barron, Operations Administrator Randy Dixon, Economic Revitalization Administrator Joyce Jansen, Acting Library Director Carol Ventgen, Fire Chief Stan Gibson, and Police Captain Cal Mitts.

Public Comments

No comments were given.

Consent Calendar

Chair Melton reviewed the consent calendar which consisted of 2a: approval of the minutes of May 17, 2011; 2b: adoption of Resolution 11-02 extending worker's compensation coverage to urban renewal volunteers; 2c: adoption of Resolution 11-03 complying with the Government Accounting Standards Board (GASB); and 2d: adoption of Resolution 11-04 amending the Empire Urban Renewal Plan to include the Boat Building Center Project. Board Member Shoji requested item 2a approval of the minutes of May 17, 2011 be moved down to the agenda as item 3a for further discussion. Board Member Shoji moved to approve the consent calendar as amended adopting Resolution 11-02 extending worker's compensation coverage to urban renewal volunteers, adopting Resolution 11-03 complying with the Government Accounting Standards Board (GASB), and adopting Resolution 11-04 amending the Empire Urban Renewal Plan to include the Boat Building Center Project. Board Member Muenchrath seconded the motion which passed with Chair Melton and Board Members Groth, Johnson, Kramer, Muenchrath, Shoji, and Vaughan voting aye.

Public Hearing on the Approved Budget for Fiscal Year 2011/2012 – Adoption of Resolution URA 11-01 Would Adopt the Budget, Make Appropriations, and Levy Taxes

Acting Finance Director Susanne Baker stated the proposed budget for fiscal year 2011/2012 was reviewed by the Urban Renewal Agency Budget Committee on April 21, 2011, and was approved for forwarding to the Agency for adoption. Chair Melton opened the public hearing no public comments were given and the hearing was closed. Board Member Muenchrath moved to adopt Resolution URA 11-01 adopting the budget for fiscal year 2011/2012, making appropriations and levying taxes. Board Member Johnson seconded the motion which passed with Chair Melton and Board Members Groth, Johnson, Kramer, Muenchrath, Shoji, and Vaughan voting aye.

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Approval of the Minutes of May 17, 2011

Board Member Shoji requested the minutes of May 17, 2011 be amended to reflect a comment she made during the consideration of a Façade Improvement Grant for Richard and Fe Hooker of Handbags & Souvenirs. Board Member Shoji stated business owners should not be punished for the building owners' problems or negligence. Board Member Kramer move to approve the minutes of May 17, 2011 as amended. Board Member Muenchrath seconded the motion which passed with Chair Melton and Board Members Groth, Johnson, Kramer, Muenchrath, Shoji, and Vaughan voting aye.

John Zhen's Request for a Façade Grant Extension and Partial Payment

Economic Revitalization Administrator Joyce Jansen stated in November 2010 the Urban Renewal Agency approved a \$75,000 façade grant on behalf of Mr. John Zhen who owned three properties located at 1050, 1088, and 1090 Newmark Avenue. The properties consisted of the Beijing Restaurant, dv8 Lounge, retail space, and a Laundromat. In April, Mr. Zhen reported the façade improvement project was completed and requested payment of grant funds. The façade was inspected and found to be incomplete in accordance to the design plans submitted for the grant. The Design Committee and staff met with Mr. Zhen and his contractor to review the project plan and followed up with an on-site visit. Pilasters were not constructed on the west portion of the building, the body of the building was painted Coventry Gray rather than the recommended color of Valley Forge Tan, and the parapet on the east and west sides of the building did not follow the "step down" design. Ms. Jansen stated the color was in the approved color palette for the Empire design area so repainting the building would not be required. Mr. Zhen was currently working to address the other issues identified but requested a six month extension on the façade grant and partial payment in the amount of \$50,000 to complete the project. The remaining balance of the grant would be paid upon completion and final inspection of the façade improvement. Ms. Jansen stated the program guidelines did allow for a six month extension with Agency approval however the partial payment of the grant funds was not part of the façade program, but was within the Agency's authority to consider.

Board Member Kramer inquired about the timeframe for completion whereby Ms. Jansen estimated five to six months. Hillary Baker, Chair of the Design Review Committee (DRC), commended Mr. Zhen for his improvement efforts. Ms. Baker stated the final improvement made by Mr. Zhen deviated from the plans that were approved by the DRC and the Planning Commission. Ms. Baker expressed concern over the effectiveness and validity of the DRC's role in consideration of Mr. Zhen's project having disregarded the committee's recommendation and the conditions of Planning approval. Board Member Shoji inquired as to the process for approval during the Planning Commission. Planning Administrator Laura Barron stated consideration and approval was based on a public hearing. Chair Melton inquired if there was a known reason for the difference between the approved plans and the completed project. Mr. Zhen stated final construction deviated from the plan due to differences between the plans and the building's actual elevations. Board Member Muenchrath inquired if Mr. Zhen anticipated any further deviations from the approved plan. Mr. Zhen stated he anticipated completing the required step down design and may look into getting approval to add a mural and fish pond. Board Member Johnson inquired if Mr. Zhen had hired an architect to provide a completed design. Mr. Zhen stated he did have an architect. Chair Melton expressed concern about the lack of architectural stamp on the drawings and Ms. Baker's noted disregard for planted

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shrubbery to help abate noise. Mr. Zhen felt it was more important to spend the money to improve the parking lot. Mr. Zhen asked the agency to also consider the age and the fact no repairs had been made to the building since the time it was built. Board Member Shoji stated she appreciated Mr. Zhen's efforts and understood how plans could differ from the final improvement. Board Member Johnson requested Mr. Zhen be required to submit accurately scaled drawings. Board Member Shoji stated it was not a requirement of the agency and Mr. Zhen should not be asked after-the-fact. Chair Melton suggested improving upon the requirements of the Façade Improvement Program and requirements of the DRC. Board Member Muenchrath moved to approve the six month extension of the grant and authorize a partial grant payment of \$50,000, with the remaining \$25,000 contingent submission of plans and upon completion of the step down as approved by the Design Review Committee. Board Member Shoji seconded the motion which passed with Chair Melton and Board Members Groth, Johnson, Kramer, Melton, Muenchrath, and Shoji voting aye and Board Member Vaughan voting nay. City Manager Rodger Craddock stated there was a joint work session scheduled for June 28th between the City Council, Planning Commission and Design Review Committee. Mr. Craddock suggested adding to the agenda consideration of improving the requirements for the Façade Improvement Program and the DRC.

Approval of a Concept Plan for 7th and Central Avenue

Operations Administrator Randy Dixon stated the city's engineer of record Civil West had made revisions to the proposed improvements to the Central Avenue and 7th Street intersection. The improvements were intended to enhance traffic safety at the intersection and improve the overall traffic circulation in the downtown area. Mr. Dixon stated the total cost of the project depended on the level of assistance provided by Oregon Department of Transportation (ODOT) and the extent of the improvements made. Board Member Shoji inquired why there were proposed changes to 7th Street whereby Mr. Dixon stated it was to alleviate sight vision issues for pedestrians. Board Member Muenchrath inquired if accident data had been presented. Mr. Dixon stated accident data was previously presented by Civil West. Board Member Johnson stated it was extremely dangerous for pedestrians to cross given the current configuration and suggested the proposed plan could help to alleviate the problem. Board Member Johnson stated Robert Cribbens had made public comments at several meetings regarding this intersection. Board Member Vaughan suggested the project should incorporate additional landscaping. Chair Melton expressed concern for the ongoing maintenance of plants or landscaping. Board Member Groth stated she polled the suggested changes on Facebook and the majority of response was to make little to no changes. It was the consensus of the Agency to postpone consideration pending further information from the City's traffic engineer.

Discussion on the Downtown Vision

Planning Administrator Laura Barron stated the June 2010 Sustainable Design Assessment Team (SDAT) Report suggested the City create a vision for downtown as a tool to create an image of how Coos Bay would be viewed by visitors and locals. Further recommendations stated preserving the true pedestrian scale currently found should be maintained. From a joint Urban Renewal Agency, Planning Commission, and Design Review Committee work session ideas and discussion topics have been drafted into a vision statement accompanied by goals and objectives. The vision articulated through the goals and objectives were proposed to be used as a basis for decision-making to determine if proposed actions were consistent with the


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overall downtown vision. The vision would create a downtown that would be a "quality of life" asset for the entire community bringing unique spaces, recreation, excitement, history, social opportunities, and cultural resources to all residents and visitors. Ms. Barron presented the proposed goals; and series of objectives broken down by a physical element and organizational element. Board Member Groth inquired as to the intended use of the Downtown Vision. Board Member Muenchrath suggested the vision plan could be used as a guide for considering future projects. Board Members Shoji and Vaughan expressed support of the plan. Board Member Muenchrath moved to accept the goals, objectives, and organizational proposal and to revise physical objective number eight to read as follows: Rationalize and optimize existing parking facilities (RV) and provide directional signage; and revise physical objective number 15 to state: Explore and implement concepts to design and minimize criminal activity through architectural and urban design features. Board Member Kramer seconded the motion. The motion was opened up for discussion whereby Ms. Barron inquired if the goals two, three, and four provided enough direction for the Design Review Committee to begin work on design standards for the Downtown. Board Member Shoji suggested the standards should remain flexible with different options. City Manager Rodger Craddock stated a June 28th joint work session was scheduled between the City Council, Planning Commission, and Design review Committee for further review of the Empire Design Standards Draft Revision. Board Member Groth questioned if the Agency had given enough input on the plan. Ms. Barron suggested adding the plan to the city's website to request public's input on the proposal. A call for the motion was made which passed with Chair Melton and Board Members Groth, Johnson, Kramer, Muenchrath, Shoji, and Vaughan voting aye.

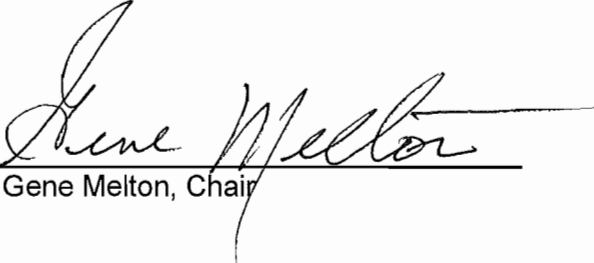
Adjourn

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

Attest:



Jennifer Groth, Secretary



Gene Melton, Chair