

**CITY OF COOS BAY  
JOINT CITY COUNCIL / URA WORK SESSION  
Agenda Staff Report**

<b>MEETING DATE</b> January 10, 2017	<b>AGENDA ITEM NUMBER</b>
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TO: Mayor Benetti and City Councilors  
FROM: Eric Day, Community Development Director  
THROUGH: Rodger Craddock, City Manager  
ISSUE: NW Fitness Façade Improvement Grant Request

**BACKGROUND:**

The applicants representing 217 S. Broadway are proposing to:

- a) Repair and replace (as needed) all of the stucco/trim work
- b) Paint the east-facing façade
- c) Replace all of the windows and exterior doors
- d) Replace the awning with a better looking and functioning awning

The new windows will be energy efficient vinyl windows to lower energy costs. In order to provide additional safety, the facade will be flood-proofed with continuous concrete stem walls and a flood shield for the front door (this will be the first flood-proofed building in Coos Bay). The applicant's total interior and exterior improvement is estimated to be \$750,000.

The Design Assistance Team (DAT) met with the applicant on December 20, 2016 to review the Façade Improvement Grant for a pre-application meeting. The DAT discussed the project with the applicant; and upon completion of the meeting, they recommended the project be approved as submitted. Subject to approval by the Urban Renewal Agency, the Façade Improvement Program provides a 50/50 grant (based on the lowest bid) with a maximum grant award of \$25,000 per fiscal year.

The program requires three bids be obtained for the façade project. The applicant's representative H.G.E. submitted a letter outlining their attempts to obtain the required bids, included inviting six general contractors to the pre-bid walk through (four of which participated) and providing the plans to 12 plan exchanges in Oregon and Washington. They also made the plans available to national plan exchanges. In the end, they received only two bids for the proposed improvements - \$69,940 and \$86,745.

**ADVANTAGES:**

The project will be a visual improvement to the area which will assist in the revitalization of the Downtown District.

**DISADVANTAGES:**

None Identified

**BUDGET IMPLICATIONS:**

Funding for the Downtown Urban Renewal Façade Improvement Program (#57-940-520-2415) for the fiscal year 2016-2017 was \$100,000. Three projects approved in the 2015/2016 fiscal year were completed and paid out of the 2016/2017 fiscal year for a total of \$63,620. A façade improvement grant was approved in October for \$25,000 leaving \$11,380 in the line item to date.

Staff is asking the URA to conditionally approve this façade grant request using next year's façade grant funds for the downtown area which are not yet approved. As the funds are not dispersed until the work is complete the funds would not likely be needed until next fiscal year. By doing this the work on the façade would be able to commence on schedule.

**ACTION REQUESTED:**

If it pleases the City Council, conditionally award a façade improvement grant for up to \$25,000 to property owners of 217 S. Broadway using anticipated funds from the 2017/2018 budget.

Attachments: A      Applicant's submittal (application, structural drawings and color elevations)  
                  B      Photos of existing facade



# City of Coos Bay

## Façade Improvement Grant Program Application

Name of applicant Heather and Henry Delaney

Name of business HD2 Fitness dba Northwest Fitness

How many years in business 4

Address of business storefront or building to be rehabilitated 217 S Broadway

Phone number 541-601-0025 E-mail address heather@trainnw.com

Type of business sports performance and one-on-one training

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 FAÇADE IMPROVEMENTS

Please describe the proposed improvements to the property. Include three copies and one original color photograph that show existing conditions of façade proposed for renovation. Photos may be submitted electronically to [derler@coosbay.org](mailto:derler@coosbay.org). Describe completely proposed improvements:

The facade is being upgraded for appearance, function, safety, and energy efficiency. The plan is to repair and replace (as needed) all of the stucco / trim work on the east-facing facade of the building and to paint it. We will also be replacing all of the windows and doors. New windows will be energy efficient vinyl windows, with the second story windows being operable, to lower energy costs. In order to provide additional safety, the facade will be flood-proofed, with continuous concrete stem walls and a flood shield for the front door. The awning will also be replaced with a better looking and functioning awning.

Estimated cost of project \$750,000

Proposed start date December 12, 2016

Time line/estimated completion date for project 3-months

If this is a time critical project, please state latest date that applicant can be notified of grant funding approval as soon as information is available.

Brief explanation of factors contributing to the critical timing of this project: \_\_\_\_\_

The owner is eager to get into the building to begin work. As the building owners, it is their livelihood. Any project delay will cause monetary losses, as the owner is no longer operating business out of their previous facility.

The expected processing time from submission of application to final commitment of funds is 4-6 weeks.

**REQUIRED SUBMITTALS**

The following items must be with the application form:

1. Three (3) detailed, itemized competitive bids from licensed contractors for the proposed work. The grant award is based on the low bid, however, an applicant may use his/her choice of contractor and pay the difference.
2. Evidence of property ownership. A copy of property tax record (available from the county assessor's webpage) may be used. For tenant business applicants, written and signed permission from the property owner is required.
3. Evidence that all city taxes, licenses and fees are current. For taxes, a copy of property tax information from the Assessor's webpage. For licenses, a photocopy of current business license may be submitted.
4. Proof in the form of documentation from the applicant's bank or lending institution demonstrating financial ability to complete the project. This document would be similar to a letter of recommendation from your banker.
5. One copy of a location map. May be obtained from the Public Works Engineering Department.
6. If architectural changes are being made to the façade of the structure:
  - a. A site plan drawn to scale indicating property lines, existing and adjacent structures and existing landscaping is required.
  - b. 12 copies of building elevation(s) drawn to scale indicating all existing as well as proposed design and structural changes and building materials and colors. The elevation drawing(s) should also include the size and location on the building of any sign modifications or awning changes.
  - c. If the project is repair/replacement of siding, repair/replacement of existing architectural features, and painting, color digital pictures shall be submitted and a site plan drawing is not required.
7. 12 copies of materials and color samples

**NOTE:** If required information is not submitted with the application, application will be returned to Applicant for completion prior to review by the Design Review Committee.

The applicant understands that the proposed exterior storefront improvements must be evaluated and approved by the Coos Bay Urban Renewal Agency as well as other local agencies. Certain changes or modifications may be required by these agencies or by the Coos Bay Urban Renewal Agency prior to final approval for funding.

Improvements will be evaluated on the criteria listed in the guideline section of the Façade Improvement Grant Program description.

Grant funds are considered taxable income by the Internal Revenue Service. A W-9 form must be submitted to the City of Coos Bay if grant funds are awarded to the applicant.

**CERTIFICATION BY APPLICANT**

The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a grant, and is true and complete to the best of the Applicant's knowledge and belief.

If the Applicant is not the owner of the property to be rehabilitated, or if the Applicant is an organization rather than an individual, the Applicant certifies that her/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

Verification of any of the information contained in this application may be obtained from any source named herein.

  
\_\_\_\_\_  
Applicant Signature

8/17/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Applicant Signature

8/17/16  
\_\_\_\_\_  
Date

Return Application to:

**COOS BAY URBAN RENEWAL AGENCY  
Department of Community Development  
500 Central Avenue  
Coos Bay, OR 97420  
(541) 269-8918**





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MOTORSPORTS

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