

**CITY OF COOS BAY  
JOINT CITY COUNCIL / URA WORK SESSION**

**Agenda Staff Report**

<b>MEETING DATE</b> August 8, 2017	<b>AGENDA ITEM NUMBER</b> 2.a.
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**TO:** URA Chair Kramer and Board Members

**FROM:** Debbie Erler, Planner 1

**THROUGH:** Rodger Craddock, City Manager

**ISSUE:** Consideration of Approval for a Façade Improvement Grant for the Location of 737 N. Front Street

**SUMMARY:**

The applicant is requesting a Façade Improvement Grant to remove existing exterior materials; replace existing windows and doors at the main entry; install period-style goose neck lighting on street elevations; replace siding with galvanized metal siding, flashing, trim and bevel wood siding; repair/replace existing areas of stucco; repaint; replace gutters as needed; repair exterior stairway/concrete; new security locks for doors/gate; and professional design expenses. Subject to approval by the Urban Renewal Agency, the Façade Improvement Program provides a 50/50 grant with a maximum grant award of \$25,000 per fiscal year.

The Design Assistance Team (DAT) met on June 21, 2017 to review the pre-application submittal and again on July 13, 2017 to review the final submittal. The DAT discussed the project and recommended that it be approved as submitted. A public hearing before the Planning Commission is being held on August 8, 2017 for approval of the applicant's Architectural Design Review application, which is required because the property is located in the Waterfront Heritage District (WH). The property is also located in the floodplain; therefore, the project will be monitored to verify continued compliance with the City's Flood Damage Prevention Ordinance (CBMC 17.347). The restoration and preservation of this structure will provide aesthetic appeal to visitors and aid in the redevelopment of Front Street. 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. As required by the program, three bids for the façade project have been obtained. The bids for the proposed improvements are \$68,500.00, \$70,000.00 and \$75,500.00.

**ACTION REQUESTED:**

If it pleases the City Council, award a façade improvement grant for up to \$25,000 to the

property owner of 737 North Front Street.

**BACKGROUND:**

The partial two-story structure was built in 1940. There has been quite a variety of uses in the structure. Information available at City Hall indicate that in the 1950's the use of the structure was "Pat's Distributing." According to history provided by the owner in years past the structure was used as a roller rink, soda bottling plant, produce distribution, Mayflower storage, V.A. meeting hall, mill blade sharpening shop. In more recent years uses included retail sales of imports and books (1999-2001), saw sales/repair (1999-2000), a Saturday Market (2002-2003) and Morrison Studios (metal fabrication). The current use is a warehouse with a tenant that does glass work and boat repair. The building is under the applicant's ownership as of October 2016.

**BUDGET IMPLICATIONS:**

Funding for the Downtown Urban Renewal Façade Improvement Program (#57-940-520-2415) for the fiscal year 2017-2018 was \$150,000. The City Council award a façade improvement grant for up to \$25,000 to the owners of 217 South Broadway (NW Fitness) and a \$7,500 grant to the owner of 375 Central Avenue (Marshfield City Hall); therefore, \$117,500 is remaining.

**ATTACHMENT(S):**

- Applicants submittal



# City of Coos Bay

## Façade Improvement Grant Program Application

Name of applicant Heidi Sause

Name of business Corbett Building Investment LLC

How many years in business 12

Address of business storefront or building to be rehabilitated 731 N. FRONT  
COOS BAY, OREGON  
97420

Phone number 503-799-4245 E-mail address hnsause@aol.com

Type of business Real Estate Development, Rentals Commercial/Residential

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 \_\_\_\_\_  
SAME

### 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:

ATTACHED

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approx \$89M  
 Electrical Bid \$3973, Stucco Bid \$2500  
 Owners portion, lights, windows, doors ~\$15,000.  
 Estimated cost of project Bids for labor + siding, Contractor portion \$68,500  
 Proposed start date Mid August  
 Time line/estimated completion date for project 2-3 mos weather dependant

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

Brief explanation of factors contributing to the critical timing of this project: With coastal weather we hope to complete install of siding and new weather moisture barrier before rainy season. Stucco rehab takes 3 days of dry weather. Gutter repair is imperative. Optimistic target date Coos Bay Fun Festival?  
 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.
  - ✓ 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.

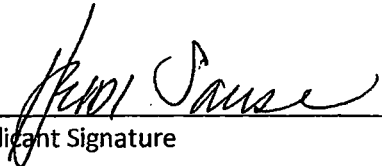
Grant funds are considered taxable income by the Internal Revenue Service. A W-9 form must be submitted to the City of Coos Bay if grant funds are awarded to the applicant.

**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

7/6/17  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Return Application to:

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

### **Detailed Description of 737 N. Front St. Proposal:**

To rehab the exterior of the warehouse, insuring the original characteristics that celebrate the "belonging and working history" of its Waterfront Heritage. We plan to integrate new materials - energy efficient windows, galvanized and coated corrugated siding, clear vertical grain Cedar/ Douglas Fir, the installation of beautiful but functional entry doors and restore the stucco while also utilizing reclaimed material (to the period) where aesthetically appropriate. Hopefully this project will include a signature statement - an impressive row of 1920's, Industrial Glass ad Cast Iron Street Wall Sconces (original - one of a kind collection).

It is our goal to create intrigue. If we make the structure appealing, clean and inviting, we hope to attract future tenants who will further invest in the revitalization of the Waterfront Heritage District and become one of the early 'anchors' to launch the draw of other entrepreneurs to this area. It may be part of a "Restaurant Recruitment Strategy" to build and they will come.

Empty buildings do not leave a good impression on all those who pass through our town. Our intention is to renovate the entire building with a subsequent Phase II residing the West and North walls. Conserving resources on the rehabilitation of this old building, with your matching funds, offers the opportunity to spend the savings on other improvements to the property enhancing the likelihood of drawing attention to the area and perhaps starting a new wave of development. We believe this greater combined effort will help attract a signature tenant who will complement and benefit the vibrance of our town.

With your approval and offer to participate, we will begin work immediately to pull permits and start construction. We are trying to beat the winter weather and hope to have the 'new face' completed in just a few months, ready for the public to enjoy, while we work on landscaping elements and build excitement for what's to come. Our timeline is short - we want to add value to the community soon.

We hope to complete this work in two phases. Phase I will focus on the East and South faces. Phase II will complete the project on the West and North faces of the building. We hope to apply for these simultaneously and begin Phase II immediately, weather permitting, upon the completion of Phase I.

### **Decision Criteria:**

We do **not** anticipate the cost of this development to exceed the "Substantial Improvement" threshold. It will not exceed 50 percent of the Market Value of the structure. Market value was established 10/06/16 with cash purchase, which has not yet been reflected on tax roll assessed value. (Same allocations for land/improvement applied.)

Nothing we anticipate doing will impact the Flood Hazard, this an 'elevated building', its floor is and will remain ABOVE the street level. There is no history of water ever invading this building.

The building is not water-dependent.

By improving the South side in Phase I, Birch St. face of the building, we hope to attract Pedestrian interest and get them 'out of their vehicles' to investigate the Waterfront. This side of

the building is highly visible from Hwy. 101 North traffic. This will help to accomplish the 'increased connectivity' goal of the Waterfront Heritage District Plan. This street leads to what the Plan also hopes will be a proposed public access/overlook area. The more attractive we can make this during the daytime AND night time - the better. It will leave a good impression of the Community whether the traffic stops or continues to drive on by.

**Objectives & Materials Phase I:**

- Demo existing siding, haul away South and East faces
- Replace Siding, heavy gauge corrugated, coated and painted steel
- Install moisture barrier
- Install new wood siding as directed by Architect for entry, East face
- Trim out existing windows
- Replace entry doors and windows with thermal pane energy efficient new materials
- Buy hardware and locks for doors
- Clean, repair and resurface portions of existing Stucco
- Apply flashing as needed
- Repair and replace gutters
- Replace exterior lighting with 12 vintage and authentic gooseneck, LED retrofitted lights.
- Clean and restore existing entry concrete steps and sidewalk
- Repair existing wooden stairway
- Paint trim and stucco
- Landscape uneven terrain around perimeter of building

**Phase II**

- Demo existing siding, gutters trim North and West faces
- Replace siding with identical material
- Install moisture barrier
- Trim out existing windows
- Potentially add windows to South and East faces
- Apply flashing
- Entry porch and stairway North face
- Replace West facing
- Repair rotted threshold under West facing door, replace deck and stairway
- Exterior security lighting installed for the dark side of building facing Marshfield Bargain House
- Rock and landscape perimeter West and North faces





Source: Esri, DigitalGlobe, GeoEye, i-cubed, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

Disclaimer:  
 This document is produced using a Geographic Information System (GIS).  
 The data contained herein is intended to be a graphical representation only  
 and is by no means an official survey or legal interpretation thereof. The City  
 of Bay Shore does not guarantee or representations of any kind, either expressed or implied, as  
 to the content, accuracy, completeness or reliability of this data.

Image Date: 7/6/2010



1 inch = 75 feet



Date: 5/22/2017

Joint CC & RA Work Session Meeting August 8, 2017





**CITY OF COOS BAY**  
 Public Works & Community Development Department  
 500 Central Avenue, Coos Bay, Oregon 97420  
 Phone 541-269-8918 Fax 541-269-8916

Permit No. **187-ZON** - \_\_\_\_\_

Date Received: \_\_\_\_\_

## LAND USE DEVELOPMENT REVIEW APPLICATION

For Office Use Only	
STAFF CONTACT	PROJECT NO(S).

**Type of Review (Please check all that apply):**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Annexation<br><input type="checkbox"/> Appeal and Review<br><input checked="" type="checkbox"/> Architectural Design Review<br><input type="checkbox"/> Conditional Use<br><input type="checkbox"/> Cultural Resources<br><input type="checkbox"/> Estuarine Use/Activities | <input type="checkbox"/> Home Occupation<br><input type="checkbox"/> Legislative/Text Amendment<br><input type="checkbox"/> Lot Line Adjustment<br><input type="checkbox"/> Partition<br><input type="checkbox"/> Planned Unit Development<br><input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Subdivision<br><input type="checkbox"/> Temporary Use<br><input type="checkbox"/> Vacation<br><input type="checkbox"/> Variance<br><input type="checkbox"/> Zone Change<br><input type="checkbox"/> Other _____ |
|--|---|--|

Pre-Application applications require a different application form available on the City website or at City Hall.

<b>Site Location/Address:</b> 737 N. Front Street, CB.	Assessor's Map No./Tax Lot(s): <b>2581326CA02500</b> Zoning: _____ Total Land Area: _____
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**Detailed Description of Proposal:**

*We would like to conduct deferred maintenance, painting, minor repairs to siding, stucco repairs, gutters etc.. Additionally if we are approved for Facade Improvement grant, we would replace existing doors at front with new door and return garage door entry look for functionality, replace windows with energy efficient, aesthetically appealing windows. New entry.*

**Applicant/Owner Name:** Heidi Sause-Corbett Building Inv. LLC Phone: 503-799-4245  
(please print)

**Address:** 68403 North Bay Rd. Email: hnsause@aol.com

**City State Zip:** North Bend, OR 97459

**Applicant's Representative:** Heidi Sause/Rick Teri Arch. Inc. Phone: 503-799-4245  
(please print)

**Address:** 68403 North Bay Rd. Email: hnsause@aol.com

**City State Zip:** North Bend, OR 97459

1. Provide evidence that you are the owner or purchaser of the property or have the written permission of owner(s) to make an application.
2. Copy of the deed for the subject property.
3. Address the Decision Criteria or Goals/Standards outlined in the Coos Bay Municipal Code chapter(s) related to your request.
4. Additional information: Date construction is expected to begin; estimated completion date of the total project and of individual segments; and anticipated future development.
5. Type II requires three (3) **complete hard-copy sets** (single sided) of application & submitted documents must be included with this application. One (1) complete set of digital application materials must also be submitted electronically or on CD in Word format. Additional copies may be required as directed by the Coos Bay Director of Community Development.
6. Type III requires **Ten (10) complete hard-copy sets** (single sided) of application & submitted documents must be included with this application. One (1) complete set of digital application materials must also be submitted electronically or on CD in Word format. Additional copies may be required as directed by the Coos Bay Director of Community Development.

Per City of Coos Bay Resolution 17-03, a 5% Technology Fee will be assessed on all permit and plan review fees.

The undersigned property owner(s) hereby authorizes the filing of this application, and authorizes on site review by authorized staff. I hereby agree to comply with all code requirements applicable to my application. Acceptance of this application does not infer a complete submittal. All amendments to the Coos Bay Development Code and to other regulations adopted after the application is approved shall be enforced where applicable. Approved applications and subsequent development is not vested under the provisions in place at the time of the initial application.

Applicant's signature	Date	Owner's signature (required)	Date
Joint CC/URA Work Session Meeting August 8, 2017			9

# COLOR CHART



ZINCALUME® Plus



Winter White



Surf White



Light Stone



Desert Beige



Taupe



Chestnut Brown



Classic Brown



Matte Black



Canyon Red



Rustic Red



Old Town Gray



X Old Zinc Gray



X Weathered Copper



X Slate Gray



Tahoe Blue



Everglade



Denali Green



Cypress Green



Forest Green



Copper Penny\*  
(Metallic Color)

Not all colors and profiles are available at all locations. Please see availability chart on back for details.

\* This coating is batch sensitive and directional in nature.  
† Subject to upcharge.



Burnt Rust  
(Premium Color!)



Country Rustic  
(Premium Color!)



Marshland CAMO  
(Premium Color!)



Woodland CAMO  
(Premium Color!)

PREMIUM COLORS  
\*Premium colors are subject to upcharge

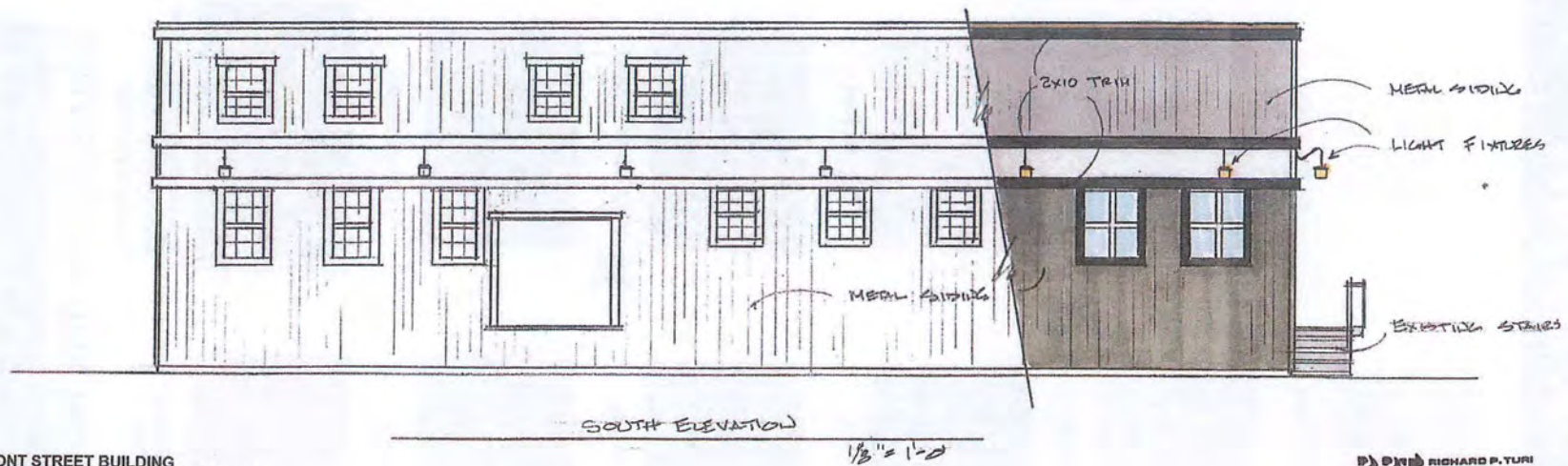
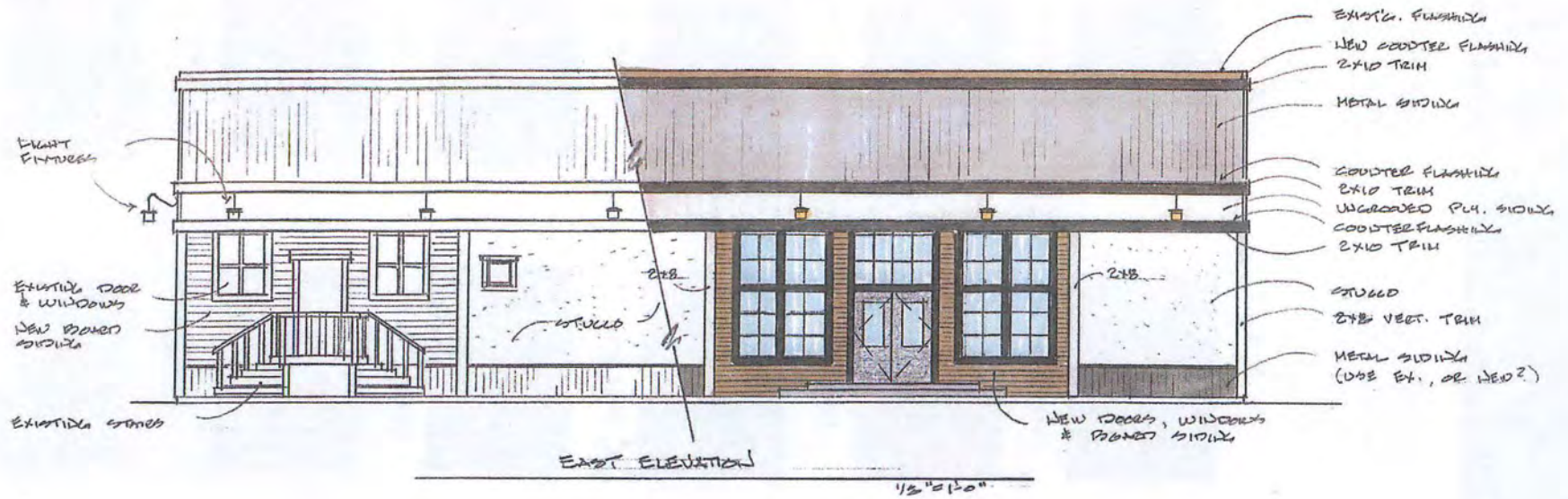
## ENVISION THE POSSIBILITIES

**REPRESENTATION OF COLORS MAY VARY DUE TO PRINTING LIMITATIONS.**

Sample color chips are available upon request. Consult your ASC Building Products representative for more information.

Joint CC/URA Work Session Meeting August 8, 2017





737 N. FRONT STREET BUILDING  
 • FAÇADE REMODEL ( FOR HEIDI SAUSE )  
 COOS BAY, OREGON

Joint CC/URA Work Session Meeting August 8, 2017