



## **CITY OF COOS BAY URBAN RENEWAL AGENCY MEETING NOTICE**

April 17, 2012

The meeting will be held immediately following the City Council Meeting  
Which begins at 7 p.m. in the Meeting Room at the Public Library  
525 Anderson Avenue – Coos Bay, Oregon

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1. Public Comments
2. Consent Calendar
  - a. Approval of the minutes of March 6, & 20, and April 9, 2012
  - b. Acceptance of March Combined Cash Report
3. Review of the Façade Improvement Grant Program
4. Adjourn

All citizens addressing the Urban Renewal Agency under regular agenda items or public comments  
are required by URA Rule 4.8.4 to sign-in on the forms  
provided on the agenda table and podium.

If you require a listening enhancement device please contact the City Recorder.  
Please silence electronic devices – Thank you.

**MINUTES OF THE PROCEEDINGS OF THE  
CITY OF COOS BAY URBAN RENEWAL AGENCY  
WORK SESSION MEETING**

**March 6, 2012**

The minutes of the proceedings of the City of Coos Bay Urban Renewal Agency Work Session held immediately following the City Council meeting held at 7 p.m. in the Library Meeting Room, 525 Anderson Avenue, Coos Bay, Coos County, Oregon.

**Those Attending**

Those present were Chair Gene Melton and Board Members Jennifer Groth, Jon Hanson, Stephanie Kramer, Crystal Shoji, John Muenchrath, and Mike Vaughan. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Intermediate Accountant Debbie Frankenberger, Public Works and Development Director Jim Hossley, Economic Revitalization Administrator Joyce Jansen, Library Director Samantha Pierson, Fire Chief Stan Gibson, and Police Captain Chris Chapanar.

**Discussion on the Urban Renewal Agency Priorities for the Upcoming Year**

A work session was held for the purpose of reviewing the 2012 Urban Renewal Agency priorities and activities. City Manager Rodger Craddock stated staff was preparing the FYE 2013 budget and part of the process was to put placeholders in the budget for possible urban renewal projects. Mr. Craddock explained the life cycle of the Urban Renewal Agency, sources of funding, and presented a spreadsheet projecting Urban Renewal debt service and tax increment funds for the next six years with actual numbers for the previous two fiscal years.

Mr. Craddock stated a geotechnical study was completed for the Coos Bay Library due to structural foundation issues which would cost approximately \$350,000. Staff suggested funding the repair with urban renewal funds because the library addition was built with urban renewal funds. Mr. Craddock requested Agency direction and priorities for the upcoming year. Consensus would be to use Urban Renewal funds for the Egyptian Theatre, façade grants, and economic development in the Downtown and Empire Districts.

The consensus of the Agency was to not use urban renewal funds for infrastructure and repair work to the Library foundation. City Manager Rodger Craddock stated staff would look for funding options for the library foundation repair work to present to the Agency.

**Adjourn**

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

\_\_\_\_\_  
Gene Melton, Chair

Attest:

\_\_\_\_\_  
Jennifer Groth, Secretary

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

**March 20, 2012**

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 Library Meeting Room, 525 Anderson Avenue, Coos Bay, Coos County, Oregon.

### **Those Attending**

Those present were Chair Gene Melton and Board Members Jennifer Groth, Jon Hanson, Stephanie Kramer, Crystal Shoji, and Mike Vaughan. Board Member John Muenchrath was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Public Works and Development Director Jim Hossley, Economic Revitalization Administrator Joyce Jansen, Library Director Samantha Pierson, Fire Chief Stan Gibson, and Police Chief Gary McCullough.

### **Public Comments**

Chair Gene Melton announced this would be the last meeting attended and reported by The World newspaper reporter Alice Campbell. Ms. Campbell stated she would be moving to Montana. Chair Melton and Board Member Shoji thanked Ms. Campbell for her efforts.

### **Consent Calendar**

Chair Melton reviewed the consent calendar which consisted of 2a: approval of the minutes of February 21, 2012; 2b: acceptance of the February 2012 URA combined cash report; 2c: adoption of Resolution 12-02 amending the Empire Urban Renewal Agency Plan to add the Dolphin Theatre as a project; and 2d: adoption of Resolution 12-03 accepting a grant from the Three Rivers Foundation and adopting the supplemental budget and making appropriations. Board Member Kramer moved to approve the consent calendar approving the minutes of February 21, 2012, accepting the February 2012 URA combined cash report, adopting Resolution 12-02 amending the Empire Urban Renewal Agency Plan to add the Dolphin Theatre as a project, and adopting Resolution 12-03 accepting a grant from the Three Rivers Foundation, and adopting the supplemental budget and making appropriations. Board Member Groth seconded the motion which passed with Chair Melton and Board Members Groth, Hanson, Kramer, Shoji, and Vaughan voting aye. Board Member Muenchrath was absent.

### **Consideration of Approval of a Façade Grant Application for Little Caesars Restaurant located at 789 South Broadway**

Economic Revitalization Administrator Joyce Jansen presented a façade improvement grant application on behalf of Jerry Briggs. Mr. Briggs recently leased property at 789 South Broadway and was preparing to open a Little Caesar's restaurant. Proceeds from the grant request would go towards refurbishing and recovering an awning. Ms. Jansen stated Mr. Briggs fulfilled the program requirements and as a commercial tenant was eligible for a grant up to \$5,000. The amount of the low bid was \$7,940 and included the cost for signage. Ms. Jansen advised the current grant program did not cover the cost of signage; which was estimated to cost \$500. The grant program provided a 50/50 match with grant funds based on the low bid; 50 percent of the low bid was \$3,970 with signage, or \$3,470 excluding the cost of signage.

## **Urban Renewal Agency Minutes – March 20, 2012**

The Design Review Committee reviewed the proposed project on March 5<sup>th</sup> and recommended the Little Caesar awning be in harmony with the adjoining businesses awning and the color orange be used only in the sign portion of the awning. Mr. Briggs requested to stay with his original design using the franchise colors of orange with black and white accents. Board Member Kramer inquired if the Little Caesar franchise had a requirement to use specific colors whereby Mr. Briggs confirmed the Little Caesar franchise did have a requirement to use specific colors. Board Member Groth inquired if signage was a permitted use of urban renewal funds. City Manager Rodger Craddock advised signage was a permitted use as long as it was part of a capital project and was not used to purchase advertising. Mr. Briggs stated he felt the cost of the signage was his responsibility and did not feel it was the Agency's responsibility. Board Member Shoji recommended the Agency not pay for signage and noted the exterior of the building was brown and that brown and orange were harmonizing colors. Board Member Vaughan suggested there was a distinction between allowing use of a franchise color and setting a precedent for future use of the color by non-franchised business owners. Chair Melton expressed support of the sign as presented by Mr. Briggs. Board Member Groth moved to approve the façade grant award for Little Caesars restaurant in the amount of \$3,470 for the color but not the signage as proposed in the application. Board Member Shoji seconded the motion which passed with Chair Melton and Board Members Groth, Hanson, Kramer, Shoji, and Vaughan voting aye. Board Member Muenchrath was absent.

### **Consideration of Approval of a Façade Grant Application for Jon & Patricia Webster located at 165 South 5<sup>th</sup> Street**

Economic Revitalization Administrator Joyce Jansen presented a façade improvement grant application on behalf Jon and Patricia Webster, owners of a building located at 165 South 5<sup>th</sup> Street. Their daughter Michelle Turner acted as their representative for the façade grant application process. Proceeds from the grant request would go towards remodel of the façade. The building was constructed in 1963 and the owners planned to remodel the building's façade to match the adjoining building, which they also owned. Ms Jansen stated only two of the three required bids were received but the third bid was in process. Current low bid for the project was \$51,200. Staff reviewed the application and pending receipt of the third bid, the application fulfilled program requirements. Ms. Jansen stated the grant program provided a 50/50 match up to \$25,000 for building owners with grant funds based on the low bid. The Design Review Committee reviewed the proposed façade project on March 5<sup>th</sup> and recommended the building retain its 1960's façade and façade improvements be made with an appropriate color scheme and replacement of the windows and doors. Ms. Jansen advised the owners wished to proceed with the remodel project as proposed in their application.

Board Member Groth inquired as to the condition of the current façade. Ms. Turner advised the front of the building was stucco and was in need of repair; noted the façade repairs would provide unity between the building located next door to 165 S. 5<sup>th</sup>, also owned by Mr. and Mrs. Webster. Chair Melton inquired if all of the windows were going to be replaced and if the concrete wall would be removed whereby Ms. Turner confirmed the windows would be replaced and part of the concrete wall would be removed and brought out at an angle to help tie the two buildings together. Board Member Shoji questioned whether the repairs were being made to out of necessity or to change the look of the building. Chair Melton suggested 5<sup>th</sup> Street was not part of the downtown core and was in favor of the proposed improvements. Board Member Kramer moved to approve the façade grant award for Jon and Patricia Webster for the project

## **Urban Renewal Agency Minutes – March 20, 2012**

as presented and award a grant in the amount not to exceed \$25,000. Board Member Hanson seconded the motion which passed with Chair Melton and Board Members Hanson and Kramer voting aye and Board Members Groth and Shoji voting nay. Board Member Vaughan did not vote. Board Member Muenchrath was absent.

### **Consideration of Funding Request for the Main Street Program**

Economic Revitalization Administrator Joyce Jansen stated the City of Coos Bay endorsed the Main Street Program as an economic and community development tool in November 2011 with the adoption of Resolution 11-27. The Downtown Association applied for and was accepted into the transforming Downtown Level of Main Street in January 2012. Ms. Jansen stated the Downtown Association was requesting the Agency consider short-term funding to establish the Main Street program in downtown Coos Bay in the amount of \$24,000 annually for three years. The Association had already committed funds to support Main Street and would be seeking grants to further support the program. City Manager Rodger Craddock stated the Main Street program had been a longtime goal of the City as an additional economic development and revitalization tool; and advised the proposed three year management agreement would limit funding in effort to guide the program to become self-sustaining. Board Member Shoji inquired about future commitments. Mr. Craddock advised if the Agency approved including the \$24,000 place holder in the Downtown Urban Renewal District budget for fiscal year 2012/2013, the Budget Committee would then have to approve to fund the Main Street Program which would then be forwarded to the Urban Renewal Agency for adoption; additionally the management agreement would include a clause stating future funding was subject to the availability of future funds.

Brian Bowers, President of the Coos Bay Downtown Association (CBDA) Board, stated the Main Street Program was based on a four-point strategy which included an Organization, a Promotion, a Design, and an Economic Development Committee. Mr. Bowers noted the CBDA's current budget was approximately \$30,000 which covered current expenses. In effort to cover the additional expenses of the Main Street Program the CBDA was applying for grants and looking for new fund raising opportunities. Additionally, due to the time commitment of the Main Street program the CBDA proposed to hire an employee to manage the process; an application was sent to the University of Oregon's Resource Assistance for Rural Environment (RARE) program which would provide a student for eleven months and a \$19,000 salary match. Additional needs included securing local office space, office supplies, office equipment, copying, mailing, advertising, and marketing. Board Member Groth inquired if the USDA grant was a single year or multi-year grant. Ms. Jansen advised it was a two year grant.

Board Member Shoji moved to direct staff to include the funding request in the proposed 2012/2013 budget and develop an agreement between the Downtown Association and the Agency for future consideration. Board Member Groth seconded the motion. Board Member Kramer inquired if there were other projects that would go unfunded if the assistance was provided to the CBDA to manage Main Street Program. Mr. Craddock advised funding previously budgeted for a contract with the South Coast Development Council (SCDC) to manage the Main Street program was unspent and could be used for new agreement with the CBDA. Board Member Hanson disclosed that several months ago Ms. Jansen had contacted his family's business (South Coast Office Supply) to inquire about purchasing office furniture but he was unaware if furniture was sold. A call for the question was made which passed with Chair

## **Urban Renewal Agency Minutes – March 20, 2012**

Melton and Board Members Groth, Hanson, Kramer, Shoji, and Vaughan voting aye. Board Member Muenchrath was absent.

### **Award of General Construction Contract for the Dolphin Theatre Project**

Public Works and Development Director Jim Hossley stated the City recently solicited a request for bids to demolish and renovate the existing restroom facilities at the Dolphin Theatre located at 580 Newmark Avenue. The remodel would provide restroom facilities meeting the Oregon Structural Specialty Code. Mr. Hossley noted the Agency previously committed \$100,000 toward the Dolphin Theatre improvement project. There were nine bids in total for the project ranging from a high of \$96,500 and a low of \$67,396. Board Member Kramer inquired how the Agency could be assured that the quality of the job was going to be the same as the job bid by the highest bidder verses the lowest bidder. Mr. Hossley stated all contractors would have to meet building code and build per the plan and further advised that all contractors bid against the same plans using the same requirements.

Board Member Kramer moved award the contract to demolish and renovate the Dolphin Theatre restrooms to Shane Thurston Construction for \$67,396 and authorized the City Manager to execute the contract on behalf of the Urban Renewal Agency. Board Member Kramer inquired why a contingency was not included with the contract. Mr. Hossley stated a contingency was not recommended but if that was the Agency's desire he recommended a contingency of \$6,700. Board Member Kramer amended her motion to include the addition of a contingency in the amount of \$6,700. Board Member Shoji seconded the motion. Board Member Shoji noted with the addition of the contingency Shane Thurston Construction was no longer the lowest bidder. Mr. Hossley stated if a contingency amount was to be included for consideration for the project it would then be applied to all bidders. Board Member Groth inquired if Shane Thurston Construction was a local contractor. Mr. Hossley advised Shane Thurston Construction was based out of Central Point. Chair Melton stated he was not in favor of a contingency. A call for the question was made which passed with Chair Melton and Board Members Groth, Hanson, Kramer, Shoji, and Vaughan voting aye. Board Member Muenchrath was absent.

### **Adjourn**

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

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Gene Melton, Chair

Attest:

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Jennifer Groth, Secretary

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

**April 9, 2012**

The minutes of the proceedings of the City of Coos Bay Urban Renewal Agency special meeting, held at 4 p.m. in the Public Works Meeting Room, 500 Central Avenue, Coos Bay, Coos County, Oregon.

**Those Attending**

Those present were Chair Gene Melton and Board Members Jennifer Groth, Jon Hanson, Stephanie Kramer, John Muenchrath, Crystal Shoji, and Mike Vaughan. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Economic Revitalization Administrator Joyce Jansen, and Police Captain Cal Mitts.

**Review Alternate Façade Grant for Jon & Patricia Webster located at 165 South 5<sup>th</sup> Street**

Economic Revitalization Administrator Joyce Jansen stated at the March 20<sup>th</sup> Agency meeting a façade grant on behalf Jon and Patricia Webster, owners of a building located at 165 South 5<sup>th</sup> Street, was approved. The Design Review Committee reviewed the proposed façade project on March 5<sup>th</sup> and recommended the building retain its 1960's façade and façade improvements be made with an appropriate color scheme and replacement of the windows and doors. Ms. Jansen advised the owners wished to proceed with the remodel project as proposed in their application and the Agency approved a grant not to exceed \$25,000. After the Agency's decision, Board Member Vaughan contacted the building owners and discussed options for retaining the original 1960's design. The Webster's accepted the design and request to change the project, which would be significantly different than approved. The project would include replacement of exterior lighting, windows, and door with the change being the style of the building. The conceptual plan would retain the original façade design; replace the soffit with cedar; add cedar accents around the door and windows; the diamond argyles would be painted an accent color; and the final exterior color yet to be determined. The conceptual plans were approved by the Design Review Committee on April 5<sup>th</sup> and unanimously recommended to be approved by the Agency. The Webster's have completed the bid process for the original project and staff would recommend the Agency waive new bidding requirements. Board Member Muenchrath moved to approve the revised façade project for Jon and Patricia Webster as presented, award a total grant not to exceed \$25,000, and to accept the previous three bids submitted. Board Member Shoji seconded the motion which passed with Chair Melton and Board Members Groth, Hanson, Kramer, Muenchrath, Shoji, and Vaughan voting aye.

**Adjourn**

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

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Gene Melton, Chair

Attest: \_\_\_\_\_  
Jennifer Groth, Secretary



**CITY OF COOS BAY URBAN RENEWAL AGENCY**  
**Agenda Staff Report**

MEETING DATE	AGENDA ITEM NUMBER
April 17, 2012	

TO: Chair Gene Melton and Board Members

FROM: Susanne Baker, Finance Director

Through: Rodger Craddock, City Manager *pkc*

ISSUE: March 2012 Urban Renewal Fund Summary, Balance Sheet, Combined Cash Investment Reports

**BACKGROUND:**

These reports are being provided to the Urban Renewal Agency and the public pursuant to a recommendation from the City's Auditor and City Manager to provide transparency and full disclosure to all interested parties. Routinely, the Urban Renewal transactions are included in three of the City's five bank statements (Accounts Payable, Local Government Investment Pool, and Umpqua Bank State Pool) and are balanced by the middle of the following month; expenditures and receipts are updated daily; deposits made daily; and the financial reports available upon request as well as uploaded monthly onto the Citywide drive.

**ATTACHED REPORTS:**

The **Fund Summary** shows all Urban Renewal funds are within appropriation levels for March with 75% of the fiscal year having elapsed. Urban Renewal Downtown Property Tax Collections are at 93.6% of budget and Urban Renewal Empire Property Tax Collections are at 98.3% of budget.

The **Balance Sheet** shows the Beginning Balance (Fund Balance 7/1/11); (Used or Earned) or the difference between what has been earned to what has been spent (7/1/2011 through 03/31/2012); and the Ending Balance or what amount remains as Fund Balance on 03/31/2012.

Balance Sheet Fund	Beginning Fund Balance FYE11 Audited	(Used) Earned	Ending Fund Balance
Downtown Special Revenue	903,221.85	(281,863.94)	621,357.91
Empire Special Revenue	441,103.58	(300,575.11)	140,528.47
Empire Program	429,550.35	2,085.68	431,636.03
Downtown Bond	1,033.66	0.00	1,033.66
Empire Bond	.15	0.00	.15
Downtown Program	23,064.12	112.00	23,176.12
Downtown Capital Projects	2,055,395.65	549,217.94	2,604,613.59
Empire Capital Projects	735,690.92	500,841.86	1,236,532.78
Downtown Bond Reserve	665,719.94	0.00	665,719.94
Empire Bond	239,710.86	0.00	239,710.86



Reserve			
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The **Combined Cash Investment Report** shows total combined cash of \$5,964,308.51(see table below).

Combined Cash Accounts:

Allocations to:	
Downtown Special Revenue Fund	\$ 621,357.91
Empire Special Revenue Fund	140,527.47
Empire Program Fund	431,636.03
Downtown Bond Fund	1,033.66
Empire Bond Fund	.15
Downtown Program Fund	23,176.12
Downtown Capital Projects Fund	2,604,613.59
Empire Capital Projects Fund	1,236,532.78
Downtown Bond Reserve Fund	665,719.94
Empire Bond Reserve Fund	239,710.86
<b>TOTAL URBAN RENEWAL AGENCY COMBINED CASH</b>	<b>\$ 5,964,308.51</b>

**DISADVANTAGES:**

None.

**BUDGET:**

The cash carryover is secure (fully collateralized or held in State's Local Government Investment Pool) and available for operations.

**ACTION:**

If it pleases the Urban Renewal Agency, accept this monthly Fund Summary/Balance Sheet/Combined Cash Reports for March 31, 2012.

Attachments:

Fund Summary March 31, 2012 (10 pages)

Balance Sheet March 31, 2012 (10 pages)

Combined Cash Investment March 31, 2012 (1 page)

City of Coos Bay  
Fund Summary  
For the 9 Months Ending March 31, 2012

Downtown Special Revenue Fund

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Pcnt</u>
<u>Revenue</u>					
Carryover	.00	.00	870,000.00	870,000.00	.0
Property Taxes	28,493.97	892,553.91	953,342.00	60,788.09	93.6
Use Of Money & Property	295.26	4,955.24	10,000.00	5,044.76	49.6
	<u>28,789.23</u>	<u>897,509.15</u>	<u>1,833,342.00</u>	<u>935,832.85</u>	<u>49.0</u>
<u>Expenditures</u>					
Expenditures	.00	1,179,373.09	1,833,342.00	653,968.91	64.3
	<u>.00</u>	<u>1,179,373.09</u>	<u>1,833,342.00</u>	<u>653,968.91</u>	<u>64.3</u>
<u>Net Revenue Over Expenditures</u>	<u>28,789.23</u>	<u>( 281,863.94 )</u>	<u>.00</u>	<u>281,863.94</u>	<u>.0</u>

City of Coos Bay  
Fund Summary  
For the 9 Months Ending March 31, 2012

Empire Special Revenue Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	430,000.00	430,000.00	.0
Property Taxes	17,403.81	544,853.23	554,481.00	9,627.77	98.3
Use Of Money & Property	61.32	2,571.09	.00	( 2,571.09 )	.0
Total Fund Revenue	17,465.13	547,424.32	984,481.00	437,056.68	55.6
<u>Expenditures</u>					
Expenditures	.00	847,999.43	984,481.00	136,481.57	86.1
Total Fund Expenditures	.00	847,999.43	984,481.00	136,481.57	86.1
Net Revenue Over Expenditures	17,465.13	( 300,575.11 )	.00	300,575.11	.0

City of Coos Bay  
Fund Summary  
For the 9 Months Ending March 31, 2012

Empire Program Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	429,550.00	429,550.00	.0
Use Of Money & Property	214.97	2,085.68	.00 (	2,085.68 )	.0
Total Fund Revenue	214.97	2,085.68	429,550.00	427,464.32	.5
<u>Expenditures</u>					
Expenditures	.00	.00	429,550.00	429,550.00	.0
Total Fund Expenditures	.00	.00	429,550.00	429,550.00	.0
Net Revenue Over Expenditures	214.97	2,085.68	.00 (	2,085.68 )	.0

City of Coos Bay  
Fund Summary  
For the 9 Months Ending March 31, 2012

Downtown Bond Fund

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Pcnt</u>
<u>Revenue</u>					
Other Financing Sources	<u>.00</u>	<u>1,179,373.09</u>	<u>1,528,974.00</u>	<u>349,600.91</u>	<u>77.1</u>
Total Fund Revenue	<u>.00</u>	<u>1,179,373.09</u>	<u>1,528,974.00</u>	<u>349,600.91</u>	<u>77.1</u>
<u>Expenditures</u>					
Expenditures	<u>.00</u>	<u>1,179,373.09</u>	<u>1,528,974.00</u>	<u>349,600.91</u>	<u>77.1</u>
Total Fund Expenditures	<u>.00</u>	<u>1,179,373.09</u>	<u>1,528,974.00</u>	<u>349,600.91</u>	<u>77.1</u>
Net Revenue Over Expenditures	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>

City of Coos Bay  
Fund Summary  
For the 9 Months Ending March 31, 2012

Empire Bond Fund

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Pcnt</u>
<u>Revenue</u>					
Other Financing Sources	<u>.00</u>	<u>847,999.43</u>	<u>967,858.00</u>	<u>119,858.57</u>	<u>87.6</u>
Total Fund Revenue	<u>.00</u>	<u>847,999.43</u>	<u>967,858.00</u>	<u>119,858.57</u>	<u>87.6</u>
<u>Expenditures</u>					
Expenditures	<u>.00</u>	<u>847,999.43</u>	<u>967,858.00</u>	<u>119,858.57</u>	<u>87.6</u>
Total Fund Expenditures	<u>.00</u>	<u>847,999.43</u>	<u>967,858.00</u>	<u>119,858.57</u>	<u>87.6</u>
Net Revenue Over Expenditures	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>

City of Coos Bay  
Fund Summary  
For the 9 Months Ending March 31, 2012

Downtown Program Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	23,000.00	23,000.00	.0
Use Of Money & Property	11.54	112.00	.00 (	112.00 )	.0
Total Fund Revenue	11.54	112.00	23,000.00	22,888.00	.5
<u>Expenditures</u>					
Expenditures	.00	.00	23,000.00	23,000.00	.0
Total Fund Expenditures	.00	.00	23,000.00	23,000.00	.0
Net Revenue Over Expenditures	11.54	112.00	.00 (	112.00 )	.0



City of Coos Bay  
Fund Summary  
For the 9 Months Ending March 31, 2012

Downtown Capital Projects Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	1,280,000.00	1,280,000.00	.0
Use Of Money & Property	1,340.74	9,902.51	.00	( 9,902.51 )	.0
Other Revenue	.00	1,259.25	18,000.00	16,740.75	7.0
Transfers In	.00	829,581.00	829,581.00	.00	100.0
	<u>1,340.74</u>	<u>840,742.76</u>	<u>2,127,581.00</u>	<u>1,286,838.24</u>	<u>39.5</u>
Total Fund Revenue					
<u>Expenditures</u>					
Expenditures	87,514.95	291,524.82	2,127,581.00	1,836,056.18	13.7
	<u>87,514.95</u>	<u>291,524.82</u>	<u>2,127,581.00</u>	<u>1,836,056.18</u>	<u>13.7</u>
Total Fund Expenditures					
Net Revenue Over Expenditures	( 86,174.21 )	549,217.94	.00	( 549,217.94 )	.0

City of Coos Bay  
Fund Summary  
For the 9 Months Ending March 31, 2012

Empire Capital Projects Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	600,000.00	600,000.00	.0
Revenue From Other Agencies	.00	.00	2,000.00	2,000.00	.0
Use Of Money & Property	621.58	3,307.01	3,000.00 (	307.01 )	110.2
Other Revenue	2,000.00	2,427.00	.00 (	2,427.00 )	.0
Transfers In	.00	728,083.00	728,083.00	.00	100.0
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Total Fund Revenue	2,621.58	733,817.01	1,333,083.00	599,265.99	55.1
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<u>Expenditures</u>					
Expenditures	13,550.62	232,975.15	1,333,083.00	1,100,107.85	17.5
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Expenditures	13,550.62	232,975.15	1,333,083.00	1,100,107.85	17.5
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Revenue Over Expenditures	( 10,929.04 )	500,841.86	.00 (	500,841.86 )	.0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

City of Coos Bay  
Fund Summary  
For the 9 Months Ending March 31, 2012

Downtown Bond Reserve Fund

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Pcnt</u>
<u>Revenue</u>					
Use Of Money & Property	.00	.00	665,720.00	665,720.00	.0
Use Of Money & Property	.00	.00	2.00	2.00	.0
Total Fund Revenue	.00	.00	665,722.00	665,722.00	.0
<u>Expenditures</u>					
Expenditures	.00	.00	665,722.00	665,722.00	.0
Total Fund Expenditures	.00	.00	665,722.00	665,722.00	.0
Net Revenue Over Expenditures	.00	.00	.00	.00	.0

City of Coos Bay  
Fund Summary  
For the 9 Months Ending March 31, 2012

Empire Bond Reserve Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Use Of Money & Property	.00	.00	239,711.00	239,711.00	.0
Use Of Money & Property	.00	.00	3.00	3.00	.0
Total Fund Revenue	.00	.00	239,714.00	239,714.00	.0
<u>Expenditures</u>					
Expenditures	.00	.00	239,714.00	239,714.00	.0
Total Fund Expenditures	.00	.00	239,714.00	239,714.00	.0
Net Revenue Over Expenditures	.00	.00	.00	.00	.0

City of Coos Bay  
Balance Sheet  
March 31, 2012

Downtown Special Revenue Fund

ASSETS

51-000-100-1001	Cash - Combined Fund	621,357.91	
51-000-100-1204	Taxes Receivable	<u>107,070.00</u>	
	Total Assets		<u><u>728,427.91</u></u>

LIABILITIES AND EQUITY

LIABILITIES

51-000-200-2040	Deferred Revenue	<u>107,070.00</u>	
	Total Liabilities		107,070.00

FUND EQUITY

	Unappropriated Fund Balance:		
51-000-200-2500	Fund Balance	903,221.85	
	Revenue over Expenditures - YTD	<u>( 281,863.94 )</u>	
	Balance - Current Date	<u>621,357.91</u>	
	Total Fund Equity		<u><u>621,357.91</u></u>
	Total Liabilities and Equity		<u><u>728,427.91</u></u>

City of Coos Bay  
Balance Sheet  
March 31, 2012

Empire Special Revenue Fund

ASSETS

52-000-100-1001	Cash - Combined Fund	140,527.47	
52-000-100-1204	Taxes Receivable	60,282.00	
	Total Assets		200,809.47

LIABILITIES AND EQUITY

LIABILITIES

52-000-200-2040	Deferred Revenue	60,281.00	
	Total Liabilities		60,281.00

FUND EQUITY

	Unappropriated Fund Balance:		
52-000-200-2500	Fund Balance	441,103.58	
	Revenue over Expenditures - YTD	( 300,575.11 )	
	Balance - Current Date	140,528.47	
	Total Fund Equity		140,528.47
	Total Liabilities and Equity		200,809.47

City of Coos Bay  
Balance Sheet  
March 31, 2012

Empire Program Fund

ASSETS

53-000-100-1001	Cash - Combined Fund	431,636.03	
	Total Assets		431,636.03

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
53-000-200-2500	Fund Balance	429,550.35	
	Revenue over Expenditures - YTD	2,085.68	
	Balance - Current Date	431,636.03	
	Total Fund Equity		431,636.03
	Total Liabilities and Equity		431,636.03



City of Coos Bay  
Balance Sheet  
March 31, 2012

Downtown Bond Fund

ASSETS

54-000-100-1001	Cash - Combined Fund	1,033.66	
54-000-100-1490	Future Bond Requirements	2,926,837.46	
54-000-100-1494	Future Require - URA Bond 2009	1,173,000.00	
	Total Assets		4,100,871.12

LIABILITIES AND EQUITY

FUND EQUITY

54-000-200-2406	Reserve For Future Debt	2,926,837.46	
54-000-200-2410	Reserve Future Debt-URA Bond	1,173,000.00	
	Unappropriated Fund Balance:		
54-000-200-2500	Fund Balance	1,033.66	
	Balance - Current Date	1,033.66	
	Total Fund Equity		4,100,871.12
	Total Liabilities and Equity		4,100,871.12

City of Coos Bay  
Balance Sheet  
March 31, 2012

Empire Bond Fund

ASSETS

55-000-100-1001	Cash - Combined Fund	.15	
55-000-100-1490	Future Bond Requirements	1,335,048.67	
		<hr/>	
	Total Assets		1,335,048.82
			<hr/>

LIABILITIES AND EQUITY

FUND EQUITY

55-000-200-2406	Reserve For Future Debt	1,335,048.67	
	Unappropriated Fund Balance:		
55-000-200-2500	Fund Balance	.15	
		<hr/>	
	Balance - Current Date	.15	
		<hr/>	
	Total Fund Equity		1,335,048.82
			<hr/>
	Total Liabilities and Equity		1,335,048.82
			<hr/>

City of Coos Bay  
Balance Sheet  
March 31, 2012

Downtown Program Fund

ASSETS

56-000-100-1001	Cash - Combined Fund	23,176.12	
	Total Assets		23,176.12

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:			
56-000-200-2500	Fund Balance	23,064.12	
	Revenue over Expenditures - YTD	112.00	
	Balance - Current Date	23,176.12	
	Total Fund Equity		23,176.12
	Total Liabilities and Equity		23,176.12

City of Coos Bay  
Balance Sheet  
March 31, 2012

Downtown Capital Projects Fund

ASSETS

57-000-100-1001	Cash - Combined Fund		2,604,613.59	
	Total Assets			2,604,613.59

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:			
57-000-200-2500	Fund Balance	2,055,395.65		
	Revenue over Expenditures - YTD	549,217.94		
	Balance - Current Date		2,604,613.59	
	Total Fund Equity			2,604,613.59
	Total Liabilities and Equity			2,604,613.59

City of Coos Bay  
Balance Sheet  
March 31, 2012

Empire Capital Projects Fund

ASSETS

58-000-100-1001	Cash - Combined Fund	1,236,532.78	
	Total Assets		1,236,532.78

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
58-000-200-2500	Fund Balance	735,690.92	
	Revenue over Expenditures - YTD	500,841.86	
	Balance - Current Date	1,236,532.78	
	Total Fund Equity		1,236,532.78
	Total Liabilities and Equity		1,236,532.78

City of Coos Bay  
Balance Sheet  
March 31, 2012

Downtown Bond Reserve Fund

ASSETS

60-000-100-1001	Cash - Combined Fund	665,719.94	
	Total Assets		665,719.94

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
60-000-200-2500	Fund Balance	665,719.94	
	Balance - Current Date	665,719.94	
	Total Fund Equity		665,719.94
	Total Liabilities and Equity		665,719.94

City of Coos Bay  
Balance Sheet  
March 31, 2012

Empire Bond Reserve Fund

ASSETS

61-000-100-1001	Cash - Combined Fund	239,710.86	
	Total Assets		239,710.86

LIABILITIES AND EQUITY

FUND EQUITY

61-000-200-2500	Unappropriated Fund Balance: Fund Balance	239,710.86	
	Balance - Current Date	239,710.86	
	Total Fund Equity		239,710.86
	Total Liabilities and Equity		239,710.86



City of Coos Bay  
Combined Cash Investment  
March 31, 2012

Combined Cash Accounts

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


Cash Allocation Reconciliation


51	Allocation to Downtown Special Revenue Fund	621,357.91
52	Allocation to Empire Special Revenue Fund	140,527.47
53	Allocation to Empire Program Fund	431,636.03
54	Allocation to Downtown Bond Fund	1,033.66
55	Allocation to Empire Bond Fund	.15
56	Allocation to Downtown Program Fund	23,176.12
57	Allocation to Downtown Capital Projects Fund	2,604,613.59
58	Allocation to Empire Capital Projects Fund	1,236,532.78
60	Allocation to Downtown Bond Reserve Fund	665,719.94
61	Allocation to Empire Bond Reserve Fund	239,710.86
		_____
	Total Allocations to Other Funds	5,964,308.51
		_____
	Zero Proof if Allocations Balance	5,964,308.51
		_____

**CITY OF COOS BAY URBAN RENEWAL AGENCY**  
**Agenda Staff Report**

MEETING DATE	AGENDA ITEM NUMBER
April 17, 2012	

TO: Chair Gene Melton and Board Members

FROM: Joyce Jansen, Economic Revitalization Administrator 

Through: Rodger Craddock, City Manager 

ISSUE      **Review of the Façade Improvement Program**

BACKGROUND

The Urban Renewal Agency implemented the current façade improvement grant program in November 2006. Development of the program began in August 2006 with review of similar programs offered by cities located in Oregon. The Agency finalized the program in September and adopted resolutions to amend the Downtown and Empire plans to include the program on November 7, 2006. Funding for the grant program was approved with \$100,000 for the Downtown district and \$50,000 for the Empire district. A report of the grants approved in each district is attached.

Program Financial Assistance: The program provides 50/50 matching grants for eligible façade improvements.

- a) Tenants/business owners: Matching grants from a minimum of \$1,000 to a maximum of \$5,000. A total project of under \$2,000 would not be eligible for assistance under this program.
- b) Commercial Property Owners: Matching grants with a maximum of \$25,000. A total project of under \$2,000 would not be eligible for assistance under this program.

Under Coos Bay's current façade grant program applications are processed on a first come, first serve basis. Documentation of the property owner's financial ability to complete the project is required as part of the application for the grant. Inspection of the completed project by city staff and proof of payment for the work completed is required before the city releases the grant funds. Public accounting practices and audit guidelines require proof of owner's payment to the contractor completing the project be submitted to the city before grant funds are released. The grant is made with the property owner and the City cannot be in the position to pay grant funds to the contractor. Grant recipients also complete a W-9 prior to receiving their grant funds.

Purpose of the Program: The purpose of the Façade Improvement Program is provide financial assistance to property owners and tenants of commercial properties to promote the revitalization of Coos Bay's Urban Renewal Districts.

Program Objectives:

- a. To improve the aesthetics of existing businesses and buildings,
- b. To provide financial assistance for façade improvements to small business owners and/or tenants of commercial properties,
- c. To encourage urban renewal district façade improvements such as painting, awnings and changes to other exterior building features.

Area of Eligibility: All commercial property and/or businesses located within the Downtown and Empire Urban Renewal Districts. Maps of the districts are attached.

Eligible Improvements: Funds may be used for exterior façade renovation of commercial use buildings only. For purposes of this program “façade” will be interpreted to mean any exterior visible wall, so long as the front facing a public right-of-way is included as part of the improvements. Eligible improvements include, but many not be limited to, one or several improvement elements such as:

- Restoration of masonry, brickwork or wood and metal cladding
- Replacement or repair of architectural features
- Replacement or repair of awning(s)
- Installment or repair of exterior lighting
- Gutters and downspouts
- Window repair/replacement
- Structural support for façade only
- Entranceway modification
- Painting of exterior walls
- New Construction for façade treatments only

Services of a licensed architect or engineer are eligible for reimbursement to a building owner for up to a maximum of 10% of the total project cost, not to exceed \$5000.

Architectural Guidelines: The program guidelines are advisory, providing suggestions for ways in which to rehabilitate existing structures.

For all properties:

- Protect and maintain masonry, wood and architectural metals through appropriate treatments such as cleaning, rust removal, paint removal and reapplication of protective coating systems.
- Evaluate the overall condition of the building materials to determine whether more than simple protection and restoration are required, or if major repairs to features will be necessary.
- A building with multiple tenants must be remodeled in a unified manner.
- The DRC and URA, at their discretion, may consider other conditions and building appurtenances.

For historically significant properties:

- Identify, retain and preserve storefronts and their functional and decorative features that are important in defining the overall character of the building, such as display windows,

doors, transoms, kick plates, corner posts, etc. Removing inappropriate, non-historic cladding, false roofs and other later alterations can help reveal the historic character of a storefront.

- Replace in-kind features that are too deteriorated to restore if the overall form and detailing are still evident, using the physical evidence as a model. If using the same material is not technically or economically feasible, then comparable substitute materials may be considered.

For other than historically significant properties:

- Introduce a design that is compatible in size, scale, material or color to surrounding properties.
- Lighting standards and fixtures shall be of a design and size compatible with the building and adjacent areas.
- Building components, such as windows, doors, eaves and parapets, shall be coordinated with the design theme and proportional with each other.

Basic Color Guidelines for applicants and the DRC/URA to consider:

- Choose exterior colors that harmonize (rather than contrast) with the surrounding buildings. Color should not be used as a “sign” or to attract attention. Intense or extremely bright colors create disharmony that may distract from the attractiveness of the urban renewal districts.
- Using harmonizing colors does not limit applicants to the same colors as neighboring properties. There is broad latitude in these color guidelines.
- When considering color, applicants should include all elements of the property – walls, fences, planters, signs and other accessory structures.
- Keep it simple. Too many different colors or too many shades of a color are distraction and tend to detract from the building's appearance.
- Natural material, like stone or brick, usually are more interesting and attractive when left in their natural state, not painted.

#### Approval Process:

- Submission of a completed Façade Improvement Program application (available from the Economic Revitalization Office and the city's website)
- The Design Review Committee reviews the proposed project and gives a recommendation to city staff to forward to the Urban Renewal Agency for their consideration of approval. The committee also provides design assistance to applicants.
- After the URA approves the grant an agreement is prepared setting all terms and conditions of the award of grant. The agreement serves as the legal commitment of both parties.
- The applicant constructs project.
- Upon completion of the project to the satisfaction of the grant agreement and inspection by staff, applicant submits invoices for reimbursement of 50% of eligible costs. A request for payment is submitted by the Economic Revitalization Administrator to the Finance Department and a check prepared.

Grants Awarded:

The following chart show a summary of the Urban Renewal Agency's two districts and the façade grants awarded.

District	Year Established	Size of District	No. of Grants	Grants Funded
Downtown UR District	1988	1,298.3 acres	23	\$360,316
Empire UR District	1995	271.3	5	\$130,081

RESEARCH WITH OTHER COMMUNITIES

Staff has contacted other cities for information on their façade grant programs. A brief summary of these programs is attached to this report.

CONSIDERATIONS FOR THE PROGRAM

During the past several months a number of suggestions for possible changes to the program have been mentioned. A few of these include a change in the projects eligible for funding, a rating or point system to determine funding levels, setting a level at which an architect for the project would be required, and changing or increasing the grant amount for business owners not owning the building their business in located.

ADVANTAGES

The façade improvement program provides a way for the City of Coos Bay to assist commercial property owners and business owners in restoring and rehabilitating their buildings. Removal of blight not only is aesthetically pleasing, but it also improves the economic base of the city by increasing property values, encouraging business to remain or move to the business districts, and inviting visitors and shoppers to use the area. The program is a key component in revitalizing our community.

DISADVANTAGES

None identified.

BUDGET IMPLICATIONS

There are no budget impacts at this time.

ACTION REQUESTED

The presentation of this report is intended as informational only. Should the Urban Renewal Agency wish to modify the façade improvement program staff's recommendation would be to schedule a work session for review and discussion of possible changes.

Review of the Façade Improvement Program Report  
April 17, 2012 – Page 5

Attachments:

- Before and After Pictures
- District maps
- Report on Programs from Other Cities
- Summary Report of Grants Awarded
- Urban Renewal Brochure

\\citymansrvr\home\ljansen\my documents\urbanrenewal\staff reports\facade improve program review 2012.docx

**Star of Hope**  
657 Newmark Avenue  
January 2010



After



After



Before



Before

**South Coast Office Supply**  
199 North Broadway  
April 2007





Before

**Coos Bay Elks Club**  
265 Central Avenue  
August 2009



After



Before

**Blue Heron Bistro**  
100 Commercial Avenue  
April 2007



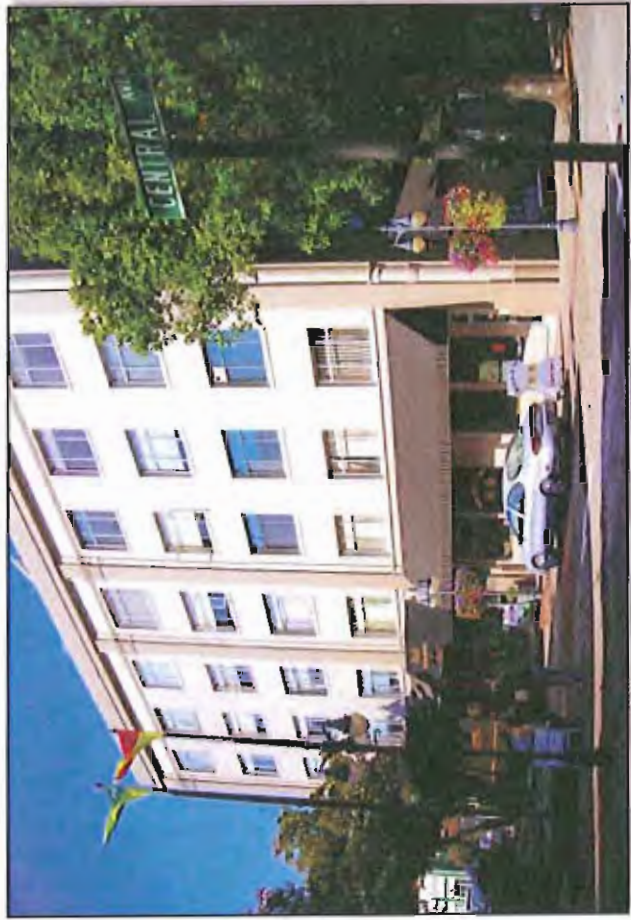
After





Before

**The Hall Building**  
320 Central Avenue  
May 2008



After



**First Call Resolution**  
161 Anderson Avenue  
June 2011

Before



After

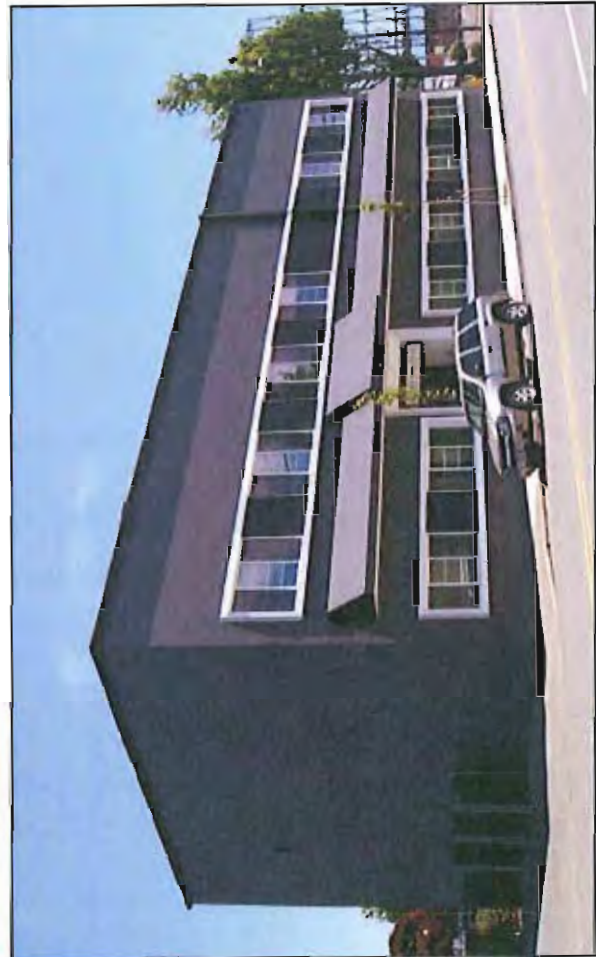
**Michael Gordon, CPA**  
290 South 4<sup>th</sup> Street



Early 1980s



January 2007



June 2007



**Rifkin Building**  
175 South 3<sup>rd</sup> Street

March 2010



July 2011





**Mingus Apartments**  
503 Commercial Avenue  
August 2007

After



**Bay Area  
Hot Springs**

526 South  
Empire Blvd

December  
2007

After

**IN PROGRESS PROJECTS**

**Beijing Restaurant**  
1090 Newmark Avenue



October 2010



January 5, 2012



**US Bank / Bank Brewery**  
201 Central Avenue

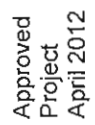
1920s



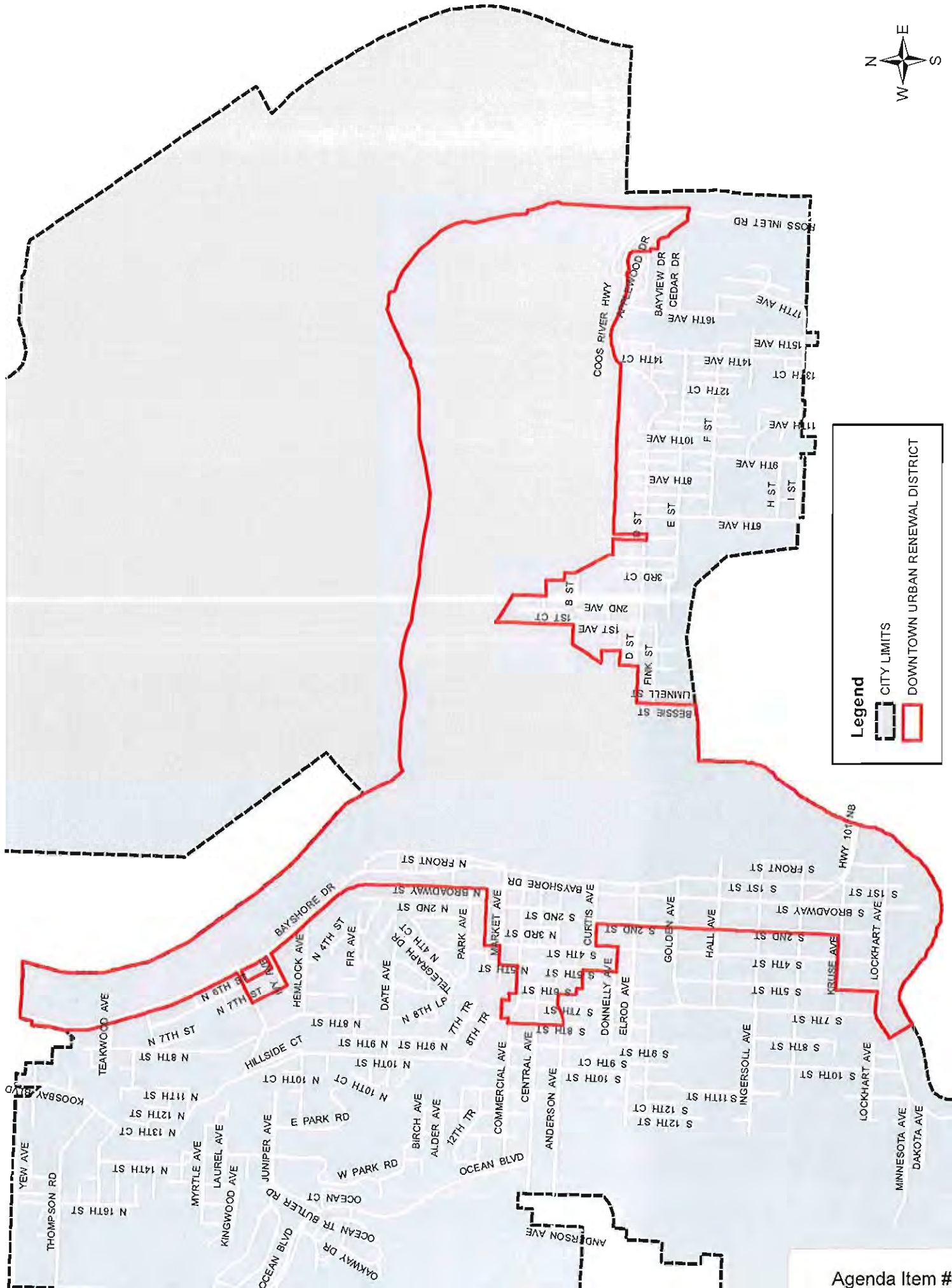
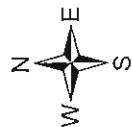
Current



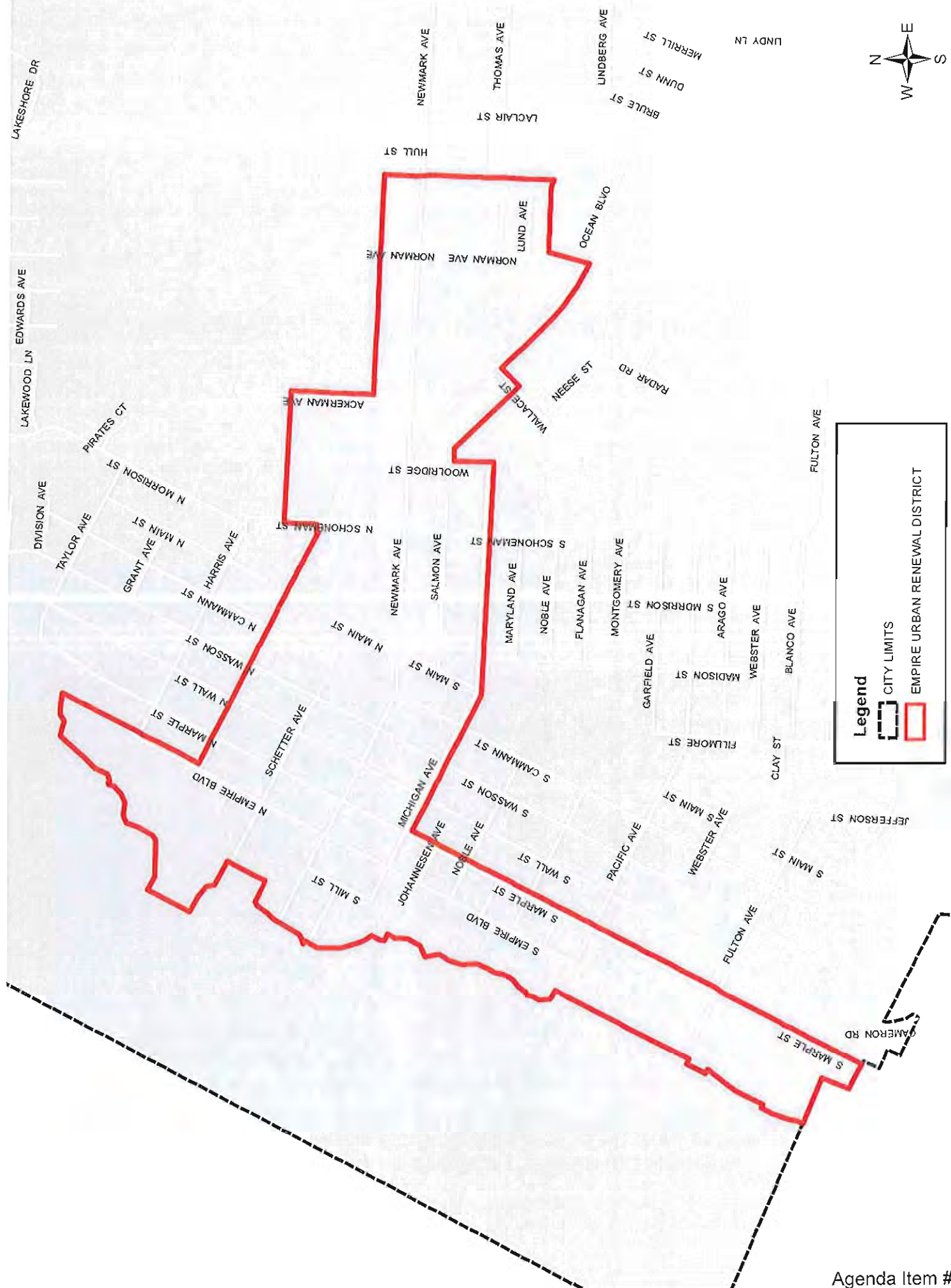
Approved project







DOWNTOWN IIRAN RENEWAL DISTRICT



## Façade Improvement Programs April 2012

Eligibility	Eligible Projects	Grant Amounts	Process
<b>Coos Bay</b> <i>Façade Improvement Grant Program</i> Commercial property and business owners located in the urban renewal districts Funded by the Urban Renewal Districts	<ul style="list-style-type: none"> <li>Restoration of masonry, brickwork, or wood and metal cladding</li> <li>Replacement or repair of architectural features</li> <li>Replacement or repair of awning(s)</li> <li>Installment or repair of exterior lighting</li> <li>Gutters and downspouts</li> <li>Window repair/replacement</li> <li>Structural support for façade only</li> <li>Entranceway modification</li> <li>Painting of exterior walls</li> <li>New construction for façade treatments only</li> </ul>	50/50 matching grants <ul style="list-style-type: none"> <li>Tenant/business owner maximum grant \$5,000</li> <li>Property owner maximum grant \$25,000</li> <li>Architecture fees up to 10% of the total project cost, not to exceed \$5,000</li> </ul>	<ul style="list-style-type: none"> <li>Completed application submitted to Economic Revitalization Administrator</li> <li>Three competitive bids required</li> <li>After review for completeness and eligibility, DRC meeting scheduled</li> <li>Review by DRC with owner, recommendation forwarded to Urban Renewal Agency</li> <li>URA reviews, approves or denies the grant application</li> <li>Work completed prior to URA approval will not receive funding</li> <li>Grant funds paid after inspection of project by city and proof of payment to contractor by owner submitted</li> </ul>
<b>Brookings</b> <i>Façade Improvement Program</i> Business and property owners located within the urban renewal district Funded by the Urban Renewal District	<ul style="list-style-type: none"> <li>Masonry cleaning</li> <li>Cornice restoration</li> <li>New siding</li> <li>Exterior painting</li> <li>Canopies, window awnings</li> <li>Repair to gutters and downspouts</li> <li>Removal of old signs and replacement of new conforming signs</li> <li>Refuse container enclosures</li> <li>Improvements which enhance the pedestrian environments</li> <li>Structural upgrades to a façade wall</li> </ul>	50/50 matching grants <ul style="list-style-type: none"> <li>Business and property owners can receive up to \$10,000 in matching funds per business</li> <li>Maximum of \$20,000 in any one fiscal year</li> <li>Minimum value of any project to be considered for a grant is \$1,500</li> <li>Design consultant fees, when a professional designer is used, are eligible for up to 10% of the total project cost or \$5,000 whichever is less.</li> </ul>	<ul style="list-style-type: none"> <li>Applications submitted to the city manager's office</li> <li>Design Review Committee evaluates the application for completeness and whether it meets program objectives</li> <li>DRC forwards project funding recommendation to the Urban Renewal Agency for final approval</li> <li>Program will not provide funds for work completed prior to application approval, other than design consultant fees</li> <li>Grant funds will be dispersed upon project completion, after final inspection by the city's building office and approval by the city manager</li> </ul>

Eligibility	Eligible Projects	Grant Amounts	Process
<b>Canby</b>			
<p><i>Façade Improvement Program</i></p> <p>Commercial property must be located within the Downtown Canby Commercial Core overlay zone. Property located in the C-R or C-2 zones may be considered on a case by case basis.</p> <p>Applicant must be the legal owner of the property. A contact person may be listed on the application if the property owner is not able to attend meetings and assist with the process.</p> <p>Program is administered by the Canby Main Street Manager</p> <p>Funded by the Urban Renewal District</p>	<ul style="list-style-type: none"> <li>Masonry cleaning</li> <li>Work on cornices, gutters and downspouts</li> <li>Exterior siding repair or replacement</li> <li>Accessibility improvements</li> <li>Exterior painting</li> <li>Repair, removal or installation of canopies or awnings</li> <li>Window repair or replacement</li> <li>Signage</li> <li>Structural upgrades</li> </ul>	<p>50/50 matching grants</p> <p>Two grant opportunities:</p> <ul style="list-style-type: none"> <li>Design Services Grant - \$1,500 matching funds for design services</li> <li>Façade Construction Grant \$25,000</li> </ul>	<ul style="list-style-type: none"> <li>Completed application submitted to the Main Street Manager (MSM)</li> <li>MSM completes a site analysis consisting of a site tour and review of the application/project suitability and feasibility</li> <li>Approval of the grant is contingent upon funds available</li> <li>Improvements of \$15,000 or less require a minimum of two competitive contractor quotes</li> <li>Improvement costs of more than \$15,000 require a minimum of three competitive contractor quotes</li> <li>URA Director will give final approval for Design Services Grants</li> <li>Main Street Design Committee reviews façade grant and makes recommendation to the Urban Renewal Agency</li> </ul>
<b>Coquille</b>			
<p><i>Façade Improvement Program</i></p> <p>Business and property owners located in the urban renewal district</p>	<ul style="list-style-type: none"> <li>Masonry cleaning</li> <li>Cornice restoration</li> <li>New siding</li> <li>Exterior painting</li> <li>Canopies</li> <li>Window awnings</li> <li>Removal of old signs and replacement of new conforming signs</li> <li>Improvements which enhance the pedestrian environment, including sidewalk replacement</li> <li>Structural upgrades to a façade wall</li> <li>Repairs to gutters and downspouts</li> </ul>	<p>50/50 matching grants</p> <ul style="list-style-type: none"> <li>Maximum grant \$20,000</li> <li>Design consultant fees are eligible for up to 10% of the total project cost or \$1,000 whichever is less</li> </ul>	<ul style="list-style-type: none"> <li>Completed application submitted to the city manager's office</li> <li>Projects in excess of \$5,000 require a minimum of three bids/quotes unless specifically approved by the city manager</li> <li>Reviewed by the UR Advisory Committee, recommendation sent to Urban Renewal Agency</li> <li>URA approves project</li> <li>Grant funds dispersed upon project completion, after final inspection and approval by both the UR Advisory Committee and city manager</li> </ul>

Eligibility	Eligible Projects	Grant Amounts	Process
<b>Enterprise</b>			
<p><i>Exterior Rehabilitation Grants</i></p> <p>Owners and tenants of locally or Nationally designated historic buildings</p> <p>Commercial buildings only</p> <p>Program is funded by Motel Tax funds, and grants from the Wildhorse Foundation and the Kinsman Foundation. Limited funds; \$19,000 this year.</p>	<ul style="list-style-type: none"> <li>• Motel Tax funds may be used only for exterior façade restoration or repairs</li> <li>• Foundation funds may be used for exterior façade repairs, restoration, building assessment, planning, architectural or engineering work</li> <li>• Repair and restoration of windows, doors, and doorways,</li> <li>• Storefronts, entryways</li> <li>• Paint</li> <li>• Awnings</li> <li>• Appropriate masonry cleaning and re-pointing</li> <li>• Cornices</li> <li>• Other historic decorative details</li> <li>• Project must comply with Historic Preservation Ordinance</li> </ul>	<p>50/50 matching grants</p> <ul style="list-style-type: none"> <li>• No maximum or minimum</li> <li>• Applications are accepted once a year, per a deadline</li> <li>• Historic Landmark Commission meets and divides up the funds between applications submitted</li> </ul>	<ul style="list-style-type: none"> <li>• Submit grant application to city administrator</li> <li>• Presentation made to the Historic Landmarks Commission</li> <li>• Historic Landmark Commission makes decision on approval of applications and on the amount of the grant</li> <li>• Funds dispersed upon completion and inspection of the project</li> </ul>
<b>Florence</b>			
<p><i>Preservation and Rehabilitation Program</i></p> <p>Commercial properties and/or businesses located in the urban renewal district</p>	<ul style="list-style-type: none"> <li>• Restoration of masonry, brickwork or wood and metal cladding</li> <li>• Replacement or repair of architectural features</li> <li>• Replacement or repair of awnings</li> <li>• Installation or repair of exterior lighting</li> <li>• Window repair/replacement</li> <li>• Structural support for façade only</li> <li>• Entranceway modification</li> <li>• New construction for façade treatments only</li> <li>• Painting of exterior walls</li> </ul>	<p>50/50 matching grants</p> <ul style="list-style-type: none"> <li>• Building owners and commercial tenants minimum of \$1,000 to a maximum of \$12,500</li> <li>• Gift Grants: \$1,000 to \$5,000</li> </ul>	<ul style="list-style-type: none"> <li>• Completed application submitted to city manager's office</li> <li>• Require three detailed bids from licensed contractors for projects over \$5,000</li> <li>• Project is reviewed and approved by the urban renewal agency</li> <li>• Payment for eligible work is made after city inspection of the completed project and proof of payment to the contract submitted.</li> </ul>
<b>LaGrande</b>			
<p><i>Downtown Building Façade Grant Program</i></p> <p>Preference shall be given to buildings located within the Historic District that are listed on the Nat'l Register of Historic Places or eligible as identified by LaGrande's historic survey</p>	<ul style="list-style-type: none"> <li>• Windows, doors, storefronts, awnings, alley-facing entrances</li> <li>• Painting and cleaning</li> <li>• Masonry repair, restoration and cleaning</li> <li>• Appropriate repairing, restoring or replacing of cornices, entrances, doors, windows, decorative details and awnings</li> <li>• Sign removal, repair or replacement</li> <li>• Building identification</li> <li>• Critical maintenance, structural or code compliance</li> </ul>	<p>50/50 matching grants</p> <ul style="list-style-type: none"> <li>• Minimum project total cost of \$1,000</li> <li>• Maximum of \$5,000</li> <li>• URA funding may be up to \$7,500 if a majority of the work performed is done with Union County vendors</li> <li>• Private building owners /</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of application to Community and Economic Development Dept.</li> <li>• Review by any or all of the following: city staff, Landmarks Commission, Main Street Design committee, UR Advisory Commission, Urban Renewal Agency, State of Oregon Main Street program, and SHPO</li> </ul>



Buildings outside the Historic District and within the UR District may be eligible for an exception provided (a) exception is granted by the UR Advisory Commission, Main Street Design Committee and/or the Landmarks Commission or (b) the building was constructed within the historic district time period (1891-1948)  Tenants and owners may apply	<ul style="list-style-type: none"> <li>Restoration projects, including removal of slip sheathing or other treatments</li> <li>Projects within the Historic District or otherwise under the purview of the Landmarks Commission must: <ul style="list-style-type: none"> <li>Receive approval of "historic appropriateness" from the Commission prior to any grant award and/or disbursement of funds</li> <li>Follow the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings</li> </ul> </li> <li>Follow city standards for historic rehabilitation and preservation</li> </ul>	tenants – at least 1/2 of total project cost may come from commercial or other lenders on applicant's behalf	<ul style="list-style-type: none"> <li>Final approval by Urban Renewal Agency</li> <li>Funds disbursed on reimbursement basis only with submission of accurate and timely receipts as proof of appropriate expenses</li> </ul>
Eligibility	Eligible Projects	Grant Amounts	Process
<b>North Bend</b>  <i>Downtown Façade Improvement Loan</i>  Commercial property owners and tenants may apply  <i>The Urban Renewal Agency is in the process of developing a façade improvement grant program</i>	<ul style="list-style-type: none"> <li>Loan cover 100% of costs associated with façade improvement project</li> <li>Up to 25% of loan proceeds may be used for permitting, design or interior improvements</li> </ul>	100% of costs association with façade improvements <ul style="list-style-type: none"> <li>Minimum \$5,000</li> <li>Maximum \$35,000 per single façade (ad'l funds are available for multiple facades in a single project)</li> <li>2% loan fee financed by loan proceeds, plus loan closing costs, document fee and title work (if needed)</li> <li>Loan maturity is five to seven years</li> <li>Funding available through Dec. 31, 2012</li> </ul>	<ul style="list-style-type: none"> <li>Loan fund managed through Craft3, formerly Enterprise Cascadia</li> <li>Submit application</li> <li>Obtain approval from the city's Historic Landmark Commission</li> <li>Applicant oversees the work of the contractor</li> <li>Payment to contractor authorized by applicant</li> </ul>
<b>Redmond</b>  <i>Façade Rehabilitation / Renovation Grant Fund</i>  Commercially zoned properties with commercial tenants located in the urban renewal district	<ul style="list-style-type: none"> <li>Repair or replacement of awnings</li> <li>Exterior painting and cleaning (major, not maintenance)</li> <li>Replacement of missing decorative features</li> <li>Removal of non-historic materials or additions that are inappropriate to the building</li> </ul>	<ul style="list-style-type: none"> <li>Grants up to \$4,000 with 10% match by applicant</li> </ul>	<ul style="list-style-type: none"> <li>Applications submitted to Economic Development Project Manager</li> <li>Review by Urban Renewal Advisory Committee</li> <li>Require two bids for projects less than \$5,000 and three bids for</li> </ul>

Eligibility	Eligible Projects	Grant Amounts	Process
<p><i>Redmond Small Projects Improvements Grant fund</i></p> <p>Must be exterior rehabilitation and renovation projects showing significant aesthetic improvements to the property and be compatible with downtown streetscape</p>	<ul style="list-style-type: none"> <li>• Signage not included in grant, but cost may be included in owner's match</li> <li>• Must comply with Redmond Downtown Overlay Dist. Architectural Design and Signage Standards</li> <li>• Replacement, repair or alteration of building exteriors or elements such as doors, windows, porches, balconies, etc.</li> <li>• Repair or replacement of awnings</li> <li>• Exterior painting and cleaning (major not maintenance)</li> <li>• Sign repair, replacement, installation or removal</li> <li>• Site improvements, such as sidewalk improvements, landscaping, etc.</li> </ul>	<p>50/50 matching grants</p> <ul style="list-style-type: none"> <li>• Maximum grant of \$5,000</li> </ul>	<ul style="list-style-type: none"> <li>• project over \$5,000</li> <li>• Funds reimbursed upon submission of appropriate invoices</li> <li>• Applications submitted</li> <li>• Review by Urban Renewal Advisory Committee</li> <li>• Require three bids for projects over \$5,000</li> <li>• Funds reimbursed upon completion of the project and submission of appropriate invoices</li> </ul>
<p><i>Redmond Property Rehabilitation Loan Program</i></p> <p>Project must be in the Downtown Core Area as defined in Redmond Downtown Action Plan</p> <p>Property owners may apply</p>	<ul style="list-style-type: none"> <li>• Replace, repair or alteration of building exteriors or elements such as doors, windows, porches, balconies, etc.</li> <li>• Repair or replacement of awnings, cornices or decorative details</li> <li>• Exterior paint and cleaning 9major, not maintenance</li> <li>• Masonry repair or cleaning</li> <li>• Sign repair, replacement, installation or removal</li> <li>• Environmental cleanup (e.g. asbestos removal)</li> <li>• Seismic geotechnical stress and load analysis</li> <li>• Sidewalk repair and replacement</li> <li>• Internal work may be eligible only if done in conjunction with and as an integral part of an overall qualifying project: <ul style="list-style-type: none"> <li>- General access to building and elevator repair to access upper floors</li> <li>- ADA access projects include ADA restrooms</li> <li>- HVAC</li> <li>- Major building code compliance</li> </ul> </li> <li>• Must comply with Redmond Downtown Overlay Dist. Architectural Design and Signage Standards</li> <li>• Design services may be included</li> </ul>	<p>One-time loan up to \$50,000</p> <ul style="list-style-type: none"> <li>• 0% for the first two years</li> <li>• 2% for years three to five years</li> <li>• 4% for six to ten years</li> </ul>	<ul style="list-style-type: none"> <li>• Applications submitted to Community Development Dept.</li> <li>• Review and recommendation by UR Review Committee</li> <li>• Historic preservation staff may also review and make a recommendation</li> <li>• Urban Renewal Agency makes decision to approve, approve with conditions, or deny the application</li> <li>• Finance Dept. handles the loans, city will lien the property for the value of the loan</li> </ul>

**DOWNTOWN FAÇADE GRANT PROGRAM**  
**Updated April 10, 2012**

Name / Business	Date Rec'd	Project Estimate	HDRC Review	Urban Renewal Agency	Grant Amount	Total Amount Approved
<b>Façade Grant Program implemented Nov. 2006</b>					<b>\$50,000</b>	
<b>Tru North</b> Scott Tarhaar 310 South Broadway	11/8/06	\$50,000+	--	11/7/ 06	\$25,000	
<b>Ric's Posto Bella</b> Ric Morrisson 161 Anderson	12/18/06	\$50,000+	1/17/07	2/6/07	withdrawn	
<b>North Point Realty</b> Jim Berg 100 Central Avenue	12/27/06	\$15,000	1/29/07	2/6/07	\$5,544	
<b>Rife's</b>  187 2 <sup>nd</sup> Street	12/29/06	\$32,000	1/29/07	2/6/07	Application not approved	
<b>Total grants funded in 2006</b>						<b>\$30,544</b>
<b>2007</b>						
<b>Mike Gordon, CPA</b> 290 South 4th	1/2/07	\$65,000	1/29/07	2/6/07	\$25,000	
<b>Crow/Clay &amp; Associates</b> Mike Crow 125 Central Avenue	1/3/07	\$24,000	2/26/07	Not approved, work completed prior to app.		
<b>Blackwell's</b> Frank Hanson 153/177 North Broadway	1/22/07	\$10,000	3/21/07	4/3/07	\$5,000	
<b>South Coast Office Supply</b> Frank Hanson 199 North Broadway	1/25/07	\$70,000	3/21/07	4/3/07	\$25,000	
<b>American Building</b> Jim Tarantino 158 Central Avenue	1/29/07	\$216,000	4/5/07 specification	5/1/07 on hold	7/11/07 file closed -0-	
<b>Blue Heron Bistro</b> Wim deVriend 100 Commercial Avenue	2/20/07	\$50,000	4/5/07	4/17/07	\$25,000	



Name / Business	Date Rec'd	Project Estimate	HDRC Review	Urban Renewal Agency	Grant Amount	Total Amount Approved
<b>Mingus Park Apartments</b> The Peregrine Group 100 Commercial Avenue	3/7/07	\$50,000	4/27/07 6/29/07	8/7/07	\$25,000	
<b>Rife's</b> 187 2 <sup>nd</sup> Street	3/15/07	\$20,000	6/29/07	Work completed before fund policy changed	-0-	
Additional funding of \$50,000 allocated Nov. 20, 2007						
<b>Total grants funded in 2007</b>						<b>\$105,000</b>
<b>2008</b>						
<b>The Hall Building</b> Advanced Property Mgt. 320 Central Avenue	4/1/08	\$57,893	4/21/08	5/6/08	(9/26/08) \$25,000	
<b>Morgan's Veterinary</b> Dr. Karl Jernstedt 320 Market Avenue	7/7/08	\$12,000	7/7/08	7/15/09	\$6,000	
<b>Total grants funded in 2008</b>						<b>\$31,000</b>
<b>2009</b>						
<b>Bayshore Chevron</b> May Jenson 600 North Bayshore Drive	3/23/09	\$49,652	4/9/09	4/21/09	\$18,414	
<b>Super 8</b> Amandeep Virk 1001 North Bayshore		\$29,820		5/5/09	\$14,910	
<b>Elks Lodge</b> 265 Central Avenue	6/10/09	\$9,087	6/18/09	8/4/09	\$ 4,544	
<b>Central Building (Jennie's)</b> 262 Central Avenue	9/29/09	\$8,850	Tarantino did not do the project & the grant expired	11/3/09	\$ 4,425	
<b>Total grants funded in 2009</b>						<b>\$37,868</b>
<b>2010</b>						
<b>Gary Rifkin</b> (Lockhart Bldg demo) 175 South 3 <sup>rd</sup> Street	12/2/10	\$25,000	12/13/10	10/5/10	\$25,000	
<b>Total grants funded in 2010</b>						<b>\$25,000</b>

Name / Business	Date Rec'd	Project Estimate	HDRC Review	Urban Renewal Agency	Grant Amount	Total Amount Approved
<b>2011</b>						
David & Melody Weiner Old CB Nat'l Bank building 201 Central Avenue	6/14/11	\$169,000		7/5/11	\$75,000	
John Stadter / First Call Resolution 161 Anderson Avenue		\$49,158	7/6/11	8/2/2011	\$24,579	
<b>Total grants funded in 2011</b>						<b>\$ 99,579</b>
<b>2012</b>						
Hwy 101 Harley Davidson Al Pettit 536 South 2 <sup>nd</sup> Street		12,650		1/17/12	\$ 6,325	
Jon & Patricia Webster (aka Art Connection bldg) 165 South 5 <sup>th</sup> Street		\$51,200	3/5/12 and 4/5/12	3/20/12 and 4/9/12	\$25,000	

## EMPIRE FAÇADE GRANTS

Updated September 1, 2011

Name / Business	Date Rec'd	Project Estimate	HDRC Review & PC	Urban Renewal Agency	Grant Amount	Total Grants Approved
<b>Program implemented November 2006 - \$25,000</b>						
<b>O'Bradi's</b> Edna Ryzebol 702 Newmark Avenue	01/16/07	\$50,000		Denial letter sent, work completed prior to application	-0-	
<b>Empire Café</b> Edna Ryzebol 525 Newmark Avenue	01/18/07	\$31,000		Denial letter sent, work completed prior to application	-0-	
<b>Star of Hope</b> Dr. Jerry Miller 657 Newmark Avenue	01/29/07	\$17,000	4/27/07		application withdrawn	
<b>Sweeney/Engles</b> 920 Newmark Avenue	04/18/07	\$9,000	5/2/07	7/3/07	\$2,918	
<b>Additional funding of \$25,000 allocated November 20, 2007</b>						
<b>Jacques DePlois</b> Law Office 650 Newmark Avenue	1/22/07	\$36,000	3/21/07	4/3/07	\$17,521	
<b>Bay Area Hot Spring Spas</b> Paul & Alice Montgomery 526 South Empire Blvd	10/15/07	\$68,000	11/14/07	12/04/07	\$25,000	
<b>Total grants funded in 2007</b>						<b>\$45,439</b>
<b>2008</b>	No activity					-0-
<b>2009</b> In the works: ORCoast, Star of Hope	No activity					-0-

Name / Business	Date Rec'd	Project Estimate	HDRC Review & PC	Urban Renewal Agency	Grant Amount	Total Grants Approved
<b>2010</b>						
<b>Star of Home</b> 657 Newmark Avenue	12/15/09	\$19,283	12/30/09 1/12/10	1/19/10	\$ 9,642	
<b>John Zhen / dV8 nightclub, Beijing Restaurant</b> 1050/1088/1090 Newmark	10/22/10	\$150,000	10/25/10 11/9/10	11/16/10	\$75,000	
<b>Total Grants for 2010</b>						<b>\$ 84,642</b>
<b>Grand Total of Grants</b>						<b>\$130,081</b>

**FINAL SUMMARY OF GRANTS**  
**April 10, 2012**

**Downtown District**

District established in 1988  
1,298.3 acres

Grant totals	\$ 360,316
23 grants awarded, not all funds have been expended.	

**Empire District**

District established in 1995  
271.3 acres

Grant totals	
5 grants awarded, not all funds have been expended.	\$ 130,000