

CITY OF COOS BAY URBAN RENEWAL AGENCY
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
December 18, 2012	

TO: Chair Gene Melton and Board Members

FROM: Joyce Jansen, Economic Development Administrator 

Through: Rodger Craddock, City Manager

ISSUE Consideration of a Façade Grant for Suzanne Ector's Building Located at the corner of South Broadway and Hall Avenue

BACKGROUND

Suzanne Ector, owner of commercial property located at the corner of South Broadway and Hall Avenue, has submitted an application for a façade improvement grant. Businesses currently located in the building are Little Caesars and US Cellular on the Broadway side of the building and Under the Sun Tans on the Hall Avenue side of the building. The north side of the building abuts U-Haul rentals. The upper portion of the north wall is also used for signage for US Cellular and Under the Sun Tans. Andrew Locati will represent Ms. Ector at the Agency's meeting as she is out of the country.

The grant program allows one grant per tenant or owner per building location in any one fiscal year. Little Caesars was awarded a façade grant in fiscal year 2011/2012 for replacement of the awning. The proposed project is for the south side of the building to replace existing lap siding, window, door, and corner trim, and painting the exterior using the current color scheme of North Hampton Beige for the body and Lafayette Green for the trim. The existing siding is 20 year old LP Interseal siding which has broken down and does not protect the structure. The replacement siding would be fiber cement and the style would match the existing siding. The south, north and east sides of the building are visible from the street. The north side has significant grime and/or mildew and is quite noticeable.

The Design Review Committee reviewed the façade improvement proposal and recommends approval of the grant with the condition that all elevations of the building be visually appropriate and cosmetically equal. Due to visibility from the street, staff and the committee suggested the owner at least pressure-wash the north side of the building. This is considered maintenance and not eligible for the grant. The cost for pressure washing is estimated at \$700 to \$1,000. The façade program is a 50/50 matching grant based on the low bid for the project. As required, three bids were obtained and they are \$83,288, \$32,496, and \$29,586. If awarded the grant amount would be \$14,793.

ADVANTAGES

The façade improvement grant program is designed to provide financial assistance to owners and tenants of commercial properties to promote the revitalization of Coos Bay's Urban

Suzanne Ector Façade Grant Application Report
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Renewal Districts. Matching grants may be awarded up to 50% of the project cost from a minimum of \$1,000 to a maximum of \$25,000. A total project of under \$2,000 would not be eligible for assistance under this program. There is no fee for the pre-application or full application for the grant program.

DISADVANTAGES

None identified.

BUDGET IMPLICATIONS

Funding for the proposed façade grant would be from the Downtown Urban Renewal Budget / Façade Improvement Program 57-940-520-2415.

ACTION REQUESTED

Staff is requesting the Agency award a façade improvement grant for \$14,793 to Suzanne Ector contingent upon following the recommendations of the DRC to include at least pressure-washing the north side of the building as part of the project.

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CITY OF COOS BAY URBAN RENEWAL AGENCY FAÇADE IMPROVEMENT PROGRAM

The Façade Improvement Program is a grant program designed to provide financial assistance to property owners and tenants of commercial properties to promote the revitalization of Coos Bay's Urban Renewal Districts. Matching grants may be awarded up to 50% of the project cost from a minimum of \$1,000 to a maximum of \$25,000. A total project of under \$2,000 would not be eligible for assistance under this program. There is no fee for the pre-application or full application for the grant program.

Eligibility: All commercial property and/or businesses located within the designated urban renewal districts are eligible for the façade grant program. Only one grant per tenant and/or property owner per building location will be allowed in any one fiscal year period [July 1 through June 30].

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 may 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 awnings
- Installation or repair of exterior lighting
- Installation or repair of gutters and downspouts
- Window repair/replacement
- Entranceway modification
- Structural support for façade only
- New construction for façade treatments only
- Painting of exterior walls when repairs to siding are made or part of new construction of the facade
- Repair and replacement of sidewalks if the sidewalk is a part of an overall façade improvement project
- Design, architectural, and engineering services may be included in the grant

Steps for Applying for a Façade Improvement Grant

1. Pre-application: Meeting and review with staff and the Design Review Committee
2. Application: Meeting and review with staff and Design Review Committee
3. Architectural Review: An architectural review by the Planning Commission is required for properties located in a design standards area (map attached). The Architectural Design Review application is available from the Public Works and Development Department and the city's website.
4. Design Review Committee recommendation to the Urban Renewal Agency
5. Urban Renewal Agency Approval

Contact Information

Joyce Jansen, Economic Revitalization Administrator, 541-269-8924, jjansen@coosbay.org
Denise Bowers, Economic Development Asst., 541-269-1181 x 2226, dbowers@coosbay.org
www.coosbay.org

**Suzanne Ector Façade Improvement Grant
Commercial Property Located
at the Corner of South Broadway and Hall**



The purposed project is for the south side (Hall Street) of the building to replace siding on the south side of the building, replace window and door trim, and painting. Staff suggested consideration be given to the east and north exposures starting with pressure washing and possible painting. Painting of these sides could be included in the project; however, if these sides were done as a separate project for painting only, they would not qualify for the grant program as painting is considered general maintenance.



East side of the building. Little Caesars and US Cellular – 789 South Broadway / Hwy 101. Little Caesars business owner was awarded a façade grant for the awning in March 2012 (fiscal year 2011/2012).



North side of the building abuts the U-Haul business on South Broadway / Hwy 101.



View of the west side of the structure faces the alley. Under the Sun Tans occupies the space located at 106 Hall Avenue. Photo taken from Hall Avenue.



City of Coos Bay

Façade Improvement Grant Program Application

Name of applicant SUZANNE ECTOR

Name of business SOFTWARE ENTERPRISES, LLC

(MULTIPLE MERCHANTS) How many years in business 8

Address of business storefront or building to be rehabilitated 106 HALL AVE,
COOS BAY, OR

Phone number 541.425.0225 E-mail address ector@ssoftware.com

Type of business COMMERCIAL RENTAL, MULTIPLE BUSINESSES

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 jansen@coosbay.org Describe completely proposed improvements:

SOUTH FAÇADE OF BUILDING

- REMOVAL OF EXIST. LAP SIDING, WINDOW,
DOOR & CORNER TRIM.
- REPLACEMENT OR REPAIR OF ANY
DAMAGED SHEATHING OF FRAMING.
- PROVIDE NEW WEATHER RESISTANT BARRIER,
FLASHING, FIBER CEMENT SIDING & TRIM.
- PREPPING & PAINTING OF SIDING, TRIM,
SOFFIT, PAKE TRIM, FLASHING, ETC.

Estimated cost of project \$ 30,000 - \$ 40,000

Proposed start date AS SOON AS WEATHER PERMITS.

Time line/estimated completion date for project ESTIMATED 2 WEEK CONST. TIME.

If this is a time critical project, please state latest date that applicant can be notified of grant funding approval WOULD LIKE TO GET IT COMPLETED PRIOR TO WINTER.

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

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

REQUIRED SUBMITTALS

The following items must be with the application form:

- Three (3) detailed, itemized competitive bids from licensed contractors for the proposed work
- Evidence of property ownership and, for tenant business applicants, include written permission from the property owner
- Evidence that all city taxes, licenses and fees are current
- Proof in the form of documentation (letter) from applicant's bank or lending institution demonstrating financial ability to complete the project (similar to a letter of reference)
- One (1) copy of a location map and a site plan drawn to scale indicating property lines, existing and adjacent structures and existing landscaping
- 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 modifications, e.g. awning changes (reminder that architect/design/engineering services may be included with the grant)
- 12 samples of materials and color samples
- Completed W-9 form

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 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

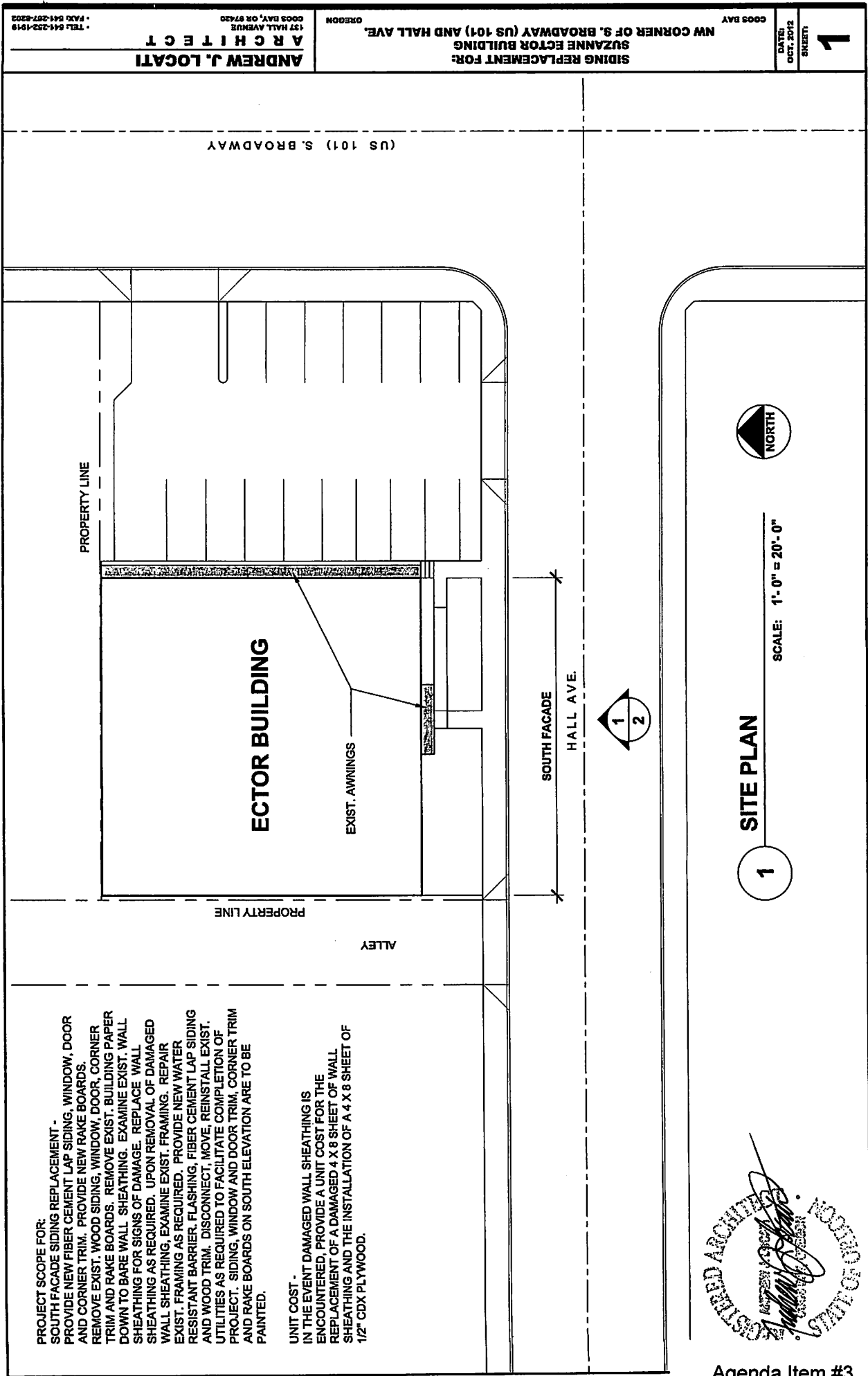
11/15/12
Date

Applicant Signature

Date

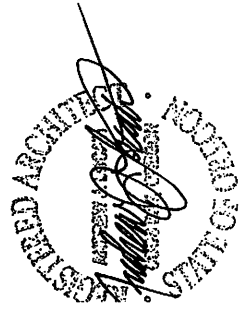
Return Application to:

**COOS BAY URBAN RENEWAL AGENCY
Economic Revitalization Administrator
500 Central Avenue
Coos Bay, OR 97420
(541) 269-8924**



PROJECT SCOPE FOR:
SOUTH FACADE SIDING REPLACEMENT -
PROVIDE NEW FIBER CEMENT LAP SIDING, WINDOW, DOOR
AND CORNER TRIM. PROVIDE NEW RAKE BOARDS.
REMOVE EXIST. WOOD SIDING, WINDOW, DOOR, CORNER
TRIM AND RAKE BOARDS. REMOVE EXIST. BUILDING PAPER
DOWN TO BARE WALL. SHEATHING. EXAMINE EXIST. WALL
SHEATHING FOR SIGNS OF DAMAGE. REPLACE WALL
SHEATHING AS REQUIRED. UPON REMOVAL OF DAMAGED
WALL SHEATHING, EXAMINE EXIST. FRAMING. REPAIR
EXIST. FRAMING AS REQUIRED. PROVIDE NEW WATER
RESISTANT BARRIER, FLASHING, FIBER CEMENT LAP SIDING
AND WOOD TRIM. DISCONNECT, MOVE, REINSTALL EXIST.
UTILITIES AS REQUIRED TO FACILITATE COMPLETION OF
PROJECT. SIDING, WINDOW AND DOOR TRIM, CORNER TRIM
AND RAKE BOARDS ON SOUTH ELEVATION ARE TO BE
PAINTED.

UNIT COST -
IN THE EVENT DAMAGED WALL SHEATHING IS
ENCOUNTERED, PROVIDE A UNIT COST FOR THE
REPLACEMENT OF A DAMAGED 4 X 8 SHEET OF WALL
SHEATHING AND THE INSTALLATION OF A 4 X 8 SHEET OF
1/2" CDX PLYWOOD.



NOTE:
DIMENSIONS SHOWN ARE APPROXIMATE.
CONTRACTOR TO VERIFY DIMENSIONS
FOR QUANTITY TAKE OFFS.

SIDING:
FIBER CEMENT LAP SIDING, 7.25" WIDE,
CEDAR TEXTURE
MANUFACTURER -
JAMES HARDIE, HARDIEPLANK
CERTAINTED, WEATHERBOARD
NOTE: SIDING TO BE BLIND NAILED

WATER RESISTANT BARRIER:
15# BUILDING PAPER

FLASHING:
24 GA. STAINLESS STEEL "DURAFLASH"

NAILS:
STAINLESS STEEL
SIZE AS REQ'D BY CODE AND SIDING MANUFACTURER

WOOD TRIM:
"A" AND BETTER WESTERN RED CEDAR,
S4S, WCLIB 102d.
CLEAR REDWOOD OR
PRE PRIMED SPRUCE.
SIZES AS INDICATED.

PAINT:
PROVIDE BEST QUALITY GRADE OF VARIOUS
TYPES OF COATINGS AS REGULARLY
MANUFACTURED BY ACCEPTABLE PAINT
MATERIALS MANUFACTURERS. ACCEPTABLE
MANUFACTURERS INCLUDE THE FOLLOWING:

ACE PAINTS, FULLER OBRIEN, BENJAMIN MOORE,
PITTSBURGH PAINTS, RODDA PAINTS AND
SHERWIN WILLIAMS

PAINT SCHEDULE:

SIDING -

1st COAT: PRIMER

2nd COAT: ACRYLIC LATEX - SATIN

3rd COAT: ACRYLIC LATEX - SATIN

NOTE: ZINC CHROMATE PRIMER AT ALUMINUM. GALVANIZED
STEEL. PRIMER AT GALVANIZED STEEL.

TRIM, RAKE BOARDS -

1st COAT: PRIMER

2nd COAT: ACRYLIC LATEX - SEMI GLOSS

3rd COAT: ACRYLIC LATEX - SEMI GLOSS

NOTE: PRIME ALL ENDS AND EDGES, INCLUDING CUT ENDS.

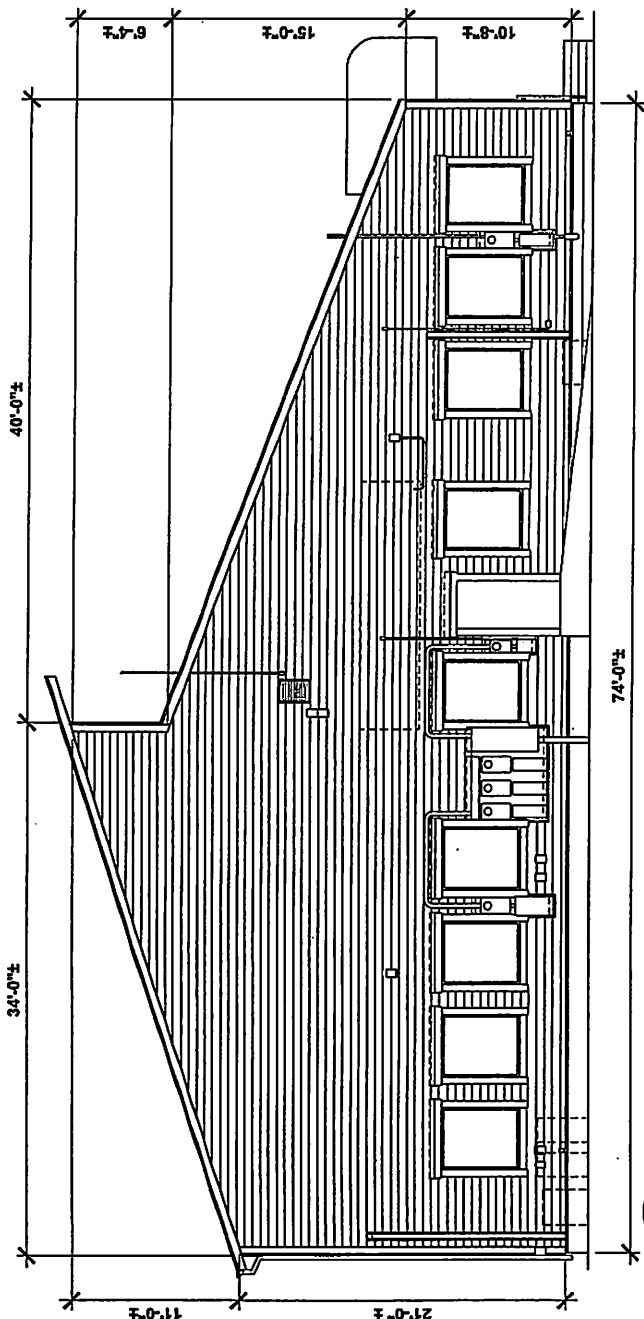
FLASHING -

1st COAT: WATER BORNE PRIMER

2nd COAT: ACRYLIC LATEX - SEMI GLOSS

3rd COAT: ACRYLIC LATEX - SEMI GLOSS

NOTE:
PROVIDE APPROPRIATE PRIMER FOR BASE MATERIAL



1 SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

NOTE:
CONTRACTOR RESPONSIBLE FOR DISPOSAL OF ALL CONSTRUCTION DEBRIS.

PAINT COLORS -
SEE BAYSHORE PAINTS FOR COLORS TO MATCH EXIST.
TRIM - LITTLE CAESARS GREEN
SIDING, SOFFIT, CONDUIT, ETC. - LITTLE CAESARS BIEGE
SEALANT -
CONTRACTOR'S CHOICE

NOTE:
NOTIFY EXIST. BLDG. TENANTS
OF REPAIR SCHEDULE.
COORDINATE REPAIR SCHEDULE
WITH TENANT'S BUSINESS HOURS
AS BEST AS POSSIBLE.

UNDER THE SUN TANS
HOURS: M-F 8:30am - 7pm
SAT 10am - 6pm
SUN 12pm - 6pm

LITTLE CAESARS PIZZA
HOURS: SUN-TH 11am - 9pm
F-SAT 11am - 10pm

US CELLULAR
HOURS: M-SAT 10am - 7pm
SUN 11pm - 5pm

SCALE: 1/4" = 1'-0"

REPLACE EXIST. RAKE BOARDS (TYP)

PROVIDE CORNER TRIM. MATCH SIZE OF EXIST. CORNER TRIM AT SOUTHEAST CORNER OF BLDG. TRIM BACK EXIST. SIDING ON EAST CLERESTORY WALL. WRAP BLDG. PAPER AROUND CORNER. EXTEND MIN. 6" BEHIND EAST SIDING. PROVIDE FLASHING AT BOTTOM OF TRIM OVER EAST ROOFING AND SOUTH SIDING.

REPLACE EXIST. RAKE BOARDS. MATCH EXIST. SIZE (TYP)

EXIST. ATTIC VENT. DETERMINE CONDITION. REUSE IF POSSIBLE. LAP BLDG. PAPER OVER TOP FLANGE.

PROVIDE NEW SIDING ON
NEW WATER RESISTANT BARRIER ON
WALL SHEATHING
MATCH EXIST. SIDING EXPOSURE (TYP)

COORDINATE WITH TENANT REGARDING THE REMOVAL OF THE EXIST. AWNING. STORE AWNING IN SAFE LOCATION TO PREVENT DAMAGE. REINSTALL UPON PROJECT COMPLETION.

REMOVE AND REINSTALL EXIST. LIGHT AS REQ'D TO FACILITATE SIDING REPLACEMENT.

PROVIDE FLASHING AT TRIM ABOVE WINDOWS AND DOOR. 3" UPPER LEG AND 12" VERTICAL EXTENSION OVER FACE OF TRIM. SOLDER CORNERS. SET IN SEALANT. LAP BLDG. PAPER OVER UPPER LEG OF FLASHING. (TYP)

EXIST. METAL PIPING COVER. REMOVE AS REQUIRED.
REINSTALL. PAINT TO MATCH SIDING COLOR.

CONTRACTOR'S OPTION:

AT LOCATIONS BEHIND ELECTRICAL
EQUIPMENT BOXES, PROVIDE FIBER
CEMENT SIDING PANEL INSTEAD OF
SIDING. LAP PANEL AT TOP THE SAME
AS SIDING. PROVIDE FLASHING AT THE
TOP OF ELECTRICAL EQUIPMENT BOXES.
FLASHING TO HAVE A 3" MIN. VERTICAL
LEG AND 1" HORIZ. LEG. SET IN BED OF
SEALANT. PROVIDE FLASHING AT
BOTTOM OF SIDING PANEL. FLASHING
TO HAVE A 3" MIN. VERTICAL LEG AND
LAP OVER THE TOP OF THE SIDING 1-1/2".
PROVIDE 1 X 2 VERTICAL TRIM AT
EXPOSED SIDE EDGE OF SIDING PANEL
SO THAT LAP SIDING CAN BUTT INTO
SIDE OF TRIM. (TYP)

PROVIDE NEW WOOD CORNER TRIM.
MATCH EXIST. SIZE.

EXIST. RAILING. UNFASTEN FROM
CORNER TRIM TO ALLOW INSTALLATION
OF NEW CORNER TRIM. REFASTEN
RAILING AFTER PAINTING OF TRIM.

EXIST. NATURAL GAS LINE.

RIGHT SIDE OF SOUTH ELEVATION

SCALE: 1/4" = 1'-0"

1