

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

**June 18, 2013**

The minutes of the proceedings of the City of Coos Bay Urban Renewal Agency, held immediately following the City Council meeting held at 7 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Chair Gene Melton and Board Members Mark Daily, Jennifer Groth, Stephanie Kramer, John Muenchrath, Crystal Shoji and Mike Vaughan. City staff present were City Manager Rodger Craddock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Operations Administrator Randy Dixon, Acting Fire Chief Mark Anderson, and Police Chief Gary McCullough.

**Public Comments**

No comments were given.

**Consent Calendar**

Chair Melton reviewed the consent calendar which consisted of 2a: approval of the minutes of June 4, 2013; and 2b: acceptance of the May 2013 URA combined cash report. Board Member Groth moved to approve the consent calendar approving the minutes of June 4, 2013, and accepting the May 2013 URA combined cash report. Board Member Daily seconded the motion which passed with Chair Melton and Board Members Daily, Groth, Kramer, Muenchrath, Shoji, and Vaughan voting aye.

**Presentation on the Downtown Way-Finding/Information Kiosk Signs**

Operations Administrator Randy Dixon stated at the May 21, 2012 URA meeting, the Agency requested more information regarding the proposed site locations, design detail, and map content for the proposed way-finding signs for downtown. City staff and Downtown Association (DTA) proposed a City wide way-finding system which would break out into five zones. The main way-finding sign would be located at the Visitor Information Center and would include a map of the City of Coos Bay; the map would outline the five zones. Each zone would then have a bigger map of the specific zone/area and would have legends to highlight entertainment, public facilities, and businesses within each zone. The other two proposed kiosk signs would list specific information about the downtown area and were proposed to be placed at Central Avenue and N. 2<sup>nd</sup> Street Parking Lot and on the City Dock/Boardwalk. Board Members Kramer, Muenchrath, Shoji, and Vaughan expressed concern about the design of the way-finding signs. Board Member Shoji inquired if the map would include the areas of Eastside and Empire. Brian Bowers of the DTA stated the proposed map would be color coded by area to include Eastside and Empire. Board Member Vaughan suggested adding a Smartphone QR codes to the way-finding signs. Board Member Shoji inquired as to the process for updated the maps/signage. Mr. Bowers stated once the main design was templated it could be updated and re-printed on a scheduled basis.

## **Urban Renewal Agency Minutes – May 21, 2013**

### **Development of the Hollering Place**

City Manager Rodger Craddock stated Mike Babcock, founder of Oregon Seafoods, LLC was looking for a location to expand his seafood processing business. Mr. Babcock's vision was to build a new and much larger processing plant modeled after the Tillamook Cheese factory and the new Face Rock Creamery where tourists and local citizens could watch the processing and packaging along with a retail sales area. Mr. Babcock along with Chris Claflin from Business Oregon contacted staff a few weeks ago regarding the possibility of relocating their business to the Hollering Place property. Mr. Craddock advised Mr. Babcock's vision fit in with the intent of the Hollering Place Master Plan but was not directly on point. Mr. Babcock stated Oregon Seafoods was interested in Hollering Place site due to its location on the water, noting it would be a good fit for his company. Board Members Daily, Kramer, and Muenchrath expressed their support of the project. Board Member Vaughan was in favor of Oregon Seafoods including an eatery at the Hollering Place site. Mr. Craddock advised the Hollering Place Master Plan was a community based visioning process; suggested the Agency allow for public input on Mr. Babcock's conceptual use of the Hollering Place property at the July 2<sup>nd</sup> URA meeting. It was the consensus of the Agency to move forward with scheduling the public meeting for July 2, 2013.

### **Consideration to Add Funds to Cover Professional Fees and Additional Costs to the Susanne Ector Façade Grant**

City Manager Rodger Craddock stated the Agency previously awarded a \$14,793 façade improvement grant to Susanne Ector for her property located at the corner of South Broadway and Hall Avenue in December 2012. City staff received request from Ms. Ector asking the Agency to consider adding architect fees and additional project costs to the façade grant. Mr. Craddock stated the façade improvement program allowed for design, architectural, and engineering services to be included in the grant up to 10% of the total project cost to a maximum of \$5,000. Architectural fees were inadvertently left out of the grant application which totaled \$1,350 in addition to \$2,346.71 for costs associated to additional repairs required due to unanticipated damage/dry rot. Board Member Muenchrath moved to approve awarding an additional \$2,523.36 in funding to the Suzanne Ector façade grant. Board Member Kramer seconded the motion. Board Member Daily recommended revising the approved total to \$1,848.36 in consideration of applying the 50% rule to the architectural fees. Board Member Muenchrath amended his motion to reduce the amount awarded to \$1,848.36. Board Member Kramer re-seconded the motion which passed with Chair Melton and Board Members Daily, Groth, 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:

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Mike Vaughan, Secretary