

CITY OF COOS BAY URBAN RENEWAL AGENCY
Agenda Staff Report

MEETING DATE August 6, 2013	AGENDA ITEM NUMBER
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TO: Chair Gene Melton and Board Members

FROM: Eric Day, Community Development Director
Debbie Erler, Planner

Through: Rodger Craddock, City Manager

ISSUE: Consideration of a Façade Grant for Anna Marie Larson
270 South Broadway, Coos Bay (T.25, R.13, S26CD-600)

BACKGROUND

Anna Marie Larson, owner of the subject property, has submitted a façade improvement grant application for property located at 270 South Broadway (Multiple addresses associated with the building). Mrs. Larson is proposing to replace nine second-story windows with energy efficient windows of the same style/size and in the same location. The building was constructed in 1925 and is located on the corners of South Broadway / Bayshore and Curtis Avenue. The first floor is currently leased to several businesses (Stray Cats Antiques, Sumin's Restaurant, E-Z Thai, and Sol Coast Design). The second floor addition was added in the 1980s with the intention of developing a restaurant. This area remains undeveloped at this time.

On August 14, 2012, the Design Review Committee recommended approval of the proposed window replacement. The Committee and the owner discussed the anticipated use of the second story. Mrs. Larson stated that at this time she does not intend to establish a use on the second story.

Subject to approval by the Urban Renewal Agency, the façade improvement program provides a 50/50 grant with a maximum grant award of \$25,000. As required by the program, Mrs. Larson has obtained three bids for the façade project. The bids were from local contractors and for \$6,255.55, \$8,080.00, and \$10,041.00. Grant funding is awarded for up to 50 percent of the project cost with a maximum of \$25,000.

ADVANTAGE

The façade grant will enable Mrs. Larson to make improvements to the property located at 270 South Broadway. The goal of the Downtown Urban Renewal Plan is to provide a more attractive living, working, and shopping environment in the commercial area.

DISADVANTAGE

None identified.

BUDGET IMPLICATIONS

Funding for the proposed improvements would be from the Downtown Urban Renewal Façade Improvement Program #57-940-520-2415 in the amount of \$3,128.00 which is 50% of the lowest bid that Mrs. Larson obtained.

ACTION REQUESTED

Staff is requesting the Agency award a façade improvement grant for \$3,128.00 to Anna Marie Larson to replace nine second-story windows with white vinyl, Low E-Argon Gas windows at 270 South Broadway, Coos Bay, Oregon.

Attachments: Pre-Application photo and summary of July 1, 2013
Façade grant application
Location map

Anna Marie Larson, Property Owner
Façade Improvement Grant Pre-Application
July 1, 2013



View of the east side of the building facing the bay

The building is located on the corners of South Broadway/Bayshore and Curtis Avenue and was constructed in 1925. Address for file will be 270 South Broadway. The first floor is leased to several businesses including Stray Cats Antiques, Sumin's Restaurant, E-Z Thai, and Sol Coast Design. The 2nd floor addition was done sometime in the 1980s with the intention of developing a restaurant. An address was not assigned to the addition as it is unfinished and has remained unoccupied since construction. The property owner does not have plans to develop the property in the near future.

Mrs. Larson is applying for a façade grant to replace the 2nd floor windows with energy efficient windows. The Design Review Committee met with Mrs. Larson on July 8, 2013 to review the proposed project. Consensus of the committee was to forward the application to the Urban Renewal Agency with no objections to the project.



City of Coos Bay

Façade Improvement Grant Program Application

Name of applicant ANNAMARIE LARSON
 Name of business PROPERTY OWNER
 _____ How many years in business _____

Address of business storefront or building to be rehabilitated LOCATED ON CORNER BAYSHORE, CURTIS & BROADWAY 2ND STORY CB.

Phone number 541-267-5289 E-mail address NONE

Type of business BUILDING OWNER - COMMERCIAL RENTALS

Applicant is the Property Owner Business Owner Other _____

If not owner of property, does applicant have lease: yes no

If yes, Expiration Date: DIFFERENT DATES If no, explain: _____

Property owner or property manager's name (if different from applicant), address and phone number
ANNAMARIE LARSON #541-267-5289

PROPOSED FAÇADE IMPROVEMENTS

Please describe completely proposed improvements:

REPLACING 9 WINDOWS 2ND STORY TO BUILDING CORNER BAYSHORE & CURTIS & BROADWAY CB.

Estimated cost of project _____

Proposed start date _____

Time line/estimated completion date for project _____

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

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

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

REQUIRED SUBMITTALS

The following items must be with the application form:

1. Three (3) detailed, itemized competitive bids from licensed contractors for the proposed work. The grant award is based on the low bid, however, an applicant may use his/her choice of contractor and pay the difference.
2. Evidence of property ownership. A copy of property tax record (available from the county assessor's webpage) may be used. For tenant business applicants, written and signed permission from the property owner is required.
3. Evidence that all city taxes, licenses and fees are current. For taxes, a copy of property tax information from the Assessor's webpage. For licenses, a photocopy of current business license may be submitted.
4. Proof in the form of documentation from the applicant's bank or lending institution demonstrating financial ability to complete the project. This document would be similar to a letter of recommendation from your banker.
5. One copy of a location map. May be obtained from the Public Works Engineering Department.
6. Attach proposal and cost for design, architectural, and engineering services to provide professional level drawings that effectively and clearly communicate the project's design.
7. If architectural changes are being made to the façade of the structure:
 - a. A site plan drawn to scale indicating property lines, existing and adjacent structures and existing landscaping is required.
 - b. 12 copies of building elevation(s) drawn to scale indicating all existing as well as proposed design and structural changes and building materials and colors. The elevation drawing(s) should also include the size and location on the building of any sign modifications or awning changes.
 - c. If the project is repair/replacement of siding, repair/replacement of existing architectural features, and painting, color digital pictures shall be submitted and a site plan drawing is not required.
8. 12 copies of materials and color samples

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

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

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


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

CERTIFICATION BY APPLICANT

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

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

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



Applicant Signature

7-9-13

Date

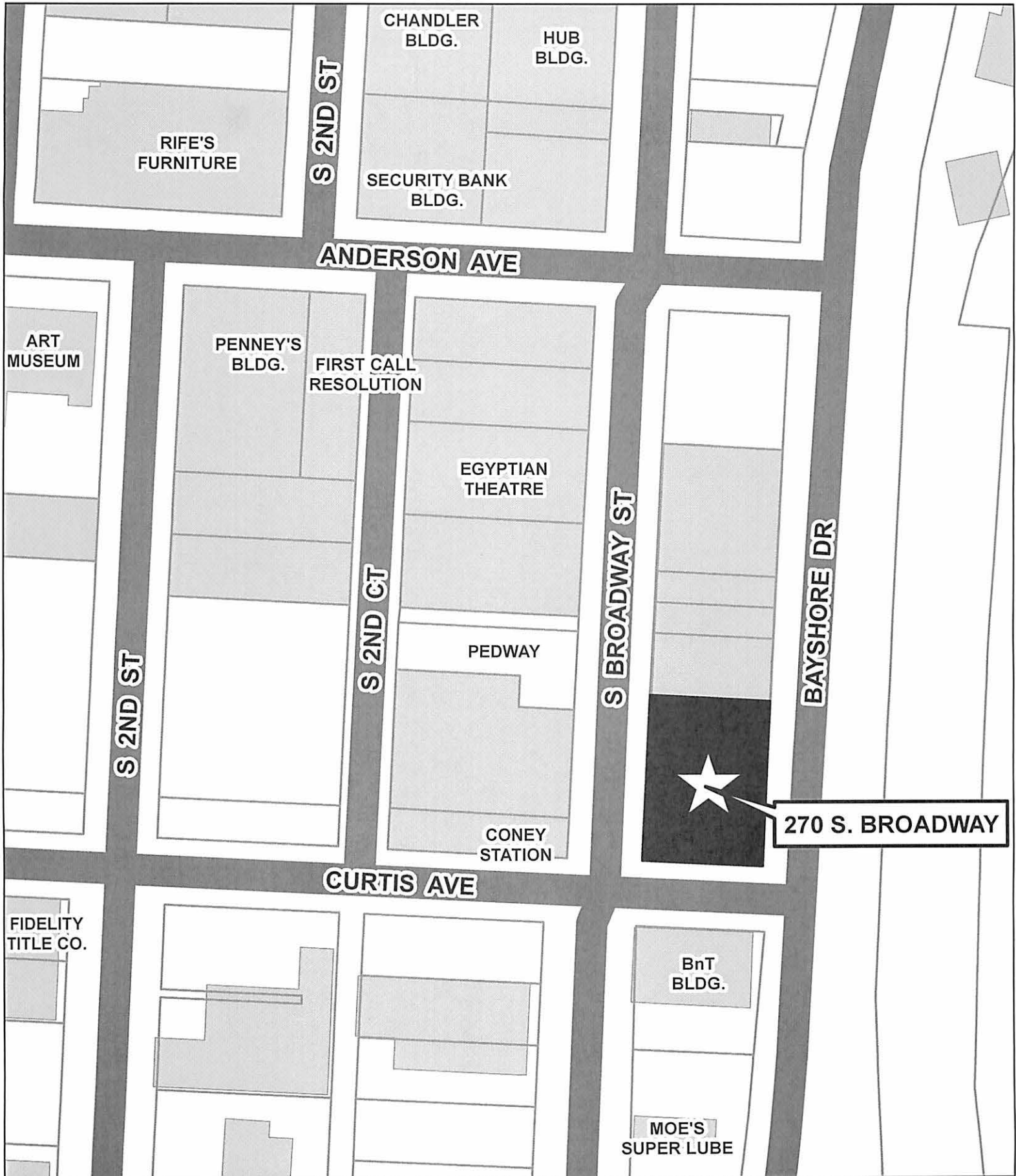
Applicant Signature

Date

Return Application to:

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

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LOCATION MAP



Agenda Item #4
 1 inch = 100 feet