

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

<b>MEETING DATE</b> November 19, 2013	<b>AGENDA ITEM NUMBER</b>
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TO: Chairman Mark Daily and Board Members

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

Through: Rodger Craddock, City Manager *REL*

ISSUE: Consideration of a Façade Improvement Grant for David Ford  
245 South 2<sup>nd</sup> Street, Coos Bay (T.25, R.13, S26CC-8200)

**BACKGROUND**

David Ford, owner of the subject property, has submitted a façade improvement grant application for property located at 245 S 2<sup>nd</sup> Street. Mr. Ford is proposing Phase II of their project which includes demolition of the existing storefront on east elevation and construction of recessed entries, pilasters, glass block and center gable element; installing cornice trim, awnings, pilasters on the north and south sides; and replacement of sidewalk and brick pavers on east side at 245 South 2<sup>nd</sup> Street, Coos Bay, Oregon.

On November 5, 2013 the Design Review Committee reviewed the application and recommended approval as submitted. The Coos Bay Urban Renewal Agency approved a façade improvement grant for Phase I of the project on April 16, 2013 for \$25,000. All commercial property and/or businesses located within the designated urban renewal districts are eligible for the façade grant program. Only one grant per building location is allowed in any one fiscal year period [July 1 through June 30].

Subject to approval by the Urban Renewal Agency, the Façade Improvement Grant Program provides a 50/50 match for an approved project with a maximum grant award of \$25,000.

Mr. Ford has obtained three bids for the façade project. The bids were from local contractors for \$120,866, \$127,000 and \$210,930.

**ADVANTAGE**

The façade grant will enable Mr. Ford to complete the façade improvements to the building and market the remaining five commercial spaces within the building (Seven Devils Brewery currently occupies the sixth space). 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 \$25,000 which is less than 50% of the lowest bid that Mr. Ford obtained.

**ACTION REQUESTED**

Staff is requesting the Agency award a façade improvement grant for \$25,000 to David Ford for Phase II of their project which includes demolition of the existing storefront on east elevation and construction of recessed entries, pilasters, glass block and center gable element; installing cornice trim, awnings, pilasters on the north and south sides; and replacement of sidewalk and brick pavers on east side at 245 South 2<sup>nd</sup> Street, Coos Bay, Oregon.

Attachments: Façade grant application with elevation drawings (2) and color sample  
Photos of existing elevations (2)  
Location map



# City of Coos Bay

## Façade Improvement Grant Program Application

Name of applicant DAVID FORD

Name of business FORD BUILDING MANAGEMENT, LLC

How many years in business \_\_\_\_\_

Address of business storefront or building to be rehabilitated 245 S. 2ND STREET

Phone number (541) 290-0598 E-mail address dford.coos@gmail.com

Type of business COMMERCIAL BUILDING MANAGEMENT

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 [jjansen@coosbay.org](mailto:jjansen@coosbay.org) Describe completely proposed improvements:

INSTALLATION OF CORNICE TRIM, WATERTABLE TRIM AND AWNINGS ON ALL 4 SIDES OF THE BUILDING. RE-SKINNING AND EXTENDING PILASTERS ON NORTH AND SOUTH SIDES TO SUPPORT SCREEN WALL AT LOW ROOF AREAS. DEMOLITION OF EXISTING STOREFRONT ON EAST SIDE AND CONSTRUCTION OF RECESSED ENTRIES, PILASTERS, GLASS BLOCK AND CENTER GABLE ELEMENT. REPLACEMENT OF SIDEWALK AND BRICK PAVERS ON EAST SIDE.

Estimated cost of project \$ 122,971  
Proposed start date NOVEMBER, 2013  
Time line/estimated completion date for project MARCH, 2014

If this is a time critical project, please state latest date that applicant can be notified of grant funding approval NOVEMBER 2013.

Brief explanation of factors contributing to the critical timing of this project: OWNER IS ANXIOUS TO BEGIN TENANT IMPROVEMENT WORK FOR TENANTS ENTERING FROM THE EAST SIDE, SO THAT HE CAN START RECEIVING RENT.

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

#### **REQUIRED SUBMITTALS**

The following items must be with the application form:

1. Three (3) detailed, itemized competitive bids from licensed contractors for the proposed work. The grant award is based on the low bid, however, an applicant may use his/her choice of contractor and pay the difference.
2. Evidence of property ownership. A copy of property tax record (available from the county assessor's webpage) may be used. For tenant business applicants, written and signed permission from the property owner is required.
3. Evidence that all city taxes, licenses and fees are current. For taxes, a copy of property tax information from the Assessor's webpage. For licenses, a photocopy of current business license may be submitted.
4. Proof in the form of documentation from the applicant's bank or lending institution demonstrating financial ability to complete the project. This document would be similar to a letter of recommendation from your banker.
5. One copy of a location map. May be obtained from the Public Works Engineering Department.
6. If architectural changes are being made to the façade of the structure:
  - a. A site plan drawn to scale indicating property lines, existing and adjacent structures and existing landscaping is required.
  - b. 12 copies of building elevation(s) drawn to scale indicating all existing as well as proposed design, and structural changes and building materials and colors. The elevation drawing(s) should also include the size and location on the building of any sign modifications or awning changes.
  - 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.
7. 12 copies of materials and color samples

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

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

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

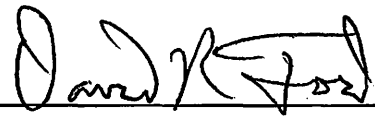
Grant funds are considered taxable income by the Internal Revenue Service. A W-9 form must be submitted to the City of Coos Bay if grant funds are awarded to the applicant.

**CERTIFICATION BY APPLICANT**

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

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

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

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

10/31/13  
\_\_\_\_\_  
Date

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

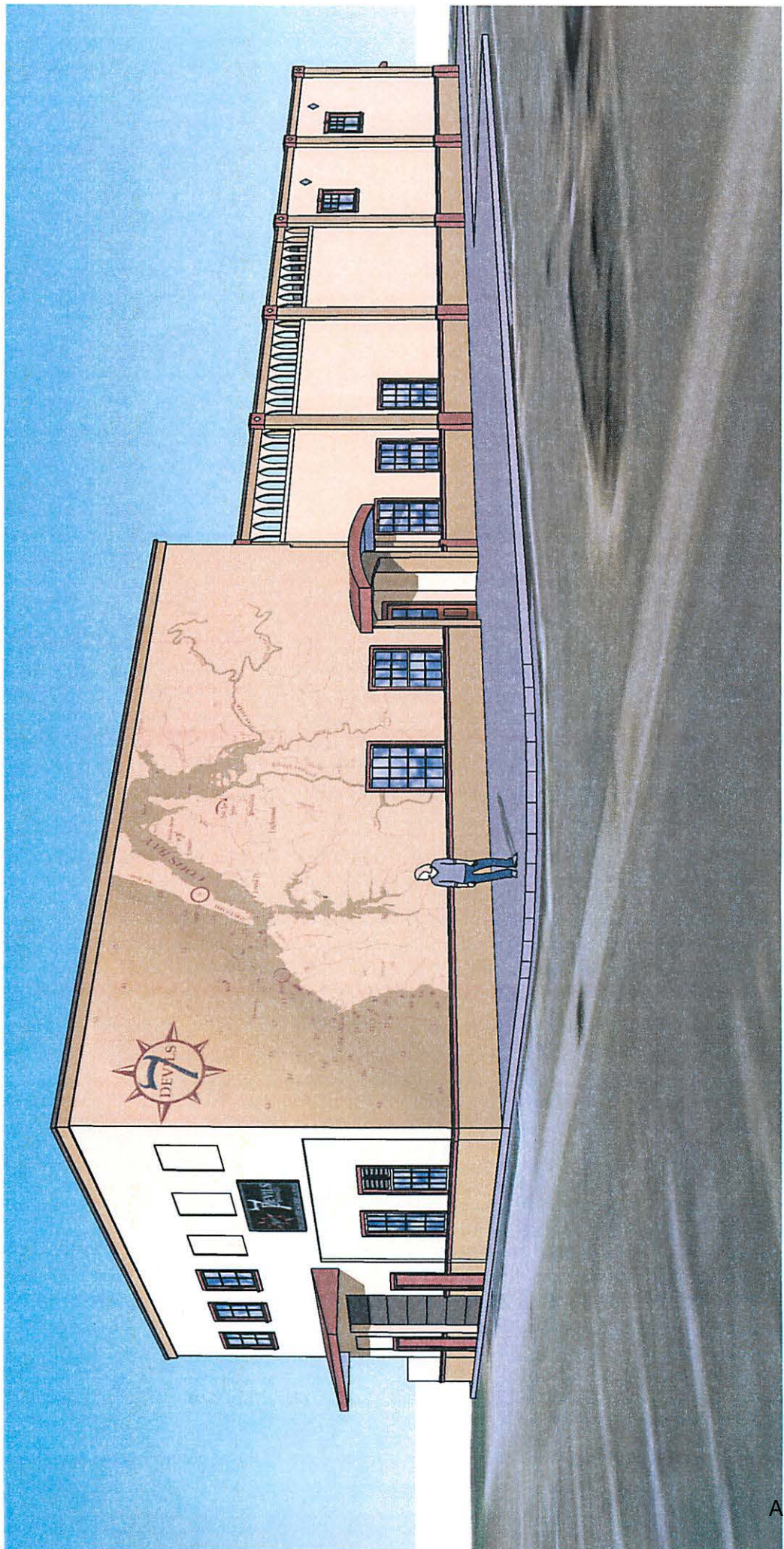
\_\_\_\_\_  
Date

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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# Color Samples

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## Field Color

Miller Paint Co. Historic Colour Collection

"Knightly Straw"



## Accent Color

Miller Paint Co. Historic Colour Collection

"Danish Pine"



## Trim Color

Miller Paint Co. Historic Colour Collection

"Richardson Brick"



## Accent Color

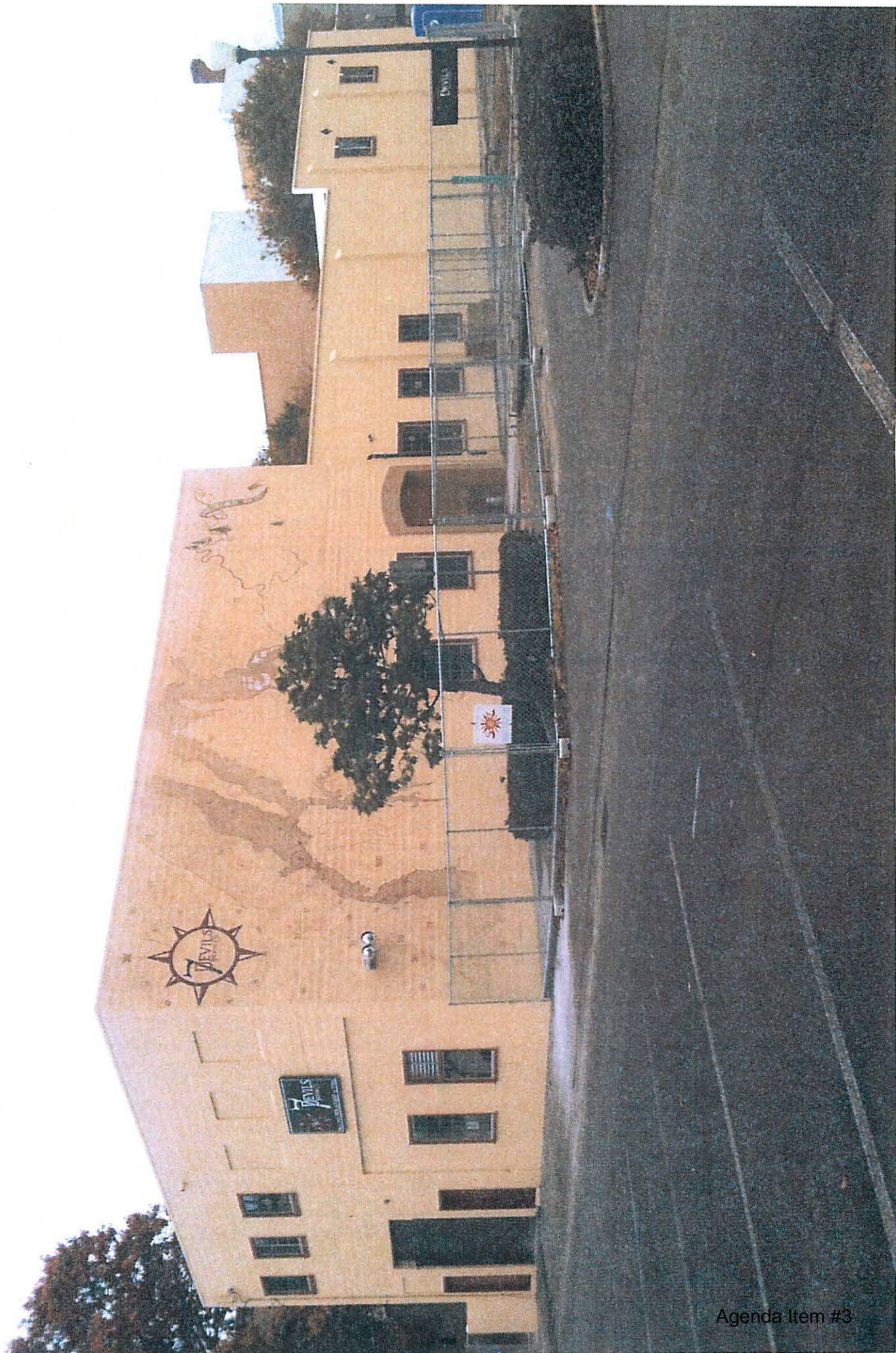
Benjamin Moore

"Dragon's Breath"











Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, and the GIS User Community



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Date: 11/12/2013



Agenda Item #3  
 1 inch = 92 feet