

CITY OF COOS BAY URBAN RENEWAL AGENCY
Agenda Staff Report

MEETING DATE January 7, 2014	AGENDA ITEM NUMBER
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TO: Chair Mark Daily and Board Members

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

Through: Rodger Craddock, City Manager *lee*

ISSUE: Consideration of a Façade Grant for Abby's Pizza – Rich Olson
997 South 1st Street, Coos Bay (T.25, R.13, S35CA - Tax Lot #1400)

BACKGROUND

A façade improvement grant application for Abby's Pizza at 997 South 1st Street was submitted for review by the owner's representative Justin Gerlitz of ZCS Engineering, Inc. The one-story structure was constructed around 1952 and was converted from apartments to a pizza parlor in 1984. The structure is located in the Urban Renewal District on the northwest corner of South 1st Street and Johnson Avenue.

The applicant is proposing to replace all existing aluminum windows with energy efficient vinyl windows and replace the trim surrounding the windows; paint the exterior walls/trim and existing metal awnings (mansards); replace the existing concrete sidewalk at the south side of the building that is causing flooding inside the structure; and pay design services associated with the project. The proposed color scheme is similar to the existing with "Navajo White" for the main body color and "Hunt Club Green" for the awnings and trim.

On December 30, 2013, the Design Review Committee reviewed the applicant's submittal and recommended approval of the proposed project with a suggestion to consider a body color that would better match the existing brick façade. They suggested a richer more earthy color found in the existing brick.

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 per fiscal year. As required by the program, three bids for the façade project have been obtained. The bids for were separated by the work being completed: Painting building/metal awning **\$7,810**, \$11,600, \$12,600; window replacement **\$3,781**, \$3,924, \$6,287; sidewalk replacement **\$1,800**, 1,987, \$2,200. The low bid from each element of the project total \$13,391.

The cost of planning/design services of \$3,500 is also included in the request. The Façade Improvement Grant Program allows cost related to design, architectural, and engineering services to be included in the request, but limits the amount of reimbursement to 10-percent of the total project cost (not to exceed \$5,000), which is **\$1,339.10**; therefore, grant funding cannot exceed \$8,034.60

ADVANTAGE

The façade grant will enable the owner of Abby's Pizza to make improvements to the property located at 997 South 1st Street. The façade improvements as proposed will provide a more attractive living, working, and shopping environment, which is the goal of the Downtown Urban Renewal Plan.

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 \$8,034.60

ACTION REQUESTED

Staff is requesting the Agency award a façade improvement grant for \$8,034.60 to business owner Rich Olson, for Façade Improvements as proposed at Abby's Pizza located at 997 South 1st Street, Coos Bay, Oregon.

Attachments: Façade grant application w/photos and color sample
Location map



City of Coos Bay
Façade Improvement Grant Program Application

Name of applicant Justin Gerlitz – ZCS Engineering, Inc.

Name of business Abby's Legendary Pizza

How many years in business _____

Address of business storefront or building to be rehabilitated _____
997 S 1st Street, Coos Bay, OR 97420

Phone number 541-479-3865 E-mail address justing@zcsengineering.com

Type of business Pizza Restaurant

Applicant is the Property Owner Business Owner Other Owner's Representative

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

If yes, Expiration Date: March 2014 If no, explain: _____
Business Owner has option to renew lease and plans to do so in 2014

Property owner or property manager's name (if different from applicant), address and phone number
Business Owner - Abby's Legendary Pizza (Rich Olson), 1960 River Road, Eugene, OR 97404
Landowner – H. Raymond & W. Sue Watson Trust, P.O. Box 146, Reedsport, OR 97467

PROPOSED FAÇADE IMPROVEMENTS

Please describe completely proposed improvements:

The Abby's façade improvements will consist of replacement of all existing aluminum windows with energy efficient vinyl windows, including replacement of surrounding trim, repainting of the exterior walls and trim, repainting of the metal awnings (mansards), replacement and/or upgrades to signs attached to the building, removal and replacement of the existing concrete area at the south side of the building that is causing flooding inside the structure (due to low grade), and design services associated with this work and application. Bids for each item that we are requesting grant funding on are attached for your review and reference. The total amount we are requesting funding for is \$8,446 which is 50% of the qualified expenses for windows, painting, sidewalk replacement, and design services.

Estimated cost of project \$16,891

Proposed start date March 2014

Time line/estimated completion date for project 4 weeks

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

Brief explanation of factors contributing to the critical timing of this project: N/A

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

12/20/13

Date

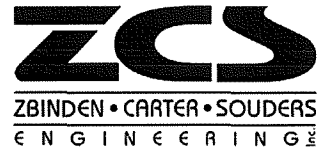
Applicant Signature

Date

Return Application to:

**COOS BAY URBAN RENEWAL AGENCY
Community Development Department
500 Central Avenue
Coos Bay, OR 97420
(541) 269-1181 ext 2259**

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December 20, 2013

Rich Olson
Abby's Legendary Pizza
1960 River Road
Eugene, OR 97404

Reference: Abby's Pizza Façade Improvements – Coos Bay, Oregon

Subject: Planning/Engineering Services Proposal

As requested, we have put together a formal planning/design services proposal for our ongoing work regarding the façade improvements that will be made at your Coos Bay Abby's location. This includes work performed to date and anticipated work on our end to facilitate the completion of the façade improvements. The scope of our work and associated fees for this process is defined as follows:

Planning/Design Services:

- General project administration (teleconferences, design coordination, etc.)
- Perform site inspection of property to be developed. Measure up existing building features and meet with Owner to review design options.
- Review available property and building information to evaluate potential changes to the existing building and façade.
- Assist Owner in selecting design options for building façade updates and review contractor bids.
- Prepare pre-application submittal to City/Urban Renewal Agency and attend pre-application review meeting (teleconference).
- Prepare formal application submittal to City/Urban Renewal Agency and attend formal review meeting (teleconference).
- Attend Urban Renewal Meeting to discuss project and potential award of funding (teleconference).
- Coordination with Owner and subcontractors to ensure project is completed in a manner approved by the Agency.

Design Services Estimate: \$3,500 (T&M)

The following services are not included in the above fee proposal but can be provided upon your request:

- Work related to the site maintenance improvements that were previously discussed.
- All System Development Charges, permitting fees, application fees, etc.

Please review the proposal and the attached documents and feel free to contact us if you have any questions or require any additional information.

Sincerely,

Justin Gerlitz, PE



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Blue - Storm Drain
 Green - Sanitary Sewer

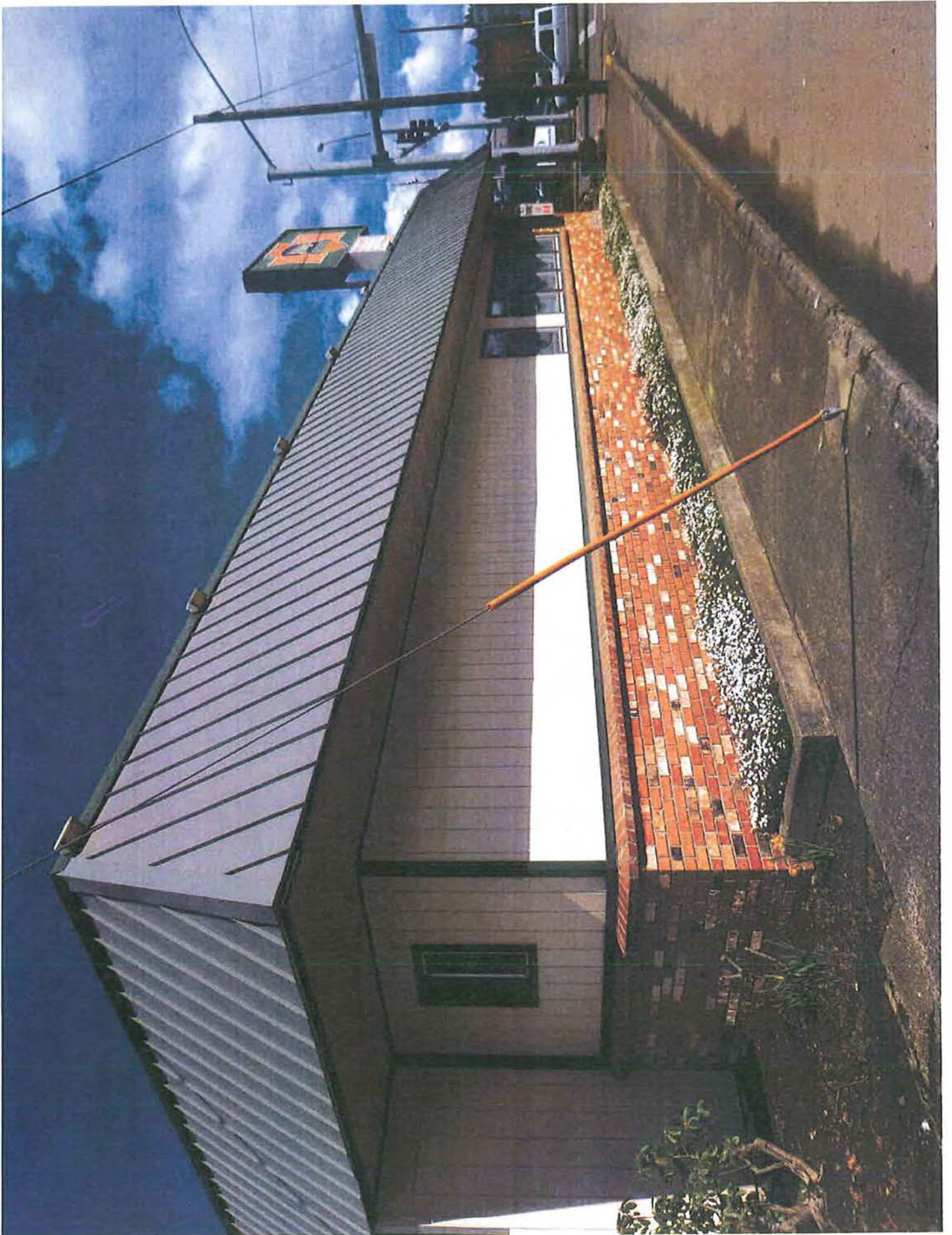




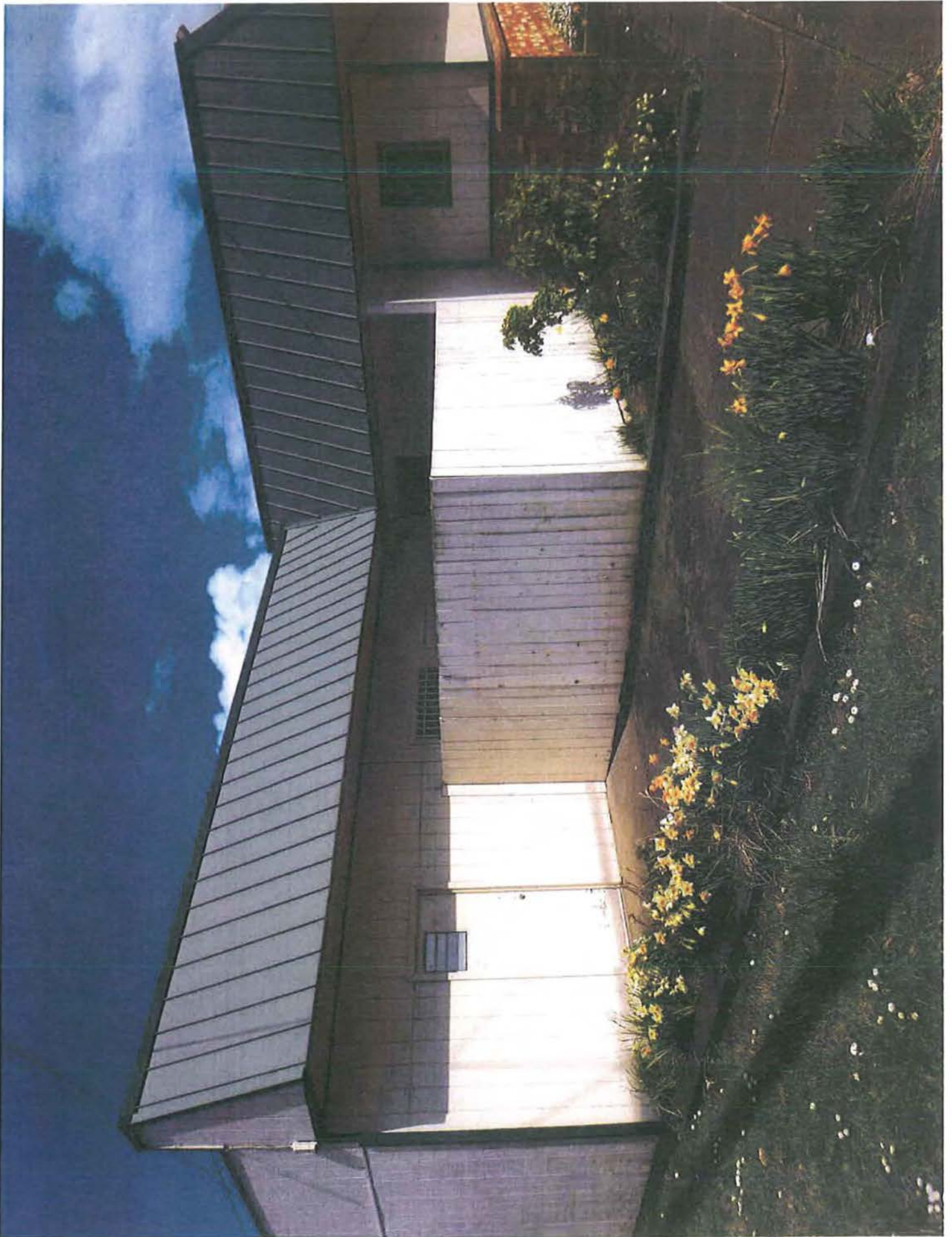
Agenda Item #3



Agenda Item #3



Agenda Item #3



I	For interior use only.
II	Optimum color results are achieved using the designated Color-Prime :
III	Optimum color results are achieved in gallon size only
LRV	Light Reflective Value

Some colors limited to select product lines.
Samples approximate the actual paint color.



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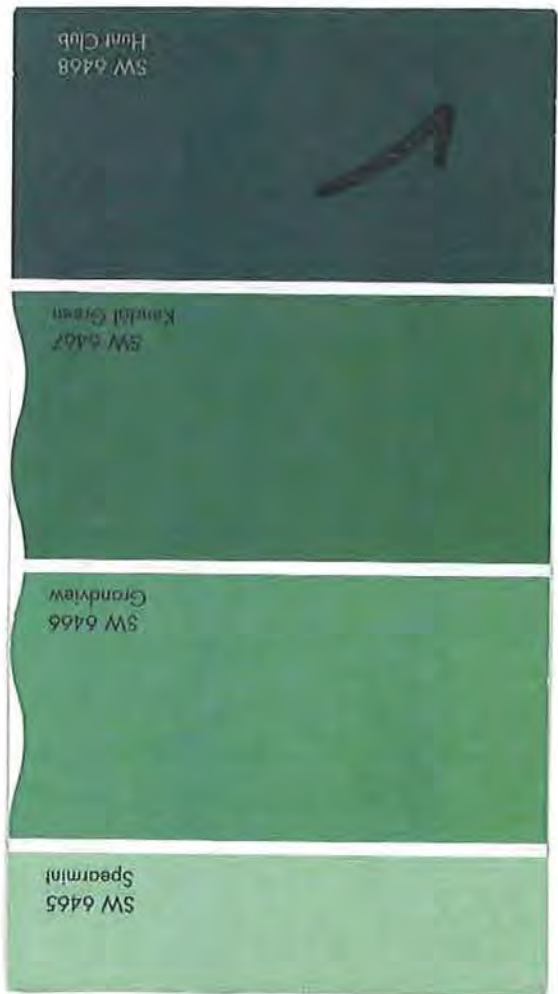
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19



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