

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

January 7, 2014

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 Mark Daily and Board Members Jennifer Groth, John Muenchrath, Crystal Shoji, and Mike Vaughan. Board Members Stephanie Kramer and Gene Melton were absent. City staff present were City Manager Rodger Craddock, Finance Director Susanne Baker, Library Director Sami Pierson, Community Development Director Eric Day, Public Works Director Jim Hossley, Acting Fire Chief Mark Anderson, and Police Chief Gary McCullough.

Public Comments

No comments were given.

Consent Calendar

Chair Daily reviewed the consent calendar which consisted of 2a: approval of the minutes of December 17, 2013. Board Member Shoji moved to approve the consent calendar approving the minutes of December 17, 2013. Board Member Groth seconded the motion which passed with Chair Daily and Board Members Groth, Muenchrath, Shoji, and Vaughan voting aye. Board Members Kramer and Melton were absent.

Consideration of Approval of a Façade Improvement Grant for Abby's Pizza Located at 997 South 1st Street, Coos Bay

Community Development Director Eric Day presented a façade improvement grant application on behalf of Abby's Pizza for the building they were currently leasing located at 997 South 1st Street. The application was submitted for review by the owner's representative, Justin Gerlitz of ZCS Engineering, Inc. Abby's Pizza proposed improvements which included replacing all existing aluminum windows with energy efficient vinyl windows and replace 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 was causing flooding inside the structure; and pay for design services associated with the project. The proposed color scheme was similar to the existing with "Navajo White" for the main body color and "Hunt Club Green" for the awnings and trim.

The low bid for the project was \$13,391. The cost of planning/design services was \$3,500 but the program limits the amount of reimbursement to 10-percent of the total project cost (not to exceed \$5,000) which totaled \$1,339.10. Based on the façade programs 50/50 grant match requirement with a maximum grant of \$25,000, the total grant amount to be considered by the Agency to renovate the interior and exterior of the building was \$8,034.60. Mr. Day stated Abby's Pizza met all requirements of the grant application; the Design Review Committee (DRC) reviewed the project and recommended the Agency approve the façade grant with the suggestion to consider a body color that would better match the existing brick façade. Board

Member Shoji suggested applicants be encouraged to attend meetings when their application was being considered. Board Member Groth moved to approve the façade improvement grant for \$8,034.60 to Abby's Pizza for façade improvements as proposed at 997 South 1st Street. Board Member Muenchrath seconded the motion which passed with Chair Daily and Board Members Groth, Muenchrath, Shoji, and Vaughan voting aye. Board Members Kramer and Melton were absent.

Approval of a Façade Improvement Grant for the Egyptian Theatre

City Manager Rodger Craddock stated Phase I of the Egyptian Theatre restoration/repair plan was nearly complete; and as such, the Egyptian Theatre Preservation Association (ETPA) turned their attention and efforts towards Phase II of the plan and reopening of the theatre in June 2014. Mr. Craddock briefly reviewed the projects listed in Phase II and noted the ETPA recently was awarded a \$160,000 "top off" grant from the Meyer Memorial Trust for completion of the projects listed in Phase II of the restoration plan; thus the grant will not be funded until the remaining funds to complete the Phase II projects has been raised/secured. Total estimated cost for Phase II projects as listed in the Meyer grant request was \$230,000, thus requiring the ETPA to secure at least \$70,000 in matching funds.

Mr. Craddock presented a façade improvement grant application on behalf of ETPA Board Members and the Egyptian Theatre for the purpose of refurbishing both the front and back exteriors of the building as listed in Phase II of the restoration plan. Proposed improvements included refurbishing the front of the theatre within historic preservation guidelines under the direction of George Kramer (historic preservation consultant); replacing the entrance and emergency exit doors along with new door and hardware; removal of the old all tiles and refinishing the wall surface to match the rest of the building; construction and installation of exterior display cases; replacement of the theatre marquee; and painting of the exterior including repairing and painting the west exterior wall (facing second Court).

The ETPA requested the Agency consider approving a \$70,000 façade grant for completion of the Phase II restoration plan. The Design Review Committee (DRC) reviewed the project and unanimously recommended approval the façade grant. Mr. Craddock advised if approved, the grant would exceed the amount of funds currently budgeted for the façade grants and thus would prevent the funding of additional façade improvement projects for the remainder of the budget year. George Kramer presented a Power Point of the Egyptian Theatre renovation project. Rick Shear discussed the need to upgrade the reader board to ease the changing of the messages. City Manager Rodger Craddock suggested awarding the grant based on the current design and allow the ETPA Board and DRC to change the design. Board Member Muenchrath moved to approve the façade improvement grant, not to exceed \$70,000. Board Member Groth seconded the motion which passed with Chair Daily and Board Members Groth, Muenchrath, Shoji, and Vaughan voting aye. Board Members Kramer and Melton were absent.

Adjourn

There being no further business to come before the Agency, Chair Daily adjourned the meeting.

Attest:

Mike Vaughan, Secretary

Mark Daily, Chair

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

February 4, 2014

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 Mark Daily and Board Members Jennifer Groth, Stephanie Kramer, John Muenchrath, Crystal Shoji, and Mike Vaughan. Board Member Gene Melton was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Library Director Sami Pierson, Community Development Director Eric Day, Public Works Director Jim Hossley, Acting Fire Chief Mark Anderson, and Police Chief Gary McCullough.

Public Comments

No comments were given.

Approval of Amendment to the KPFF Contract to Provide Façade Design Service for the Egyptian Theatre

City Manager Rodger Craddock stated the City retained the services of KPFF Consulting Engineers to design Phase 1 of the structural renovation improvements for the Egyptian Theatre in the fall of 2012. At the January 7, 2014 Urban Renewal Agency (URA) meeting, the Egyptian Theatre Preservation Association was awarded \$70,000 to renovate the façade along with several cosmetic improvements to the facility. Mr. Craddock noted the façade improvements would require structural and mechanical design; staff recommended amending the KPFF Consulting Engineers contract to include the Egyptian Theatre façade design not to exceed \$16,800. Board Member Groth moved to amend the KPFF contract to include the Egyptian Theatre façade design for an amount not to exceed \$16,800. Board Member Kramer seconded the motion which passed with Chair Daily and Board Members Groth, Kramer, Muenchrath, Shoji, and Vaughan voting aye. Board Member Melton was absent.

Adjourn

There being no further business to come before the Agency, Chair Daily adjourned the meeting.

Mark Daily, Chair

Attest:

Mike Vaughan, Secretary