

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

**May 17, 2016**

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 Jennifer Groth and Board Members Fred Brick, Mark Daily, Thomas Leahy, and Crystal Shoji. Board Member Mike Vaughan attended via telephone. Board Member Stephanie Kramer was absent. City staff present were City Manager Rodger Craddock, Finance Director Susanne Baker, Library Director Sami Pierson, Planning Administrator Tom Dixon, Public Works Director Jim Hossley, Fire Chief Mark Anderson, and Police Chief Gary McCullough.

**Public Comments**

No comments were given.

**Consent Calendar**

Chair Groth reviewed the consent calendar which consisted of 2a: approval of the minutes of April 19, 2016, and; 2b: acceptance of the April 2016 combined cash report. Board Member Brick moved to approve the consent calendar approving the minutes of April 19, 2016 and accepting the April 2016 combined cash report. Board Member Shoji seconded the motion which passed with Chair Groth and Board Members Brick, Daily, Leahy, Shoji, and Vaughan voting aye. Board Member Kramer was absent.

**New Urban Renewal Business**

Board Member Shoji suggested a plaque be purchased for the Egyptian Theatre recognizing the City of Coos Bay Urban Renewal Agency and Board Members. Consensus was for staff to proceed with the purchase.

**Approval of Change Order #4 for Egyptian Theatre Façade Project**

Public Works Director Jim Hossley stated the City advertised the Egyptian Theater awning project last winter and the successful contractor for the project was DLB Construction. The scope of the project included fabrication and installation of a new awning for the Egyptian Theater. In an effort to keep cost down, the City agreed to remove the old awning. The marquee was completed under a separate contract with Alpha Architectural Signs. After the City received bids for both the awning and marquee, the Egyptian Theatre Preservation Association (ETPA) decided they wanted to dress up the poster case and door trim. George Kramer provided poster case and door trim detail. The ETPA requested the sheet metal work to fabricate the poster case and door trim be completed under the DLB contract. The ETPA refurbished the Egyptian Theater pylon and Art Sign remounted the pylon to the façade. However, the new pylon was now 3' shorter because the new awning sat lower on the façade. To correct the issue the bottom section of the pylon needed to be extended another 3' to the new awning. Mr. Hossley stated the additional work requested by the ETPA was not part of the DLB contract and resulted in change order #4 for an amount not to exceed \$12,000. Board Member Daily moved to approve change order #4 not to exceed \$12,000

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for the additional sheet metal work performed by DLB Construction. Board Member Shoji seconded the motion which passed with Chair Groth and Board Members Brick, Daily, Leahy, Shoji, and Vaughan voting aye. Board Member Kramer was absent.

### **Consideration to Modify the Façade Grant Program**

Planning Administrator Tom Dixon noted the success and many different exterior improvements projects as a result of the Downtown and Empire Districts façade grant programs. Mr. Dixon suggested the programs could be improved by creating a unified means to upgrade the buildings in a manner that assured coordinated improvements to both the exterior and interior of the buildings. Staff proposed modifying the current façade grant program into a capital improvement program; expand the approach to be project oriented and focused on helping building owners to fully utilize their buildings. Under the proposed change, facades could be improved, windows and awnings replaced, roofs repaired, elevators fixed, and murals installed on building walls allowing for increased flexibility each funding cycle. The Urban Renewal Agency (URA) could decide where the money would be spent; on one large development project or many smaller projects.

Staff suggested a period of 1 – 2 funding cycles per year in which applicants could submit their proposals to the URA for consideration. The URA would then decide which proposals to fund for that cycle. Proposed criteria included: Matching funds, importance or impact of the project to the URA as a whole, potential increase in tax assessment to the URA, timing of the project, and visual impact to the area. Board Member Shoji stated the proposed changes were good. Board Member Daily stated he was a past recipient of façade funding and would like to have both programs. City Manager Rodger Craddock stated this was an Agency program and the Agency could adjust the program as they desired. In the future, there would be more funding available to budget towards programs. Board Member Leahy stated there were sections of the town that the Agency could enter into discussion to suggest they apply for the funding. Board Member Brick asked about the future funding wherein Mr. Craddock stated with the maturing of all three of the Agency loans there could be up approximately \$1 million dollars available to budget for projects and programs.

Discussion ensued regarding possible criteria for award and possibly requiring matching funds. Mr. Craddock stated if the concept overall received consensus, the Urban Renewal Advisory committee could further review the policy and provide details back to the Agency.

### **Adjourn**

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

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Jennifer Groth, Chair

Attest: \_\_\_\_\_  
Mike Vaughan, Secretary