

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

<b>MEETING DATE</b> <b>October 18, 2016</b>	<b>AGENDA ITEM NUMBER</b>
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TO: Chair Jennifer Groth and Board Members

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

THROUGH: Rodger Craddock, City Manager

ISSUE: Consideration of a Façade Improvement Grant - 990 South 2<sup>nd</sup> Street, Coos Bay  
Lots 9-20, Block 22, Railroad Addition (T.25, R.13, S.35CA - Tax Lots #4700)

**BACKGROUND**

Project Improvements

The applicant, J. & W.W. Enterprises LLC., which is the owner of the property at 990 South 2<sup>nd</sup> Street in Coos Bay and which is being leased by the State of Oregon (Employment office), is requesting approval of a URA Façade Improvement Grant. The project includes adding 6" Cedar exposed tongue/grove wood siding with a clear sealer; repair window on the south elevation; repair/replace exterior soffits and lighting and add an exterior bottom window on the west elevation. Upon completion the structure will be painted. The color scheme is a "Web Gray" (dark gray) for the existing metal fascia; "Gray Screen" (light Gray) for the soffits and fiber cement and T1-11 siding.

According to County Assessment records the structure was constructed in 1976 for Western Bank. The structure is one story and is located in the Downtown Renewal District.

Review Process

The Design Assistance Team (DAT) met with the applicant on August 4, 2016 to review the Façade Improvement Grant for a pre-application meeting and again on September 28, 2016 when the complete application and plans were submitted. The DAT discussed the project with the applicant and upon completion of the meeting recommended the project be approved as submitted.

Subject to approval by the Urban Renewal Agency, the Façade Improvement Program provides a 50/50 grant (based on the lowest bid) 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 the proposed improvements are \$61,360.00, \$85,169.50, and \$88,900.00.

**ADVANTAGE**

The project will be a visual improvement to the area, which will assist in the revitalization of the District.

### **DISADVANTAGE**

None identified.

### **BUDGET IMPLICATIONS**

Funding for the Downtown Urban Renewal Façade Improvement Program (#57-940-520-2415) for the fiscal year 2016-2017 is \$100,000.

This request is the first project in the Downtown district for the 2016-2017 fiscal year. Three projects approved in the 2015-2016 fiscal year, were completed and paid out of this fiscal year for a total of \$63,620. Upon approval of this request for up to \$25,000 the line item will have \$11,380 remaining.

### **ACTION REQUESTED**

If it pleases the City Council, award a façade improvement grant for up to \$25,000 to property owners, J. & W.W. Enterprises LLC., for completion of the proposed façade improvements at 990 South 2<sup>nd</sup> Street, Coos Bay, Oregon.

Attachments:	A	Applicant's submittal (application, structural drawings and color elevations)
	B	Photos of existing facade



## City of Coos Bay

### Façade Improvement Grant Program Application

Name of applicant J&W W Enterprises, LLC

Name of business State of Oregon/Work Source Coos

How many years in business 7

Address of business storefront or building to be rehabilitated \_\_\_\_\_

990 S 2nd Street

Coos Bay, OR 97420

Phone number (541)888-8100 E-mail address wgarcia@natechcorp.com

Type of business \_\_\_\_\_

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 \_\_\_\_\_

John and Wanda Williford (J&WW Enterprises, LLC)

2293 Broadway Ave, North Bend OR 97459

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

Add accent wood siding to existing building

Repair Window on the south side of building

Replace and repair exterior softfits and lighting

Add exterior bottom window on front of building

Estimated cost of project \$61,360

Proposed start date 9/26/16

Time line/estimated completion date for project 45 days

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. 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.

  
Applicant Signature

9/19/16  
Date

  
Applicant Signature

9/19/16  
Date

Return Application to:

**COOS BAY URBAN RENEWAL AGENCY  
Department of Community Development  
500 Central Avenue  
Coos Bay, OR 97420  
(541) 269-8918**



Google Maps



Imagery ©2016 Google, Map data ©2016 Google 200 ft

## Wendy (Williford) Garcia

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**From:** Hilary <hilary@crowclay.com>  
**Sent:** Wednesday, September 21, 2016 6:20 AM  
**To:** Wendy (Williford) Garcia  
**Subject:** FW: Application  
**Attachments:** climate-shield\_rain\_screen\_wood\_siding\_system\_ipe\_siding\_at\_window\_detail.jpg; gallery\_1[1].jpg

PS. Please see addition in **red**

Hilary Baker  
Design Associate

Crow/Clay and Associates, Inc  
125 West Central Avenue, Suite 400  
Coos Bay, Oregon 97420  
T 541-269-9388 [www.crowclay.com](http://www.crowclay.com)

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**From:** Hilary  
**Sent:** Tuesday, September 20, 2016 2:26 PM  
**To:** 'Wendy (Williford) Garcia' <wgarcia@natechcorp.com>  
**Subject:** RE: Application

Wendy,

My suggestions for the wording on colors is in *italics* below. Hope it helps.

Metal fascia and fiber cement siding **and existing siding to remain** *'to match Sherwin Williams SW 7075 Web Gray, or Benjamin Moore equivalent color.'*

Fiber cement eaves soffit **and existing soffit to remain** *'will be a light gray similar to Sherwin Williams SW 7071 Gray Screen, or Benjamin Moore equivalent color, and is to match light gray soffit trim.'*

**Bollards and guardrails to match siding color.**

**(Warning Note.** Ask the Contractor to provide you with 'draw downs' of each color and color samples of the fiber cement trim, for your approval, before he orders the paint. When you see colors outside and in the context of the building they always look different than in small color swatches!)

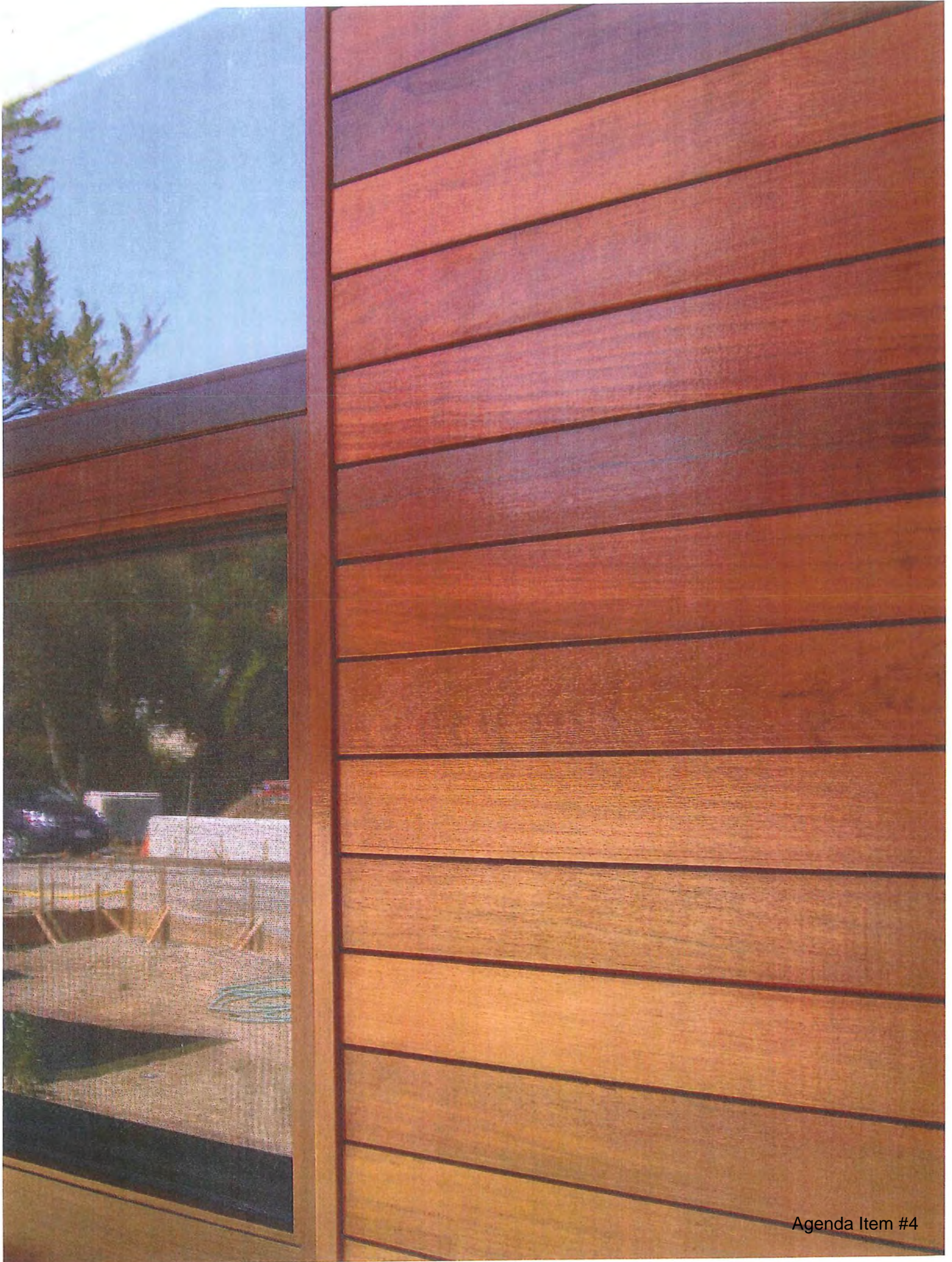
*'Wood siding to be similar in color to picture attached. Wood sample to be presented at City meetings.'*

*'Wall sconce light fixture at entrance-black per attached picture.'*

Hilary Baker  
Design Associate

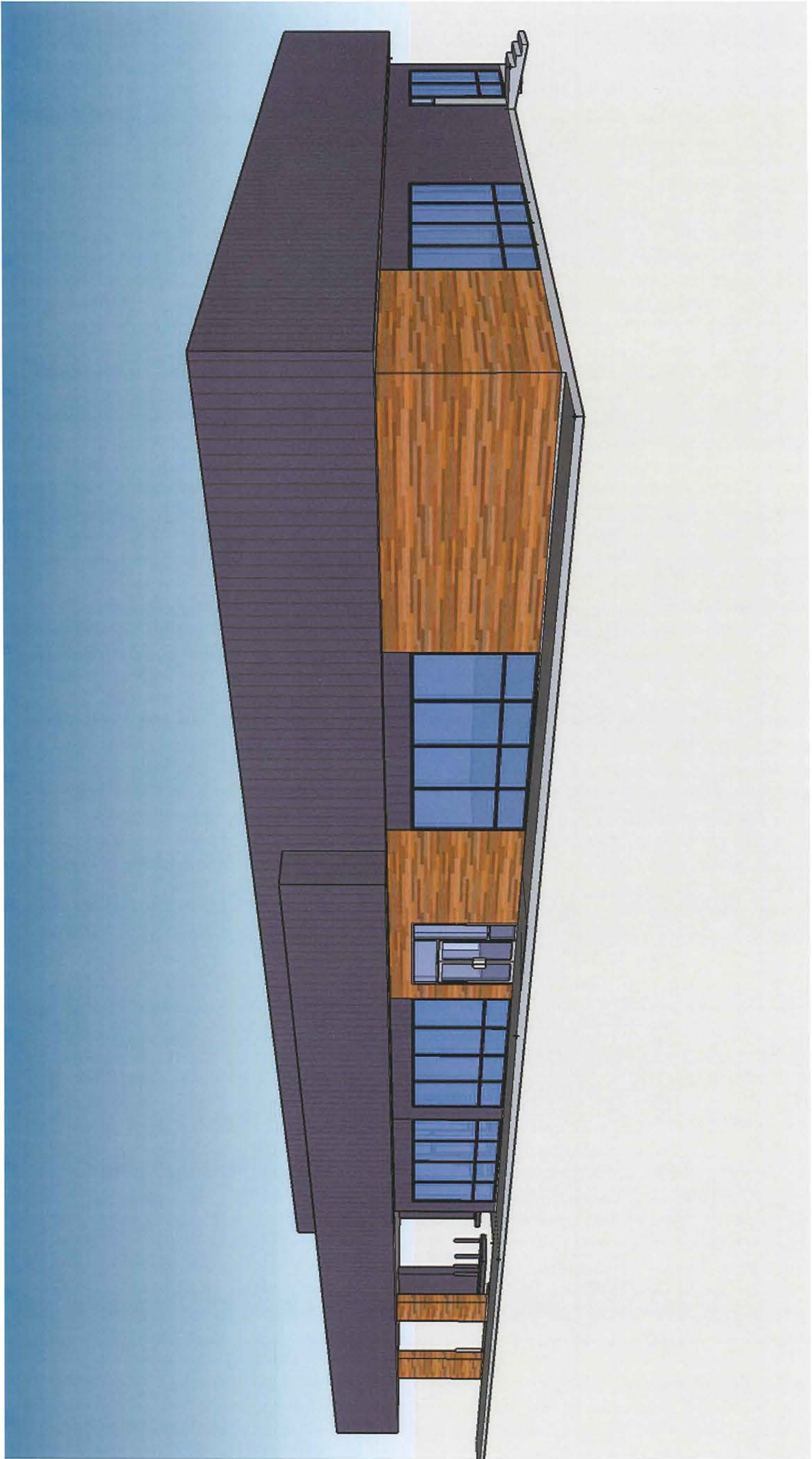
Crow/Clay and Associates, Inc  
125 West Central Avenue, Suite 400





















**990 S 2<sup>nd</sup> St**  
**Worksource Coos**

