

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

**September 1, 2015**

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, Thomas Leahy, Crystal Shoji, and Mike Vaughan. Board Members Mark Daily and Stephanie Kramer were absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Deputy Finance Director Amy Kinnaman, 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 August 18, 2015, and: 2b: acceptance of the July combined cash report. Board Member Brick moved to approve the consent calendar approving the minutes of August 18, 2015 and accepting the July combined cash report. Board Member Shoji seconded the motion which passed with Chair Groth and Board Members Brick, Leahy, Shoji, and Vaughan voting aye. Board Members Daily and Kramer were absent.

**New Urban Renewal Business**

No new business was presented.

**Consideration to Approve a Façade Improvement Grant for the Coney Station**

Planning Administrator Tom Dixon presented a façade improvement grant application on behalf of Sandra and Edward Jones for the Coney Station building located at 295 South Broadway. Mr. Dixon noted the Coney Station building was constructed in 1927. The building was two stories with a restaurant (Coney Station) on the first floor and apartments on the second floor. The applicants proposed to use the façade grant to replace the existing awnings with a new continuous black vinyl awning on the east and south elevations, to install LED lighting under the awnings, repair the stucco façade and bench, and to repaint the structure. On August 24, 2015 the Design Assessment Team reviewed the application and recommended approval of the project as proposed.

Bids received were \$66,269, \$65,585, and \$61,590. Based on the façade programs 50/50 grant match requirement with a maximum grant of \$25,000 per fiscal year per building, the total grant amount to be considered by the Agency to renovate the exterior of the building was \$25,000. Board Member Shoji moved to award a façade improvement grant for \$25,000 for façade improvements as proposed at 295 South Broadway. Board Member Brick seconded the motion

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which passed with Chair Groth and Board Members Brick, Leahy, Shoji, and Vaughan voting aye. Board Members Daily and Kramer were absent.


**Approval of an Agreement with the Coos Bay Downtown Association**


City Manager Rodger Craddock stated three years ago, the City of Coos Bay Urban Renewal Agency (Agency) executed an agreement with the Coos Bay Downtown Association (CBDA) to assist the CBDA with implementing a Main Street Program. The CBDA utilized the Agency’s annual grant of \$24,000 and AmeriCorps grant to hire a Main Street Manager which resulted in many successful outcomes. City staff and the CBDA proposed extending the agreement for three years to maintain and enhance a healthy, vibrant, downtown commercial district to function as the economic, social, and cultural center of the community. The new agreement amount would provide the CBDA a \$30,000 annual grant with the following deliverables: Maintain Oregon Main Street Program implementing revitalization strategies; full-time Main Street Manager; coordinate or assist the Agency/City and other organizations to promote the downtown events; assist and advise the Empire Coalition on promotions and the Clamboree Festival; create and maintain an inventory of available space/building in downtown; purchase and dispose of downtown flower baskets; provide guidance to the Agency/City on the renovation of upper floor buildings; purchase/replace downtown period light banners, and; inspect, update, clean, and repair the downtown wayfinding signs.

City Manager Craddock stated the CBDA Board had already reviewed and approved the agreement as presented. Chair Groth expressed concern about proposed salary for the fulltime Main Street Manager position. City Manager Craddock clarified the Agency’s \$30,000 contribution was not the full budgeted salary. Board Member Leahy stated there had been little discussion with the Empire Coalition regarding the proposed CBDA collaboration and urged the importance of maintaining a good working relationship with the Coalition. Board Member Shoji stated it would be too much work for the CBDA to take on the same duties for Empire as they were doing for the Downtown. Agency consensus was for the CBDA to focus on the Downtown and possibly coordinate the Empire Coalition collaboration at a later date. Board Member Shoji moved to authorize the City Manager to execute a new agreement with the CBDA. Board Member Brick seconded the motion which passed with Chair Groth and Board Members Brick, Leahy, Shoji, and Vaughan voting aye. Board Members Daily and Kramer were absent.

**Adjourn**

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

Attest:   
Mike Vaughan, Secretary

  
Jennifer Groth, Chair