



URBAN RENEWAL AGENCY IMPROVEMENT GRANT PROGRAM

City of Coos Bay

It is the intent of the Coos Bay Urban Renewal Agency to improve specific areas of a city that are poorly developed or underdeveloped eliminate "blighting" conditions and improve conditions to encourage economic development. Coos Bay has two separate urban renewal districts. The Coos Bay Urban Renewal Improvement Grant is designed to provide financial assistance to property owners and business owner of commercial properties to promote the revitalization of Coos Bay's Urban Renewal Districts. Matching grants may be awarded up to 50% of the project cost from a minimum of \$1,000 to a maximum of \$25,000. A total project of under \$2,000 would not be eligible for assistance under this program. There is no fee for the pre-application or full application for the grant program.

Eligibility: Owners of commercial buildings or business owners in the Downtown and Empire urban renewal districts are eligible for the program. Only one grant per tenant and/or property owner per building location will be allowed in any one fiscal year period [July 1 through June 30].

Eligible Improvements: The URA offers the Improvement Grant to assist in urban renewal district building improvements. Designed to revitalize these commercial areas and support housing as a secondary use, eligible properties may be considered for grant funding. Traditionally grants or loan funding is 50% of eligible project costs, but the Agency has sole discretion to increase the grant funding percentage. Grant requests are determined by the Agency on a case-by-case basis depending on need and proposed project's positive impact. Façade Improvement Program funds shall not be used as a replacement for normal periodic maintenance.

Qualifying Improvements: Qualifying improvements include:

- Restoration of masonry, brickwork or wood and metal cladding.
- Replacement or repair of architectural features.
- Awnings, including replacement or repair of existing awnings.
- Exterior lighting, including replacement/repair of exterior lighting.
- Gutters and downspouts.
- Windows, doors, trim.
- Entrances.
- Structural support or new construction for façade(s).
- Painting (as part of a construction project).
- Sidewalks (as part of an overall project).
- Design, architectural, and engineering services, up to 15% percent of the total project cost, to a maximum of \$7,500.
- Building improvements as regulated in CBMC Title 15 (Buildings and Construction) to accommodate housing as a secondary use.
- Building fire/life/safety improvements routinely necessary for cost effective and successful rehabilitation of older buildings including but not limited to HVAC, sprinkler systems, elevators, electrical, plumbing improvements, accessibility work and public infrastructure work related to the building improvement (sewer and water lines are examples).
- Improvements related to Flood damage prevention, as regulated by CBMC 17.318.
- Permanent native and perennial landscaping, irrigation and hardscape integral to project design visible to the public such as trees, landscape walls, in-ground lighting and walkways up to 5% of a total project cost. Up to an additional 2.5% may be authorized for project landscaping if the additional funding is used for "green" landscaping features, such as but not limited to bioswales, rain gardens, etc.
- Other improvements as determined by the Agency meeting the Program intent.

Additional Requirements

- A business owner who is a tenant will be required to provide written approval from the legal property owner.
- If multiple projects are undertaken at one building, an application must be provided for each project, and one award per project will be allowed in any fiscal year (July 1 through June 30). For projects, continuity of building improvements from year to year is required.
- For single projects, one award per building location will be allowed in any fiscal year (July 1 through June 30).
- Program funds cannot be used for routine maintenance.
- A property whose owner or tenant is in default on any municipal or Local Improvement District property taxes, special assessments, or debt to the City is not eligible.
- The Urban Renewal Agency has sole authority to determine eligibility of proposed work and acceptability of completed work.
- Certain areas, such as the Empire and waterfront areas, have design standards that must be followed. See the Empire Design Standards and Waterfront Heritage Design Standards for information.
- The applicant must agree to maintain the grant-funded improvements in good condition for not less than five (5) years and to make prompt repairs due to any vandalism and eradicate any graffiti immediately.
- Design Assistance Team review for exterior improvements is required.
- Three detailed written bids, from licensed contractors shall be required for the project work unless waived by the URA.
- Identification of the project location, including Floodplain boundaries; city staff may assist you in locating this information.

If the property is located in the floodplain and the value of the proposed improvements, plus the valuation of related projects in the recent past exceed 50% of the market value of the structure (as determined by Coos County Assessor or a recent private appraisal) compliance with floodplain regulations may be required. Please review Coos Bay Municipal

Steps for Applying for an Urban Renewal Improvement Program

1. Pre-application: Meeting and review with staff and the Design Review Committee.
2. Application: Meeting and review with staff and Design Review Committee.
3. Architectural Design Review: An architectural review is required for properties located in a design review area (map attached). The land use application is available from the Public Works and Development Department and the city's website.
4. Design Review Committee recommendation to the Urban Renewal Agency.
5. Urban Renewal Agency Approval and signing grant agreement.
6. Application submittal for required structural permit and floodplain permit (if required).
7. Project completion, final building inspection and final inspection based on grant project.
8. Final invoice submittal with proof of contractor(s) payment for processing reimbursement.

Architectural Guidelines

The following guidelines are advisory, providing suggestions for ways in which to rehabilitate existing structures, not rigid, inflexible rules.

For all properties:

- Protect and maintain masonry, wood and architectural metals through appropriate treatments such as cleaning, rust removal, paint removal and reapplication of protective coating systems.
- Evaluate the overall condition of the building materials to determine whether more than simple protection and restoration are required, or if major repairs to features will be necessary.
- A building with multiple tenants must be remodeled in a unified manner.
- The Design Assistance Team and Urban Renewal Agency, at their discretion, may consider other conditions and architectural features.
- Introduce a design that is compatible in size, scale, material or color to surrounding properties.
- Lighting standards and fixtures shall be of a design and size compatible with the building and adjacent areas.
- Building components, such as windows, doors, eaves and parapets, shall be coordinated with the design theme and proportional with each other.

For historically significant properties:

- For the purpose of the façade grant program the city's definition of *historic buildings* as used in the guidelines shall be those structures currently or previously listed on the National Register of Historic Places.
- Identify, retain and preserve storefronts and their functional and decorative features that are important in defining the overall character of the building, such as display windows, doors, transoms, kick plates, corner posts, etc. Removing inappropriate, non-historic cladding, false roofs and other later alterations can help reveal the historic character of a storefront.
- Replace in-kind features that are too deteriorated to restore if the overall form and detailing are still evident, using the physical evidence as a model. If using the same material is not technically or economically feasible, then comparable substitute materials may be considered.

Basic Color Guidelines for applicants and the DRC/URA to consider:

- Choose exterior colors that harmonize (rather than contrast) with the surrounding buildings. Color should not be used as a "sign" or to attract attention. Intense or extremely bright colors create disharmony that may distract from the attractiveness of the urban renewal districts.
- Using harmonizing colors does not limit applicants to the same colors as neighboring properties. There is broad latitude in these color guidelines.

- When considering color, applicants should include all elements of the property – walls, fences, planters, signs and other accessory structures.
- Keep it simple. Too many different colors or too many shades of a color are distraction and tend to detract from the building's appearance.
- Natural material, like stone or brick, usually are more interesting and attractive when left in their natural state, not painted.

General Conditions

No funding will be available unless a project and application has been approved prior to commencement of the specific work for which the application is made and a fully executed agreement is on file. Award of grants may be contingent upon availability of funds in the Urban Renewal Agency budget.

Commercial properties located within a Design Standards District (Empire and Front Street Districts) are required to complete an application for architectural design review with the Planning Commission. Planning staff in the Public Works and Development Department are available to assist the applicant with the process.

Funds will be released upon completion of the project and city approval of the project for compliance with all conditions. All recipients of funds are required to maintain all funded improvements in good condition for at least five years, make prompt repairs due to any vandalism and eradicate any graffiti immediately.

All program participants will be responsible for obtaining all necessary regulatory approvals and paying all development fees as may be required including City of Coos Bay Public Works and Development Department land use and design review approvals, city building permit, and compliance with all city, state and federal regulations.

Participants must obtain a minimum of three (3) competitive detailed bids for all work and/or material quotes. A program participant is not obligated to accept a low bidder's quote for work or materials; however, the grant match will be tied to the low bid. If there are additional costs precipitated by unforeseen situations during the renovation/improvement project the city manager will review these costs and determine their eligibility for the 50/50 award.

All construction contractors on the job must be licensed by the State of Oregon. All construction and materials supply contracts will be between program participant and their contractors and suppliers. Neither the City nor Urban Renewal Agency are parties by virtue of a participant's applying for financial assistance in this program.

The Internal Revenue Service considers grant funds to be taxable income. After a grant has been approved by the Urban Renewal Agency, a grant agreement must signed and submitted with a completed W-9 form.

Pre-Application

Submission of a pre-application is required. Upon submission of the pre-application, a meeting with the applicant, city staff, and the Design Assistance Team will be scheduled to review the proposed project. After completion of the review, the applicant will be provided with the full grant application.

Application

Applications may be picked up from and returned to the Community Development Department at the City Hall, 500 Central Avenue, Coos Bay, Oregon. Along with the application, the applicant must submit the following:

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) 3 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.

Urban Renewal Agency Approval

A review of the project by the CC/URA at a "Work Session", currently held on the fourth (4) Tuesday of each month, prior to review by the URA.

The Urban Renewal Agency meetings are held the first and third Tuesday of the month immediately following the City Council meeting. With Agency authorization a grant agreement will be executed with the amount of the award and any specific requirements for improvements, and all the terms and conditions of the award. The agreement shall be signed by the City Manager and the grant recipient. The signed agreement serves as the legal commitment of both parties as to the scope of work and the amount of funds committed. The agreement must be signed within 60 days of the date the project is approved by the Urban Renewal Agency. The city manager has the authority to approve up to an additional 30 days (total of 90 days) depending upon the extent of the redevelopment.

Upon execution of the agreement, the grant recipient may then authorize contractors and suppliers to proceed. When the project has been completed and any required permits have received approval of the final inspection, the applicant shall request an inspection of the façade improvements by staff with the City of Coos Bay Public Works and Development Department. After city inspection and it has been determined that the façade improvements have been completed to the satisfaction of the City and Urban Renewal Agency, the grant recipient shall submit proof of payment to the Economic Revitalization Administrator's office for reimbursement. The deadline the grant is six (6) months from the date of the grant agreement. The city manager has the authority to grant up to an additional six (6) months (total of 12 months) depending upon the extent of the redevelopment.

Contact Information

About the grant program contact and architectural review application and design standards contact

Debbie Erler, Planner II
Community Development Department
541-269-1181 x 2259

City's Floodplain, building codes and permits contact:

Public Works and Community Development Department
541-269-8918

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This is a detailed street map of a coastal neighborhood in Seattle, Washington. The map shows a grid of streets with a yellow-shaded area along the waterfront. The streets labeled include Koozbay Blvd, N 6th St, Ivy Ave, Hemlock Ave, Bayshore Dr, N 7th St, N 7th Ct, Fir Ave, Elm Ave, N 2nd Ct, N 3rd Ct, Date Ave, Telegraph Dr, Signal Way, N 4th St, N 4th Ct, N 3rd St, N 2nd St, N Broadway St, Alder Ave, Front St, Cedar Ave, Park Ave, Highland Ave, Market Ave, Commercial Ave, and Bayshore Dr. The yellow-shaded area is located along the coast, starting from the top right and extending towards the bottom right, covering several blocks and waterfront properties.



EMPIRE URBAN RENEWAL DISTRICT MAP



