

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

July 5, 2011

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, 500 Central Avenue, Coos Bay, Coos County, Oregon.

Those Attending

Those present were Chair Gene Melton and Board Members Jennifer Groth, Joanie Johnson, Stephanie Kramer, Crystal Shoji, and Mike Vaughan. Board Member Muenchrath was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Acting Deputy Finance Director Amy Kinnaman, Public Works and Development Director Jim Hossley, Economic Revitalization Administrator Joyce Jansen, Library Director Carol Ventgen, Fire Chief Stan Gibson, and Police Chief Gary McCullough.

Public Comments

No comments were given.

Consent Calendar

Chair Melton reviewed the consent calendar which consisted of 2a: approval of the minutes of June 21, 2011. Board Member Johnson moved to approve consent calendar approving the minutes of June 21, 2011. Board Member Groth seconded the motion which passed with Chair Melton and Board Members Groth, Johnson, Kramer, Shoji, and Vaughan voting aye. Board Member Muenchrath was absent.

Consideration of a Façade Improvement Grant Request Application for David Weiner for the Old National Bank Building Located at 201 Central Avenue

Economic Revitalization Administrator Joyce Jansen presented a façade improvement grant application on behalf of David Weiner, owner of the former Coos Bay National Bank building located at 201 Central Avenue. Proceeds from the grant request would go towards repairing first floor windows, replacing 2nd story windows, replacing entrance doors, installing period style awnings at the entrances, exterior lighting, and restoration and painting of the buildings exterior. Ms. Jansen noted Mr. Weiner's project manager Gary Robertson obtained three competitive bids for the project which ranged from \$168,971, \$179,394, and \$345,992. A significant amount of the cost was related to lead-based paint regulations, and repairs to the windows in accordance to historic preservation guidelines. Ms. Jansen requested the Agency to consider increasing the grant amount from \$25,000 to \$75,000 due to the size of the building, the extent of repairs, historic preservation, historic value, and importance to the revitalization of downtown. Ms. Jansen noted the grant program was a 50/50 match with grant funds based on the low bid; 50 percent of the low bid was \$84,485.50. A grant of \$75,000 would be less than the 50/50 matching grant but would significantly help the owners to fund the restoration project.

Ms. Jansen advised the Agency of a pending grant request of \$25,000 for First Call Resolution; and noted the total amount budgeted for the 2011/2012 Façade Grant Program was \$75,000. If both grant applications were approved, a transfer from the projects line item (budgeted at

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\$484,112) to the façade grant line item would be required. Board Member Kramer inquired if the project would be completed within the six months required by the Façade Program whereby Ms. Jansen stated it was her belief the project would be completed within the six month limit. Board Member Johnson expressed concern over setting precedence by approving the grant which was three times the limit for a façade grant. City Attorney Nate McClintock clarified the City would not be bound by precedence noting urban renewal funds were to be spent at the discretion of the Agency. Board Member Kramer moved to approve a 50/50 façade grant, not to exceed \$75,000 to David Weiner for the property located at 201 Central Avenue and to transfer \$50,000 from the project line item to the façade grant program. Board Member Johnson seconded the motion which passed with Chair Melton and Board Members Groth, Johnson, Kramer, Shoji, and Vaughan voting aye. Board Member Muenchrath was absent.

Approval of a Change Order to the Belfor Contract for Environmental Services on the Lockhart Building

Public Works and Development Director Jim Hossley stated the original contract with Belfor Environmental was \$17,772.59 and had the option for additional work as need for the removal and abatement of asbestos and lead paint from the Lockhart building. Shortly after Belfor began removal of the hazardous materials they discovered approximately 1,500 square feet of additional material under a 4" slab of concrete. Removal of the additional material required Belfor to remove interior walls and concrete. In view of the fact Belfor was already mobilized and on site and due to the time constraints to take down the Lockhart Building, Belfor was authorized to complete the work. Mr. Hossley stated staff had originally estimated the additional work to be approximately \$15,000. However, Belfor's final invoice for the additional work totaled \$25,672.19 and was received almost six months after their work was completed. Mr. Hossley noted funds for the additional work were available in the Downtown Urban Renewal budget and were from the same source as rest of the demolition work. City Manager Roger Craddock advised there was also an additional request for work by the Department of Environmental Quality which required Belfor to have to return to the job site after their initial work was already completed. Board Member Kramer moved to approve the additional work completed by Belfor in the amount of \$25,672.19 bringing the total project cost for environmental abatement to the Lockhart Building to \$43,444.78. Board Member Shoji seconded the motion. Chair Melton inquired if the additional work completed by Belfor would be added to the lien the City would be placing against the Lockhart building. City Attorney Nate McClintock confirmed a lien would be placed against the Lockhart property and would include all costs associated with abatement and demolition of the building. Board Member Groth inquired as to the timeframe for imposing the lien on the Lockhart property whereby City Manager Rodger Craddock stated as soon as final costs were determined a lien would be placed. A call for the motion was made which passed with Chair Melton and Board Members Groth, Johnson, Kramer, Shoji, and Vaughan voting aye. Board Member Muenchrath was absent.

Consideration on the Dolphin Players Theatre Project

Economic and Development Director Joyce Jansen stated staff was recently contacted by Alice Carlson, President of the Dolphin Players regarding their interest in purchasing the old Sunset Theatre/Scottish Rite building located at 580 Newmark Avenue. The Dolphin Players vision for the Sunset Theater was to create an arts center which could host a variety of culture activities including musical performances, art exhibits, lectures, classes, and theatrical products. Due to

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the age of the building the proposed change of use and the regulations of the Oregon Structural Specialty Code (OSSC), the building would be required to be brought up to code. A review by staff determined if the occupancy was limited to below 100 the building would not be required to have a fire suppression system installed but the restrooms would need to be made ADA compliant and an ADA ramp would need to be installed outside the rear exit of the building. Ms. Jansen stated the Dolphin Players only had enough resources to purchase the theatre, some equipment, and make some minor improvements to the premises; they would be unable to make the necessary ADA improvements required by the building code. As such, staff proposed the following two phase URA project: Phase one would provide funding to make both the bathrooms and the rear building exit ADA compliant; based on the construction.

Alice Carlson, President of the Dolphin Players stated the mission of the Dolphin Players was to produce quality theatre in an intimate setting. The group began in 1979 and was eager to expand the theatrical productions throughout the community. Board Member Shoji inquired if the proposed location could be used as community meeting space. Ms. Carlson was in agreement with the location doubling as a community meeting space. Board Member Shoji moved to approve to direct staff to take the necessary steps (minor plan amendment) to add the project to the Empire URA Plan and to approve Phase one project funds, not to exceed \$100,000 to be used in the necessary renovations and construction of ADA compliant bathrooms and an ADA compliant ramp for the exit for the back of the building. Board Member Johnson seconded which passed with Chair Melton and Board Members Groth, Johnson, Kramer, Shoji, and Vaughan voting aye. Board Member Muenchrath was absent.

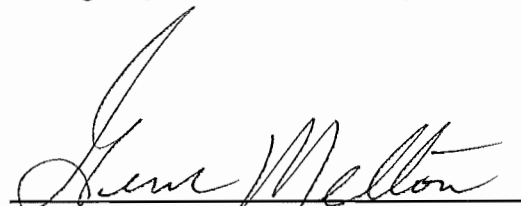
Adjourn

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

Attest:



Jennifer Groth, Secretary



Gene Melton, Chair