



CITY OF COOS BAY URBAN RENEWAL AGENCY MEETING NOTICE

September 7, 2021

The meeting will be held immediately following the City Council meeting which begins at 7:00 p.m. in the City Hall. Council Chambers - 500 Central Avenue, Coos Bay, Oregon

All citizens addressing the Urban Renewal Agency under regular agenda items or public comments are required by URA Rule 2.9.4 to sign-in on the forms provided on the agenda table.

If you require a listening enhancement device, please contact the City Recorder.
Please silence electronic devices - Thank you.

Meeting Live Link/Video

1. Public Comments
 - a. Public Comments
2. Consent Calendar
 - a. Approval of August 17, 2021 Minutes
 - b. Acceptance of July 2021 Financial Reports and Check Register
3. Consideration of Approval of Improvement Program Grant Request for 657 Newmark Avenue
4. Consideration of Approval of Improvement Program Grant Request for 299 Bayshore Drive
5. Adjourn



City of Coos Bay PUBLIC COMMENT FORM

The City of Coos Bay values our citizen's input and participation in our various councils, boards, and commissions. In an effort to encourage access to participation, we have established a process by which the public can provide written comments in advance which allows for potential timely addition to the agenda topics of interest to the public. Each council meeting provides for a public comment period, as well as when a public hearing is held. Public comment is an opportunity to share information or concern with the council. Public comment is limited to three (3) minutes, per individual.

If you wish to provide public comment at an upcoming meeting, please fill out this form and submit to publiccomment@coosbay.org. You may also mail or hand deliver your completed form to 500 Central Avenue, Coos Bay, OR 97420; fax to 541-267-5912; or leave in the drop box at the front doors at City Hall. Completed forms must be received by 1:00 pm the day of the meeting to be added to Public Comment List.

Public Comment Rules:

- Public Comment Form must be completed before speaking.
- Limited to three (3) minutes per speaker.
- Coos Bay residents and business will be given preference for addressing the council during the time allotted for public comment.
- Speakers may not convey/donate their time to another speaker.
- Council cannot engage in question/answer conversations with the speaker.
- Questions/concerns about operations should be handled by city staff during regular business hours.
- The presiding officer has responsibility of enforcement of these rules, and may alter the order of speakers for efficiency.

Name: _____

Address: _____

Phone: _____ Email: _____

I wish to speak to the City Council on the following agenda item/issue:

I have previously addressed the City Council on this issue.

In lieu of speaking, I request the City Recorder to include my written comments into the public record (comment area provided on page two).

By signing below, I acknowledge the above public comment rules. Pursuant to ORS 192.420, this document is considered a public record and disclosure may be required upon request.

SIGNATURE REQUIRED

DATE

[illegible]

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

August 17, 2021

The minutes of the proceedings of a regular meeting of the Urban Renewal Agency of the City of Coos Bay, Coos County, Oregon, held at 7:30 pm in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Chair Stephanie Kilmer and Board Members Joe Benetti, Lucinda DiNovo, Drew Farmer, Phil Marler, Carmen Matthews, and Rob Miles. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Assistant City Manager/Finance Director Nichole Rutherford, Public Works and Community Development Director Jim Hossley, Fire Chief Mark Anderson, and Police Chief Chris Chapanar.

Public Comments

No public comments were made.

Public Comments

Public Comment Form

No public comment forms were received.

Consent Calendar

2a: Approval of August 3, 2021 Minutes

Board Member Marler moved to approve the consent calendar as presented. Board Member Farmer seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler, Matthews, Miles.

Consideration of Approval of Improvement Program Grant Request for 299 Bayshore Drive

Community Development Administrator Carolyn Johnson shared that the property owner of 299 S Bayshore has submitted an Improvement Program Grant application for the installation of aluminum tube frame awnings with a black vinyl material cover. The building has frontage on Bayshore Avenue (east) and Curtis Avenue (south). The dimensions of the proposed awning on Curtis Avenue are: 28" high by 37' long and on Bayshore Avenue are: 28" high by 22.5' long. The awnings will be placed a minimum of eight feet above the existing sidewalk (Right-of-way). The applicant has asked for 50% of the project costs, as well as, waiver of the three bid requirement with only one bid received. Board Member Benetti asked who submitted the bid. There was noted concern that full building awning was not being replaced, creating an inconsistency of appears for the whole building. Additionally, there was question as to whether the current awning was going to be removed/replaced. Board consensus was to table the issue for the September 7, 2021, so that bid documents could be made available for Board review and the Design Assistance Team review comments.

Adjourn

There being no further business to come before the agency, Chair Kilmer adjourned the meeting.

CITY OF COOS BAY URBAN RENEWAL AGENCY

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
September 7, 2021	2.b.

TO: Chair Kilmer and Board Members

FROM: Nichole Rutherford, Finance Director

THROUGH: Rodger Craddock, Agency Manager

ISSUE: Acceptance of July 2021 Financial Reports and Check Register

SUMMARY:

Attached are the unaudited financial statements and check register for July 2021.

ACTION REQUESTED:

If it pleases the Agency, accept the July 2021 financial reports and check register.

BACKGROUND:

These reports are being provided to the Urban Renewal Agency (Agency) and the public pursuant to a recommendation from the agency's auditor, supported by the Agency Manager, to provide transparency and full disclosure to all interested parties. The agency's funds are held on deposit together with the City of Coos Bay's funds for efficiency. Additionally, in FYE 2013 the Governmental Accounting Standards Board (GASB) issued pronouncement GASB 61, which defined the Agency as a blended unit of the City of Coos Bay and the financial statements were combined. The details of the investment portfolio are included in the monthly financial reports prepared for City Council and reported pursuant to the agency's Investment Policy. Routinely, the agency's transactions are included in three of the city's bank statements (US Bank Accounts Payable, US Bank Operations, and Local Government Investment Pool) and are balanced by the 10th of the month following month-end; financial transactions are posted daily; and the financial reports available upon request.

In the attached reports, the fund summary shows all agency funds are within appropriation levels with 8% of the fiscal year having elapsed. Urban Renewal Downtown Property Tax Collections are at 0.0% of budget and Urban Renewal Empire Property Tax Collections are at 0.0% of budget. Checks are routinely issued weekly from the accounts payable account, as shown in the attached check register totaling \$719,928.39.

BUDGET IMPLICATIONS:

The expenditures are within the budget appropriations.

ATTACHMENT(S):

- ▣ Financial Summary
- ▣ Balance Sheet
- ▣ Fund Summary
- ▣ Check Register

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

TO: Chair Kilmer and Board Members

FROM: Nichole Rutherford, Finance Director

THROUGH: Rodger Craddock, Agency Manager

ISSUE: DRAFT July 2021 Balance Sheet and Fund Summary

The **Balance Sheet** shows the beginning balance; (used or earned) or the difference between what was earned to what was spent; and the ending balance or what amount remained as fund balance. The **Combined Cash** report below reflects a total combined cash of \$7,699,812.27.

Fund	Beginning Fund Balance 7/1/21	(Used) Earned	Ending Fund Balance 7/31/21
Downtown Special Revenue	\$129,814.77	\$52.71	\$129,867.48
Empire Special Revenue	\$68,849.58	\$28.29	\$68,877.87
Empire Program	\$477,281.20	(\$477,000.00)	\$281.20
Downtown Bond	\$318,436.04	\$640,000.00	\$958,436.04
Empire Bond	\$25,592.47	\$526,000.00	\$551,592.47
Downtown Program	\$32,856.14	(\$32,000.00)	\$856.14
Downtown Capital Projects	\$2,876,903.46	\$6,101.94	\$2,883,005.40
Empire Capital Projects	\$2,347,631.34	\$478,306.29	\$2,825,937.63
Downtown Bond Reserve	\$640,000.00	(\$640,000.00)	\$0.00
Empire Bond Reserve	\$526,000.00	(\$526,000.00)	\$0.00

Cash Allocations to:	
Downtown Special Revenue Fund	\$127,229.21
Empire Special Revenue Fund	\$67,454.68
Empire Program Fund	\$281.20
Downtown Bond Fund	\$958,436.04
Empire Bond Fund	\$551,592.47
Downtown Program Fund	\$856.14
Downtown Capital Projects Fund	\$3,143,443.37
Empire Capital Projects Fund	\$2,850,519.16
Downtown Bond Reserve Fund	\$0.00
Empire Bond Reserve Fund	\$0.00
TOTAL URA COMBINED CASH	\$7,699,812.27

City of Coos Bay
Balance Sheet
July 31, 2021

Downtown Special Revenue Fund

ASSETS

51-000-100-1001	Cash - Combined Fund	127,229.21	
51-000-100-1204	Taxes Receivable	95,581.04	
	Total Assets		222,810.25

LIABILITIES AND EQUITY

LIABILITIES

51-000-200-2040	Deferred Revenue	92,942.77	
	Total Liabilities		92,942.77

FUND EQUITY

	Unappropriated Fund Balance:		
51-000-200-2500	Fund Balance	129,814.77	
	Revenue over Expenditures - YTD	52.71	
	Balance - Current Date	129,867.48	
	Total Fund Equity		129,867.48
	Total Liabilities and Equity		222,810.25

City of Coos Bay
Balance Sheet
July 31, 2021

Empire Special Revenue Fund

ASSETS

52-000-100-1001	Cash - Combined Fund	67,454.68	
52-000-100-1204	Taxes Receivable	60,857.02	
	Total Assets		128,311.70

LIABILITIES AND EQUITY

LIABILITIES

52-000-200-2040	Deferred Revenue	59,433.83	
	Total Liabilities		59,433.83

FUND EQUITY

	Unappropriated Fund Balance:		
52-000-200-2500	Fund Balance	68,849.58	
	Revenue over Expenditures - YTD	28.29	
	Balance - Current Date	68,877.87	
	Total Fund Equity		68,877.87
	Total Liabilities and Equity		128,311.70

City of Coos Bay
Balance Sheet
July 31, 2021

Empire Program Fund

ASSETS

53-000-100-1001	Cash - Combined Fund	281.20	
	Total Assets		281.20

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:			
53-000-200-2500	Fund Balance	477,281.20	
	Revenue over Expenditures - YTD	(477,000.00)	
	Balance - Current Date	281.20	
	Total Fund Equity		281.20
	Total Liabilities and Equity		281.20

City of Coos Bay
Balance Sheet
July 31, 2021

Downtown Bond Fund

ASSETS

54-000-100-1001	Cash - Combined Fund	958,436.04	
54-000-100-1495	Future Req - Downtown 2019A	2,672,539.23	
54-000-100-1496	Future Req - Downtown 2020A	3,092,585.23	
54-000-100-1497	Future Req - Downton 2020B	2,772,250.00	
	Total Assets		9,495,810.50

LIABILITIES AND EQUITY

FUND EQUITY

54-000-200-2411	Res Fut Debt - Downtown 2019A	2,672,539.23	
54-000-200-2412	Res Fut Debt - Downtown 2020A	3,092,585.23	
54-000-200-2413	Res Fut Debt - Downtown 2020B	2,772,250.00	
	Unappropriated Fund Balance:		
54-000-200-2500	Fund Balance	318,436.04	
	Revenue over Expenditures - YTD	640,000.00	
	Balance - Current Date	958,436.04	
	Total Fund Equity		9,495,810.50
	Total Liabilities and Equity		9,495,810.50

City of Coos Bay
Balance Sheet
July 31, 2021

Empire Bond Fund

ASSETS

55-000-100-1001	Cash - Combined Fund	551,592.47	
55-000-100-1491	Future Req - Empire 2018A	1,029,420.60	
55-000-100-1492	Future Req - Empire 2019A	3,472,762.77	
	Total Assets		5,053,775.84

LIABILITIES AND EQUITY

FUND EQUITY

55-000-200-2407	Res For Future Debt Emp 2018A	976,120.60	
55-000-200-2408	Res Fut Debt - Empire 2019A	3,526,062.77	
	Unappropriated Fund Balance:		
55-000-200-2500	Fund Balance	25,592.47	
	Revenue over Expenditures - YTD	526,000.00	
	Balance - Current Date	551,592.47	
	Total Fund Equity		5,053,775.84
	Total Liabilities and Equity		5,053,775.84

City of Coos Bay
Balance Sheet
July 31, 2021

Downtown Program Fund

ASSETS

56-000-100-1001	Cash - Combined Fund	856.14	
	Total Assets		856.14

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:			
56-000-200-2500	Fund Balance	32,856.14	
	Revenue over Expenditures - YTD	(32,000.00)	
	Balance - Current Date	856.14	
	Total Fund Equity		856.14
	Total Liabilities and Equity		856.14

City of Coos Bay
Balance Sheet
July 31, 2021

Downtown Capital Projects Fund

ASSETS

57-000-100-1001	Cash - Combined Fund	3,143,443.37	
57-000-100-1299	AR/FS	334,464.47	
	Total Assets		3,477,907.84

LIABILITIES AND EQUITY

LIABILITIES

57-000-200-2001	Accounts Payable	511,186.79	
57-000-200-2105	Retainage Payable	83,715.65	
	Total Liabilities		594,902.44

FUND EQUITY

	Unappropriated Fund Balance:		
57-000-200-2500	Fund Balance	2,876,903.46	
	Revenue over Expenditures - YTD	6,101.94	
	Balance - Current Date	2,883,005.40	
	Total Fund Equity		2,883,005.40
	Total Liabilities and Equity		3,477,907.84

City of Coos Bay
Balance Sheet
July 31, 2021

Empire Capital Projects Fund

ASSETS

58-000-100-1001	Cash - Combined Fund	2,850,519.16	
	Total Assets		2,850,519.16

LIABILITIES AND EQUITY

LIABILITIES

58-000-200-2001	Accounts Payable	24,581.53	
	Total Liabilities		24,581.53

FUND EQUITY

	Unappropriated Fund Balance:		
58-000-200-2500	Fund Balance	2,347,631.34	
	Revenue over Expenditures - YTD	478,306.29	
	Balance - Current Date	2,825,937.63	
	Total Fund Equity		2,825,937.63
	Total Liabilities and Equity		2,850,519.16

City of Coos Bay
Balance Sheet
July 31, 2021

Downtown Bond Reserve Fund

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:			
60-000-200-2500	Fund Balance	640,000.00	
	Revenue over Expenditures - YTD	(640,000.00)	
	Balance - Current Date		.00
	Total Fund Equity		.00
	Total Liabilities and Equity		.00

City of Coos Bay
Balance Sheet
July 31, 2021

Empire Bond Reserve Fund

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:			
61-000-200-2500	Fund Balance	526,000.00	
	Revenue over Expenditures - YTD	(526,000.00)	
	Balance - Current Date		.00
	Total Fund Equity		.00
	Total Liabilities and Equity		.00

City of Coos Bay
Fund Summary
For the 1 Months Ending July 31, 2021

Downtown Special Revenue Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	110,000.00	110,000.00	.0
Property Taxes	.00	.00	1,748,000.00	1,748,000.00	.0
Use Of Money & Property	52.71	52.71	3,000.00	2,947.29	1.8
Total Fund Revenue	52.71	52.71	1,861,000.00	1,860,947.29	.0
<u>Expenditures</u>					
Expenditures	.00	.00	1,861,000.00	1,861,000.00	.0
Total Expenditures	.00	.00	1,861,000.00	1,861,000.00	.0
Net Revenue Over Expenditures	52.71	52.71	.00	(52.71)	.0

City of Coos Bay
Fund Summary
For the 1 Months Ending July 31, 2021

Empire Special Revenue Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	65,000.00	65,000.00	.0
Property Taxes	.00	.00	875,000.00	875,000.00	.0
Use Of Money & Property	28.29	28.29	2,500.00	2,471.71	1.1
Total Fund Revenue	28.29	28.29	942,500.00	942,471.71	.0
<u>Expenditures</u>					
Expenditures	.00	.00	942,500.00	942,500.00	.0
Total Expenditures	.00	.00	942,500.00	942,500.00	.0
Net Revenue Over Expenditures	28.29	28.29	.00	(28.29)	.0

City of Coos Bay
Fund Summary
For the 1 Months Ending July 31, 2021

Empire Program Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	477,000.00	477,000.00	.0
Total Fund Revenue	.00	.00	477,000.00	477,000.00	.0
<u>Expenditures</u>					
Expenditures	477,000.00	477,000.00	477,000.00	.00	100.0
Total Expenditures	477,000.00	477,000.00	477,000.00	.00	100.0
Net Revenue Over Expenditures	(477,000.00)	(477,000.00)	.00	477,000.00	.0

City of Coos Bay
Fund Summary
For the 1 Months Ending July 31, 2021

Downtown Bond Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	130,000.00	130,000.00	.0
Other Financing Sources	640,000.00	640,000.00	2,501,000.00	1,861,000.00	25.6
Total Fund Revenue	640,000.00	640,000.00	2,631,000.00	1,991,000.00	24.3
<u>Expenditures</u>					
Expenditures	.00	.00	2,631,000.00	2,631,000.00	.0
Total Expenditures	.00	.00	2,631,000.00	2,631,000.00	.0
Net Revenue Over Expenditures	640,000.00	640,000.00	.00	(640,000.00)	.0

City of Coos Bay
Fund Summary
For the 1 Months Ending July 31, 2021

Empire Bond Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	15,000.00	15,000.00	.0
Other Financing Sources	526,000.00	526,000.00	1,468,500.00	942,500.00	35.8
Total Fund Revenue	526,000.00	526,000.00	1,483,500.00	957,500.00	35.5
<u>Expenditures</u>					
Expenditures	.00	.00	1,483,500.00	1,483,500.00	.0
Total Expenditures	.00	.00	1,483,500.00	1,483,500.00	.0
Net Revenue Over Expenditures	526,000.00	526,000.00	.00	(526,000.00)	.0

City of Coos Bay
Fund Summary
For the 1 Months Ending July 31, 2021

Downtown Program Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	32,000.00	32,000.00	.0
Total Fund Revenue	.00	.00	32,000.00	32,000.00	.0
<u>Expenditures</u>					
Expenditures	32,000.00	32,000.00	32,000.00	.00	100.0
Total Expenditures	32,000.00	32,000.00	32,000.00	.00	100.0
Net Revenue Over Expenditures	(32,000.00)	(32,000.00)	.00	32,000.00	.0

City of Coos Bay
Fund Summary
For the 1 Months Ending July 31, 2021

Downtown Capital Projects Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	2,450,000.00	2,450,000.00	.0
Use Of Money & Property	1,893.56	1,893.56	15,000.00	13,106.44	12.6
Other Revenue	.00	.00	25,000.00	25,000.00	.0
Transfers In	32,000.00	32,000.00	1,551,939.00	1,519,939.00	2.1
Total Fund Revenue	33,893.56	33,893.56	4,041,939.00	4,008,045.44	.8
<u>Expenditures</u>					
Expenditures	27,791.62	27,791.62	4,041,939.00	4,014,147.38	.7
Total Expenditures	27,791.62	27,791.62	4,041,939.00	4,014,147.38	.7
Net Revenue Over Expenditures	6,101.94	6,101.94	.00	(6,101.94)	.0

City of Coos Bay
Fund Summary
For the 1 Months Ending July 31, 2021

Empire Capital Projects Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	2,250,000.00	2,250,000.00	.0
Use Of Money & Property	1,477.82	1,477.82	15,000.00	13,522.18	9.9
Transfers In	477,000.00	477,000.00	924,474.00	447,474.00	51.6
Total Fund Revenue	478,477.82	478,477.82	3,189,474.00	2,710,996.18	15.0
<u>Expenditures</u>					
Expenditures	171.53	171.53	3,189,474.00	3,189,302.47	.0
Total Expenditures	171.53	171.53	3,189,474.00	3,189,302.47	.0
Net Revenue Over Expenditures	478,306.29	478,306.29	.00	(478,306.29)	.0

City of Coos Bay
Fund Summary
For the 1 Months Ending July 31, 2021

Downtown Bond Reserve Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	640,000.00	640,000.00	.0
Total Fund Revenue	.00	.00	640,000.00	640,000.00	.0
<u>Expenditures</u>					
Expenditures	640,000.00	640,000.00	640,000.00	.00	100.0
Total Expenditures	640,000.00	640,000.00	640,000.00	.00	100.0
Net Revenue Over Expenditures	(640,000.00)	(640,000.00)	.00	640,000.00	.0

City of Coos Bay
Fund Summary
For the 1 Months Ending July 31, 2021

Empire Bond Reserve Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	526,000.00	526,000.00	.0
Total Fund Revenue	.00	.00	526,000.00	526,000.00	.0
<u>Expenditures</u>					
Expenditures	526,000.00	526,000.00	526,000.00	.00	100.0
Total Expenditures	526,000.00	526,000.00	526,000.00	.00	100.0
Net Revenue Over Expenditures	(526,000.00)	(526,000.00)	.00	526,000.00	.0

Check Issue Date	Check Number	Payee	GL Account	Check Amount
07/15/2021	124823	Dyer Partnership, The	580002002001	18,925.00
07/15/2021	124839	K&E Rock Products LLC	570002002001	295.00
07/15/2021	124840	Knife River	570002002001	778.53
07/15/2021	124842	Kyle Electric Inc	570002002001	1,005.70
07/15/2021	124855	Oregon Dept. of Environmental Quality	570002002001	858.13
07/15/2021	124864	Patrick Myers Inc.	570002002001	475.00
07/15/2021	124865	Perry's Supply	570002002001	33.76
07/15/2021	124867	Reese Electric Co Inc	570002002001	31,616.00
Total 07/15/2021:				53,987.12
07/23/2021	124907	Elaine Howard Consulting LLC	580002002001	1,890.00
07/23/2021	124910	Farr's True Value Hdwr	570002002001	80.78
07/23/2021	124930	Knife River Materials	570002002001	125,105.86
07/23/2021	124932	Kyle Electric Inc	570002002001	2,374.42
Total 07/23/2021:				129,451.06
07/26/2021	124972	Rock Face LLC	570002002001	434,863.46
07/26/2021	124973	Roto-Rooter Inc	570002002001	2,375.00
07/26/2021	124996	West Coast Fencing	570002002001	25,195.00
07/26/2021	124997	Willamette Graystone	570002002001	77.10
Total 07/26/2021:				462,510.56
07/27/2021	125011	Builders FirstSource Inc	570002002001	29.76
07/27/2021	125017	Civil West Engineering Services Inc	570002002001	23,650.00
07/27/2021	125019	Coastal Paper & Supply Inc	570002002001	24.79
Total 07/27/2021:				23,704.55
07/28/2021	1022	Umpqua Bank	570002002001	275.10
Total 07/28/2021:				275.10
07/29/2021	125033	Sause, Heidi	570002002001	50,000.00
Total 07/29/2021:				50,000.00
Grand Totals:				719,928.39

CITY OF COOS BAY URBAN RENEWAL AGENCY

Agenda Staff Report

This item was previously discussed at Joint URA/Council Worksession on 8/24/2021

MEETING DATE	AGENDA ITEM NUMBER
September 7, 2021	3.

TO: Chair Kilmer and Board Members

FROM: Carolyn Johnson, Community Development Administrator

THROUGH: Jim Hossley, Public Works and Community Development Director

ISSUE: Consideration of Approval of Improvement Program Grant Request for 657 Newmark Avenue

SUMMARY:

The 657 Newmark Avenue Improvement Program Grant application proposes the creation of a 19' x 60' historic mural on the building's west side. Owned and occupied by the Star of Hope, Ms. Joanne Moss, with the Community Coalition of Empire (CCE), has been authorized to submit and provide representation for the subject application.

The Star of Hope is located at the southeast corner of Newmark Ave and South Wall Street, with the westerly frontage facing South Wall Street. Because of the project location in the Empire Waterfront Settlement Design Review area, the applicant has submitted and the City is processing, an Architectural Design Review Permit.

ACTION REQUESTED:

If it pleases the Agency, review and discuss the application and the issues outlined in the Background section of this report. Consider authorizing a grant at an amount to be determined by the Agency with the grant award being subject to conferral and consensus between the Coquille and CTCLUSI Tribes on the mural's proposed Native American depiction, positive feedback on the revised design by the the Design Assistance Team (DAT), and subject to completion of the Architectural Design Review Permit process which will be complete on September 13.

BACKGROUND:

At the August 24, 2021 Agency work session the Agency Board:

1) Noted there was no feedback from the Coquille Indian Tribe and the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians (CTCLUSI) on the mural design depiction of Native Americans. Following the Board's August 24, 2021 work session staff spoke with Ms. Moss, the project painter and Mr. Jessie Beers of CTCLUSI, who, working with his Council,

requested modifications to the mural design. The revised design is attached and has been pass on to the Coquille Indian Tribe for review.

2) Expressed interest in potentially funding more than the \$4,000 grant requested with a \$2,000 match (each) from the Star of Hope and CCE. The Board's guidelines for a 50% grant match is discretionary. The grant award may include something more that 50% of the Project cost.

3) Shared concern the mural work was underway despite not having an approved architectural review permit as required by the City's Development Code for the Empire Design District. The permitting review process will be complete on September 13 unless appealed.

The program regulations request three written bids be obtained for the façade project. One bid was submitted.

While the Design Assistance Team (DAT) reviewed the project prior to the Council August 24 workshop and provided positive comments for consideration as part of the Architectural Review Permit review, at the writing of this report the DAT has not seen the revised depiction. For compliance with the City's Empire Design standards, the DAT should provide feedback on a revised design.

BUDGET IMPLICATIONS:

\$100,000 has been budgeted for the Building Improvement Program in the Empire area. The \$4,000 grant request is the first grant application submitted this FY 2021/2022.

ATTACHMENT(S):

- ▢ APPLICATION
- ▢ Revised Mural Design



City of Coos Bay

Coos Bay Urban Renewal Improvement Program Application

Name of applicant Joanne L Moss (CCE)

Name of business Star of Hope

Address of business storefront or building to be rehabilitated _____

657 Newmark

Coos Bay

Phone number _____ E-mail address _____

Type of business _____ How many years in business _____

Applicant is the ☐ Property Owner ☐ Business Owner ☒ Other Representative

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

PROPOSED IMPROVEMENTS

Please describe in detail the proposed improvements to the property.

19' x 60' historic mural on west
side of property (see rendering)

Estimated cost of project \$8000⁰⁰

Proposed start date 8-1-2021

Time line/estimated completion date for project approx 2 months

If this is a time critical project, please state latest date that applicant can be notified of grant funding approval asap.

Brief explanation of factors contributing to the critical timing of this project: _____

Weather factors

The expected processing time from submission of application to final commitment of funds is 4-6 weeks.

REQUIRED SUBMITTALS

The following items must be submitted with the completed application:

1. Provide three (3) copies of the application, any drawing(s), material/color samples and current photographs showing existing conditions of façade proposed for renovation. Documents and photos may be submitted electronically to derler@coosbay.org.
2. 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.
3. 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.
4. 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.
5. 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.
6. One copy of a location map (Provided by the City staff).
7. If architectural changes are being made to the façade of a structure in a design review area:
 - a. A site plan drawn to scale indicating property lines, existing and adjacent structures and existing landscaping is required.
 - b. 10 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.
 - d. 10 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 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 Urban Renewal Improvement Program.

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.

The Applicant must sign a grant agreement to maintain the improvements for a minimum of five (5) years.

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.

Joanne Hildress
Applicant Signature

7-25-2021
Date

Applicant Signature

Date

Return Application to:

**COOS BAY URBAN RENEWAL AGENCY
Department of Community Development
500 Central Avenue, Coos Bay, OR 97420**



[Sent from Yahoo Mail on Android](#)



**Community Coalition of Empire
mailing address:**

**2001 Union Ave North Bend, OR 97459
541-751-9673**

25 May, 2021

The Community Coalition of Empire (CCE) is facilitating a Partnership with the Star of Hope (SOH), and the Coos Bay Urban Renewal Agency (URA), to place a Mural on the West side of the SOH administrative complex building at 657 Newmark Coos Bay Oregon. This Mural has been one of the goals of the stakeholders in the Empire area for quite some time. CCE and SOH believe that this project along with several other planned improvement projects will help to present the Empire area and the Newmark corridor in the Empire Urban Renewal Agency District (URA) in a more positive light. The purposed design and scale will highlight the positive features of the Empire area for visitors and residents.

CCE and SOH, over the last 24 months, have been working to develop a design and secure an artist to complete this project at a cost of \$8000.00. The current funding support for this project is projected to be \$2,000.00 from each of the Non Profits groups involved and \$4,000.00 from the Urban Renewal Improvement Program.

Mural

From: LouAnn Dewater (louannewater@sohoregon.org)

To: moss_joanne@yahoo.com

Date: Monday, July 26, 2021, 02:55 PM PDT

To whom it may concern,

LouAnn Dewater, Executive Director gave Joanne Moss authority to act as representative for the Mural project to be located on the west end of our 657 Newmark, Coos Bay, Oregon building.

Respectfully,

**LouAnn Dewater
Executive Director
Star of Hope
541-888-8893 wk
541-252-6193 cell
louannewater@sohoregon.org**

CONTRACT FOR SERVICES

Date July 20, 2021

to purchase from CCE + Star of Hope, hereinafter "Purchaser," desire certain service(s) and/or labor ("the Services"). Purchaser and Provider therefore agree as follows:

1. To the extent that the Services provided are construction services, Provider is licensed by the Oregon Construction Contractors Board (the "CCB") and on the date this Contract was signed, the following information is shown in the records of the CCB (if inapplicable, write "n/a" on the first line below and skip to paragraph 2):

Provider's Name Simon
Address 63588 Wallace Rd. Coos Bay, OR 97420
Telephone 541-252-2282 / 541-290-8913 B License No. _____

Provider ☐ has ☐ has not (indicate which) offered a written warranty. If a warranty was offered, Purchaser hereby acknowledges receipt of it and ☐ accepts it ☐ refuses it (indicate which).

If this is a residential structure contract, Provider has attached hereto, or previously provided, the following notices (Purchaser to initial to acknowledge receipt):

----- Notice of Right to a Lien (S-N Form No. 1159) ----- (If a pre-1978 structure) Renovate Right: Important
----- Information Notice to Owner (S-N Form No. 1165) ----- Lead Hazard Information for Families, Child Care
----- Consumer Protection Notice (S-N Form No. 1327) ----- Providers and Schools (S-N Publication No. 2019)
----- Notice of Procedure (S-N Form No. 1328)

----- (If applicable) In addition, if this Contract involves a new residential structure or a zero-lot-line dwelling, Provider has also attached a maintenance notice related to moisture intrusion and water damage.

If this is a contract for construction to a pre-1978 child-occupied facility, Provider has attached hereto, or previously provided, the following notice (Purchaser to initial to acknowledge receipt):

----- Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools (S-N Pub. No. 2019)

2. Provider agrees to furnish Purchaser with the following Services:

approx 19' x 60' postcard type full color mural
on west outside wall of the Star of Hope building.
Work to be completed by October 1, 2021. Any change
need to be approved by at approved mutually by all parties.

3. In connection with providing such Services, Provider will furnish all of the required materials and perform or contract for the performance of all labor necessary to complete the Services in a substantial, timely, and professional manner in conformance with customary industry practices.

4. The purchase price of the Services is \$ 8000⁰⁰. Payment will be due and payable (check one):
☐ When all work has been substantially completed; ☐ Monthly at the rate of \$ _____ per month until this Contract is terminated by one or both parties upon a minimum _____ days notice; ☐ Monthly at the rate of \$ _____ per month for _____ months; ☒ As follows: 1/2 down + balance upon

completion & clean up.
CCE + Star of Hope must be satisfied with quality of workmanship.

5. Should Provider discover that extraordinary materials and/or labor will be required to furnish the Services, Purchaser and Provider will execute an addendum or change order concerning the nature and price of such materials and/or labor, and the cost of the same will be and become a charge over and above the sums mentioned in this Contract.

6. Provider shall be responsible for any claims asserted by any of its employees, suppliers and/or subcontractors arising from providing the Services, or related in any way thereto, including, but not limited to, any claims for wages, subcontract payments, taxes, insurance, personal injury and/or property damage. Unless expressly set forth hereinabove, any permit fees shall be in addition to the purchase price.

7. In the event that an action is brought to enforce, or for the breach of, any of the provisions of this Contract, the prevailing party shall be entitled to recover its reasonable attorney fees, at arbitration and/or trial and on appeal. In addition, the prevailing party will be entitled to recover any and all other costs incurred in such litigation, including the cost of depositions, experts and any other expense, whether or not such expense would ordinarily be allowable under the Oregon Rules of Civil Procedure and/or Oregon Revised Statutes.

8. This Contract may not be assigned by either party without the written consent of the other, which consent will not be unreasonably withheld.

9. If any party to this Contract is other than a natural person, the person signing below on behalf of that party certifies that he or she is duly authorized to enter into this Contract on behalf of that party.

Simon Whiteowl PROVIDER Heather Moss CCE V. President PURCHASER
Heather Moss CCE V. President 804 CED

By Urban Renewal Agency Meeting September 7, 2021

PUBLISHER'S NOTE: This form is not intended to be used for the construction or substantial remodel of a residential structure including, but not limited to, single family homes, condominiums and multi-unit projects. For such projects, S-N Form No. 144, Builder's Contract (Fixed Price), may be used.



CITY OF COOS BAY URBAN RENEWAL AGENCY

Agenda Staff Report

This item was previously discussed at Urban Renewal meeting on 8/17/2021

MEETING DATE	AGENDA ITEM NUMBER
September 7, 2021	4.

TO: Chair Kilmer and Board Members

FROM: Carolyn Johnson, Community Development Administrator

THROUGH: Jim Hossley, Public Works and Community Development Director

ISSUE: Consideration of Approval of Improvement Program Grant Request for 299 Bayshore Drive

SUMMARY:

The property owner of 299 South Bayshore submitted an Improvement Program grant application for the installation of aluminum tube frame awnings with a black vinyl material cover to be attached under the roof soffits along Bayshore Avenue (east) and Curtis Avenue (south).

The proposal has been revised to include the originally proposed awning on Curtis Avenue 28" high by 37' long, but a revision to the awning on Bayshore Avenue to measure 28" high by 27' long instead of the 22.5' length shared with the Agency at their August 17, 2021 meeting. The awnings will be placed a minimum of eight feet above the existing sidewalk.

ACTION REQUESTED:

If it pleases the Agency, waive the three bid Improvement Program grant requirement and authorize the requested \$5,850.19 (50% of project cost) based on the total project cost of \$11,700.38. The total project cost includes a bid of \$11,226.00 and a permit estimate cost of \$474.38.

BACKGROUND:

The Improvement Program currently provides a 50/50 grant (based on the lowest bid), and guidelines indicate a maximum award of \$25,000 per fiscal year. The applicant has requested funding in the amount of 50% of project cost. The bid for eligible expenses is \$11,226.00.

The Program regulations require that three written bids be obtained for the project. The applicant has submitted information requesting a waiver of the three bid requirement. Due to local contractor workloads, the applicant was able to acquire only one bid for the proposed project.

The Design Assistance Team (DAT) reviewed the project via email on August 2, 2021, and recommended approval. Comments received supported the project as a positive

improvement to the building.

BUDGET IMPLICATIONS:

Funding for the Urban Renewal Agency Downtown Improvement Program (#57-940-520-2415) for FY 2021/2022 for new grants is \$750,000. This request is the second request for the fiscal year.

ATTACHMENT(S):

- ▣ APPLICATION
- ▣ Original v. current proposal
- ▣ NEW INFORMATION



City of Coos Bay

Coos Bay Urban Renewal Improvement Program Application

Name of applicant Anna Marie Larson - Property Owner

Name of business Smoke on the Water

Address of business storefront or building to be rehabilitated 299 S Bayshore Dr.

* Be advised Coos County Tax Records use 274 S. Broadway
for the accounts

Phone number 541-267-5289 E-mail address N/A

Type of business Dispensary How many years in 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

PROPOSED IMPROVEMENTS

Please describe in detail the proposed improvements to the property.

Aluminum tube frame awning with black vinyl material
cover - 28" height approx 37' long on south side and
28" height and 22'6" long on the east side

Estimated cost of project \$11,226.00 plus permits

Proposed start date Late August

Time line/estimated completion date for project 6 weeks - estimated

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 submitted with the completed application:

1. Provide three (3) copies of the application, any drawing(s), material/color samples and current photographs showing existing conditions of façade proposed for renovation. Documents and photos may be submitted electronically to derler@coosbay.org.
2. 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.
3. 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.
4. 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.
5. 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.
6. One copy of a location map (Provided by the City staff).
7. If architectural changes are being made to the façade of a structure in a design review area:
 - a. A site plan drawn to scale indicating property lines, existing and adjacent structures and existing landscaping is required.
 - b. 10 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.
 - d. 10 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 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 Urban Renewal Improvement Program.

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.

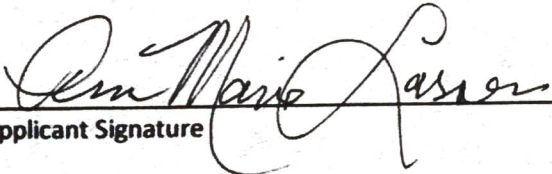
The Applicant must sign a grant agreement to maintain the improvements for a minimum of five (5) years.

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

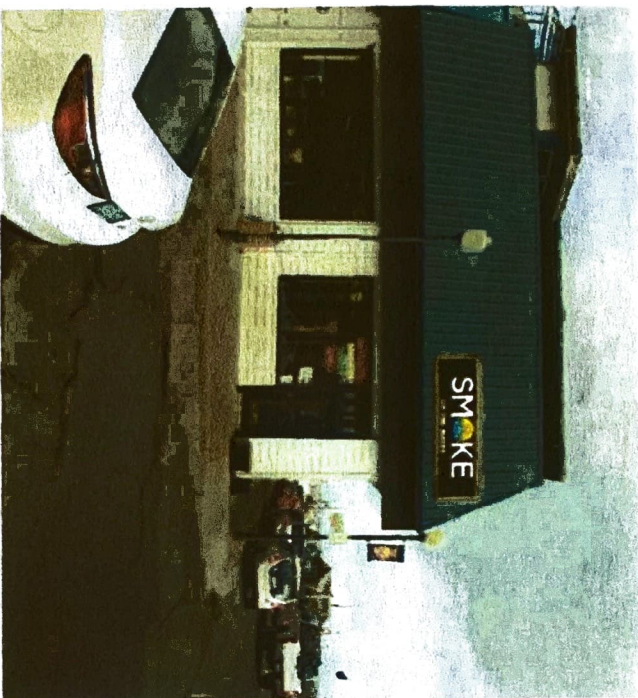
7-8-21
Date

Applicant Signature

Date

Return Application to:

**COOS BAY URBAN RENEWAL AGENCY
Department of Community Development
500 Central Avenue, Coos Bay, OR 97420**



299 S. Bayshore

Proposed Awnings

Alum tube frame

Black vinyl awning cover (weathertight)

Height 28" x Approx 37' - Southwall

Height 28" x Approx 22'6" Eastwall

Install on soffit + under roof

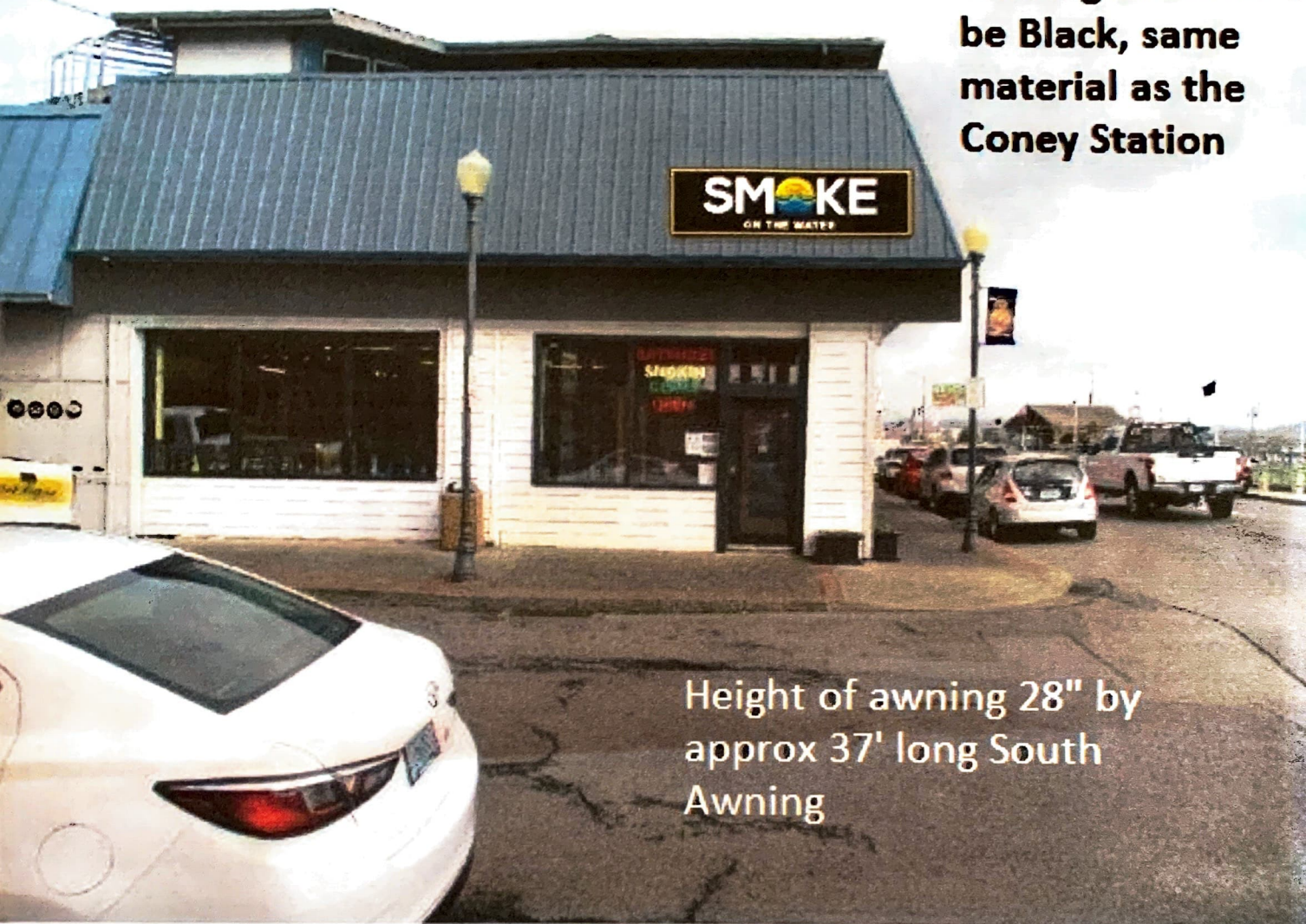
Bottom of awning enclosed with eggcrate

Price \$11,226

Example of proposed project



**Awning Material to
be Black, same
material as the
Coney Station**



**Height of awning 28" by
approx 37' long South
Awning**

**Height of Awning 28"
by approx 22'6" long
East Awning**



Example of Proposed Awning Color



Example of Proposed Awning Color



COOS County Assessor's Summary Report

Real Property Assessment Report

FOR ASSESSMENT YEAR 2021

NOT OFFICIAL VALUE

June 28, 2021 11:56:04 am

Account # 365400
Map # 25S1326CD00600
Code - Tax # 6962-365400

Tax Status ASSESSABLE
Acct Status ACTIVE
Subtype NORMAL

Legal Descr See Record

Mailing Name RALPH E LARSON FAMILY TRUST

Deed Reference # 2015-5065

Agent

Sales Date/Price 06-08-2015 / \$0.00

In Care Of LARSON, ANNA M TTEE

Appraiser ROY N. METZGER

Mailing Address PO BOX 1077
COOS BAY, OR 97420-0235

Prop Class 201 MA SA NH Unit
RMV Class 201 03 13 CCB 6123-1

Situs Address(es)	Situs City
ID# 274 S BROADWAY ST	COOS BAY
ID# 285 BAYSHORE DR	COOS BAY
ID# 299 S BAYSHORE DR	COOS BAY
ID# 270 S BROADWAY ST	COOS BAY
ID# 282 S BROADWAY ST	COOS BAY
ID# 298 S BROADWAY ST	COOS BAY

Code Area		RMV	MAV	Value Summary AV	SAV	MSAV	RMV Exception	CPR %
6962	Land	300,920					Land	0
	Impr.	169,810					Impr.	0
Code Area Total		470,730	377,010	377,010	0	0		0
Grand Total		470,730	377,010	377,010	0	0		0

Code Area	ID#	RFPD	Ex	Plan Zone	Value Source	Land Breakdown		Size	Land Class	LUC	Trended RMV
6962	10	<input checked="" type="checkbox"/>		C-1	Market	TD%	LS	0.30	IMP	008	300,920
Grand Total								0.30			300,920

Code Area	ID#	Yr Built	Stat Class	Description	Improvement Breakdown		Total Sq. Ft.	Ex% MS Acct #	Trended RMV
6962	1	1925	574	Retail store - row store	TD%		11,243		169,810
Grand Total							11,243		169,810

PP Account(s): 6962-155, 871, 99917949, 99918611

Appr Maint: 2021 - COMPLETION CHECK (COMMERCIAL NEW CONSTRUCTION)

STATEMENT OF TAX ACCOUNT
COOS COUNTY TAX COLLECTOR
COOS COUNTY COURTHOUSE
COQUILLE, OREGON 97423
(541) 396-7725

28-Jun-2021

Tax Account #	365400	Lender Name	
Account Status	A	Loan Number	
Roll Type	Real	Property ID	6962
Situs Address	274 S BROADWAY ST COOS BAY OR 97420	Interest To	Jul 15, 2021

Tax Summary

Tax Year	Tax Type	Total Due	Current Due	Interest Due	Discount Available	Original Due	Due Date
2020	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$6,465.09	Nov 15, 2020
2019	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$6,206.88	Nov 15, 2019
2018	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$5,793.03	Nov 15, 2018
2017	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$5,266.16	Nov 15, 2017
2016	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$4,951.43	Nov 15, 2016
2015	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$5,350.50	Nov 15, 2015
2014	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$5,463.29	Nov 15, 2014
2013	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$5,317.52	Nov 15, 2013
2012	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$5,162.55	Nov 15, 2012
2011	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$5,005.31	Nov 15, 2011
2010	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$4,879.37	Nov 15, 2010
2009	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$4,703.54	Nov 15, 2009
2008	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$4,676.62	Nov 15, 2008
2007	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$4,345.45	Nov 15, 2007
2006	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$4,652.89	Nov 15, 2006
2005	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$4,654.85	Nov 15, 2005
2004	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$4,478.82	Nov 15, 2004
2003	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$4,374.62	Nov 15, 2003
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$91,747.92	

Wendy Pottratz
Client Service Manager II

212 South 5th St.
P.O. Box 1055
Coos Bay, OR 97420
Branch 541-269-4248
Fax 541-269-4251
Direct 541-269-4223
wendy.pottratz@bannerbank.com
bannerbank.com



June 25, 2021

Anna Larson has sufficient funds in her account at Banner Bank to cover the expense of \$14,000.00 on June 25, 2021 at 4:43 p.m.

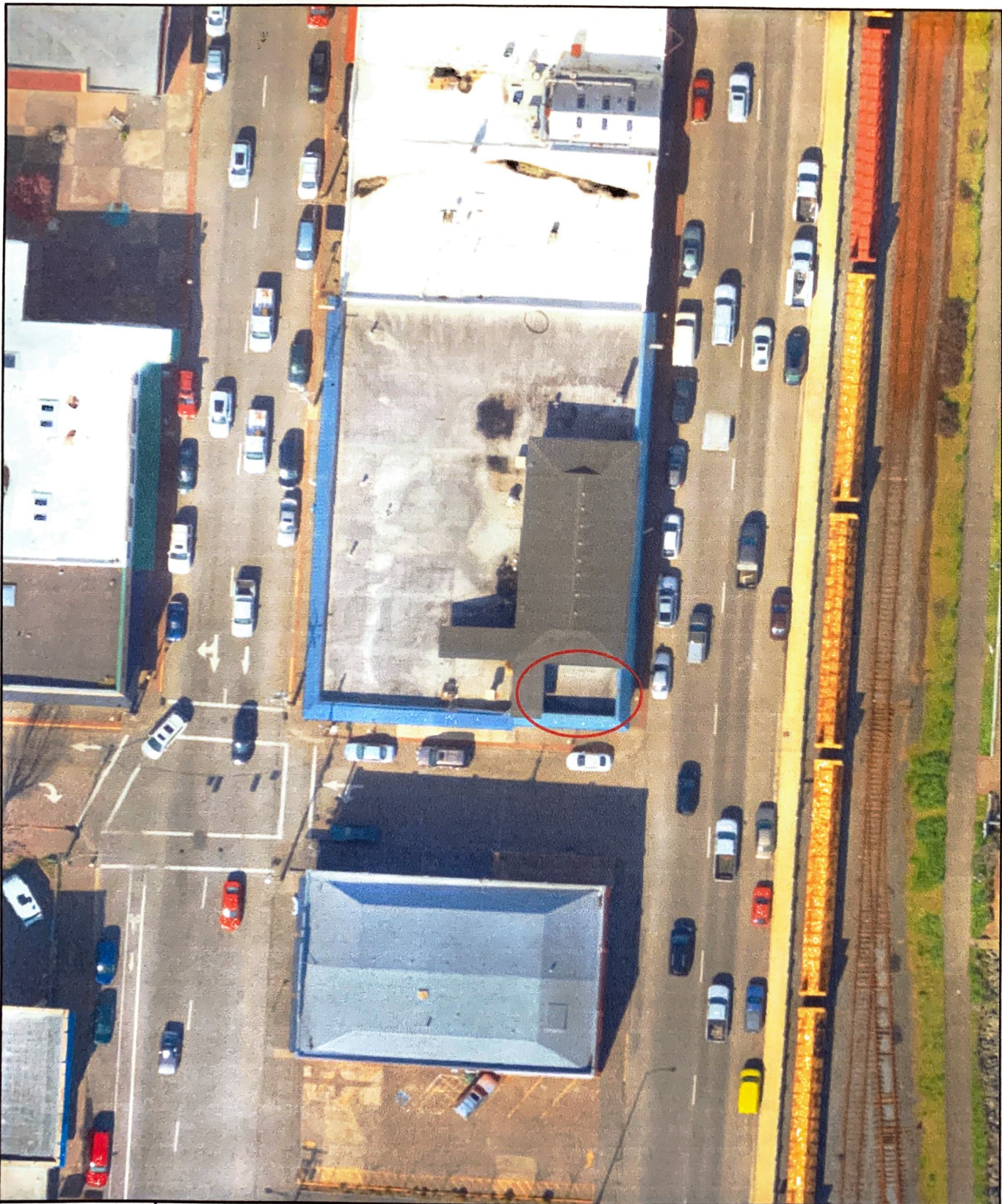
Wendy Pottratz

Client Service Manager



212 South 5th St. • P.O. Box 1055 • Coos Bay, OR 97420

Urban Renewal Agency Meeting September 7, 2021
Member FDIC, Equal Housing Lender



Disclaimer:

This document is produced using a Geographic Information System (GIS). The data contained herein is intended to be a graphical representation only and is by no means an official survey or legal interpretation thereof. The City of Coos Bay provides this data in good faith and makes no warranties, guarantees or representations of any kind, either expressed or implied, as to the content, accuracy, completeness or reliability of this data.

Date: 6/24/2021

Image Date: 3/6/2018



1 inch = 40 feet

Urban Renewal Agency Meeting, November 7, 2021

Subject: [Community Development Department](#)
Reference: [Community Development Department](#)
Meeting: [Community Development Department](#)
Meeting: [Community Development Department](#)

Fee Code: F-0001

Fee Code: F-0001

Fee Code: F-0001

Fee Code: F-0001

Fee Code: F-0001

Fee Code: F-0001

Fee Code: F-0001

Fee Code: F-0001

Fee Code: F-0001

Fee Code: F-0001

Fee Code: F-0001

Fee Code: F-0001

Payment	Subgroup	Fee Code	Fee Item	Date Assigned	Quantity	Unit	Price	Status	Priority	Notes	Fee Estimate Due
<input type="checkbox"/>	STANDARD	BLPQ.01.TEC	B_STR_160	07/14/2021	224.9	Ea	\$146.19	NEW			\$146.19
<input type="checkbox"/>	STANDARD	Q1.TEC	B_C_STR_340	07/14/2021	224.9	Amount	\$55.00	NEW			\$55.00
<input type="checkbox"/>	STANDARD	BL.FRI.1.BLZ.FRI.SSBL.DEP.PH.SZ.Q1.TEC	B_STR_160	07/14/2021	1	Ea	\$224.90	NEW			\$224.90
<input type="checkbox"/>	STANDARD	Q1.TEC	TECH.FEE	07/14/2021	428.09	Automatic	\$21.30	NEW			\$21.30
<input type="checkbox"/>	STANDARD	SSBL.Q1	B_ST_SRCHGBL	07/14/2021	224.9	Ea	\$25.99	NEW			\$25.99

Community Code
Code/Planning Specialist
Community Development Department
500 Central Avenue, Coos Bay, OR 97420
Tel: (541) 269-8918
code@coosbay.org

If you reply to this email, please "Reply to All".



CITY OF COOS BAY
Public Works & Community Development Department
500 Central Avenue, Coos Bay, Oregon 97420
Phone 541-269-8918 Fax 541-269-8916

Permit No. **187-**_____

Date Received: _____

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

PROPERTY INFORMATION

Address: **299 S Bayshore**

Map and Tax lot #: 25S13W26CD

FIRM Panel:

Property Zone:

Flood zone:

☐ Floodway

Base Flood Elevation:

OWNER INFORMATION property owner(s) on current deed of record

Last name: **Larson**

First name: **Anna Marie**

Mailing address: **PO Box 1077 Coos Bay, OR 97420**

Phone: **541-267-5289**

E-mail:

PROJECT INFORMATION AND VALUATION

Description of Project (be specific, attach pages if necessary):

Awnings installed on building on the east (28" H x 22'6" long) and south 28" H x 37' long) corners of the building. Awnings attached to soffit under the roof. Awning material to be black weathertite.

VALUATION OF PROJECT (total cost/value of finished project): \$11,226.00

Section 1: Structural Development (check all that apply)

Type of Structure

☐ Residential (1 to 4 living units)

☐ Residential (More than 4 living units)

☐ Combined use (Residential and Non-residential)

☐ Non-residential

☐ Elevated

☐ Floodproofed (attached certification)

☐ Manufactured Home on individual lot

☐ Manufactured Home in Manufactured Home Park

Type of structural activity

☐ New structure

☐ Demolition of existing structure

☐ Replacement of existing structure

☐ Relocation of existing structure ¹

☐ Addition to existing structure ¹

☐ Alteration to existing structure ¹

☒ Other Awnings

Section 2: Other development activities (check all that apply)

☐ Clearing of trees, vegetation or debris

☐ Grading

☐ Connection to public utilities or services

☐ Mining

☐ Drainage improvement (including culvert work)

☐ Paving

☐ Dredging

☐ Placement of fill material

☐ Drilling

☐ Roadway or bridge construction

☐ Fence or wall construction

☐ Watercourse alteration (attach description)

☐ Excavation (not related to a structured development listed in Section A)

☐ Other development not listed (specify)

SIGNATURE

Per City of Coos Bay Resolution 17-03, a 5% Technology Fee will be assessed on all permit and plan review fees. By signing below I agree to the terms and conditions of this permit and certify to the best of my knowledge the information contained in this application is true and accurate.

Owner or Authorized Agent (PRINT name)

(Signature)

(Date)

Owner or Authorized Agent (PRINT name)

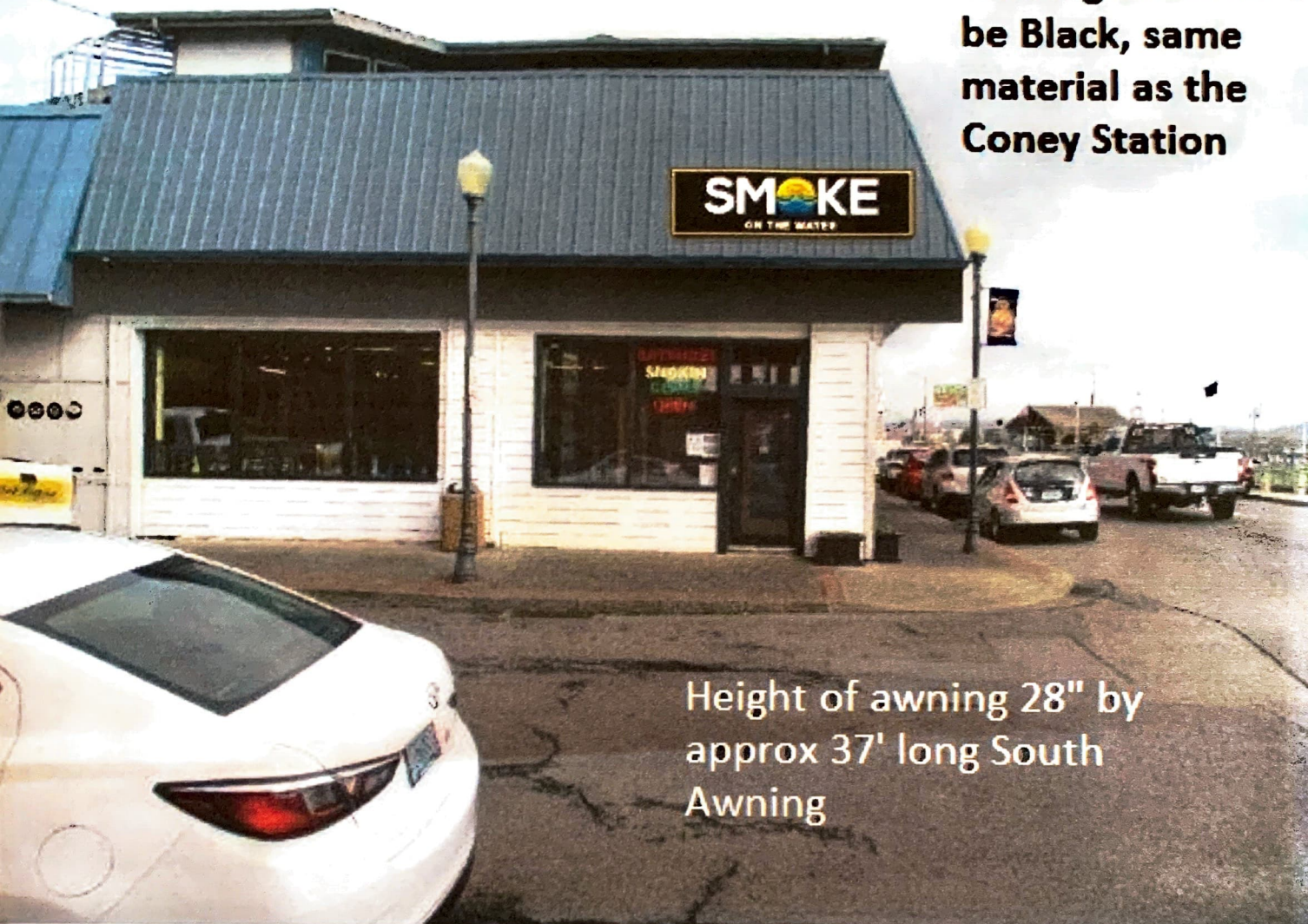
(Signature)

(Date)

¹ If the value of an addition/alteration equals or exceeds 50% of the value of the structure before the addition/alteration, the entire structure must be treated as a substantially improved structure. A relocated structure must be treated as a new structure.

² If other than owner, must have written verification of assigned Authorized Agent (contract or written document).

**Awning Material to
be Black, same
material as the
Coney Station**



**Height of awning 28" by
approx 37' long South
Awning**

**Height of Awning 28"
by approx 22'6" long
East Awning**

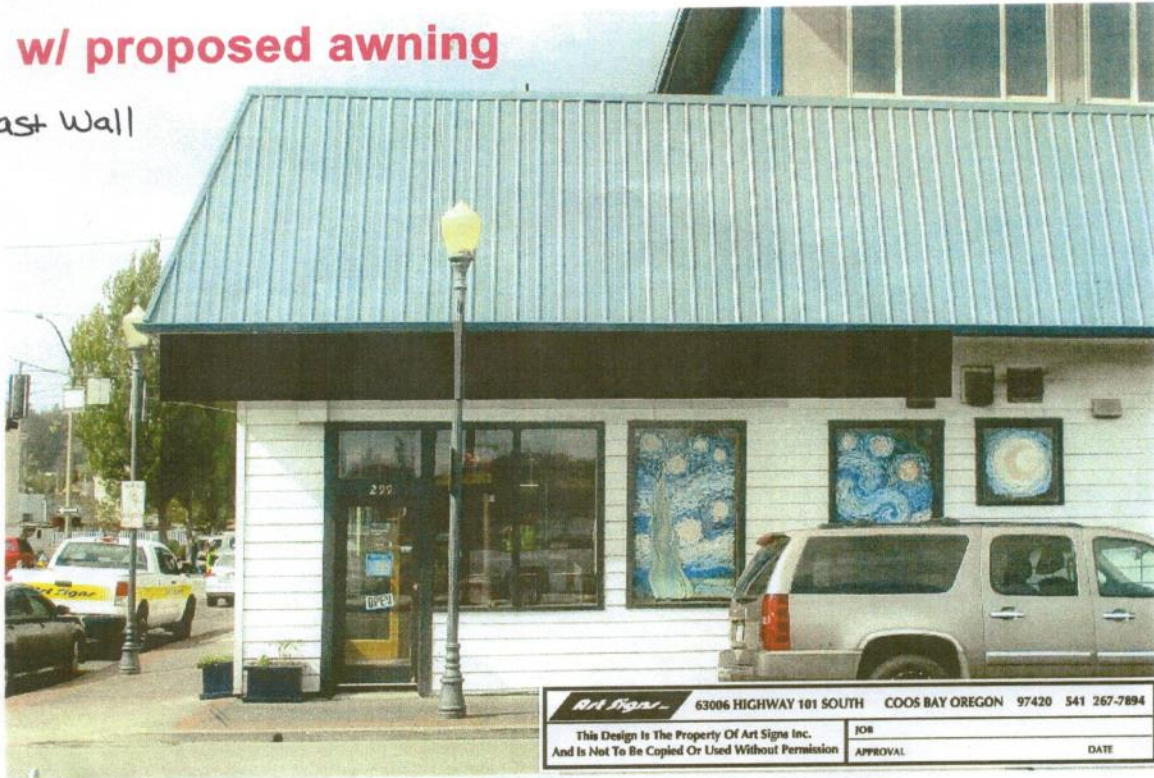


SEPTEMBER 7 PROPOSAL

299 S. Bayshore

w/ proposed awning

East Wall



West Wall



Proposed Accent Awnings

- Alum Tube Frame
- Black vinyl awning cover (weathertite)

Height 28" x Approx 37' - South wall

Height 28" x Approx 27' - East wall

Install awning under soffit
under roof

Bottom of awning enclosed with
eggcrate.

East Wall Revision:

- Extend awning to 2nd stained glass window
- Because of obstruction of signs and mechanical purposes - Art Signs believes this would be a good stopping point

Price \$11,226.00

Estimated Permit Fees \$474.38

Urban Renewal Council

8/31/2021

Awning estimates for 299 N Bayshore Dr.

I, Anna Marie Larson have tried to get (2) more bids for the accent awning project.

The problem, as with most contractors is that they are so booked with jobs they do not have time for bidding at this time.

I have checked with Eugene Sign and Awning as well as All Around Signs and was told it would take awhile for the bids to be complete.

Please accept the bid from Art Signs for the accent awnings for \$11,226.00 plus permits \$474.38.

Sincerely,

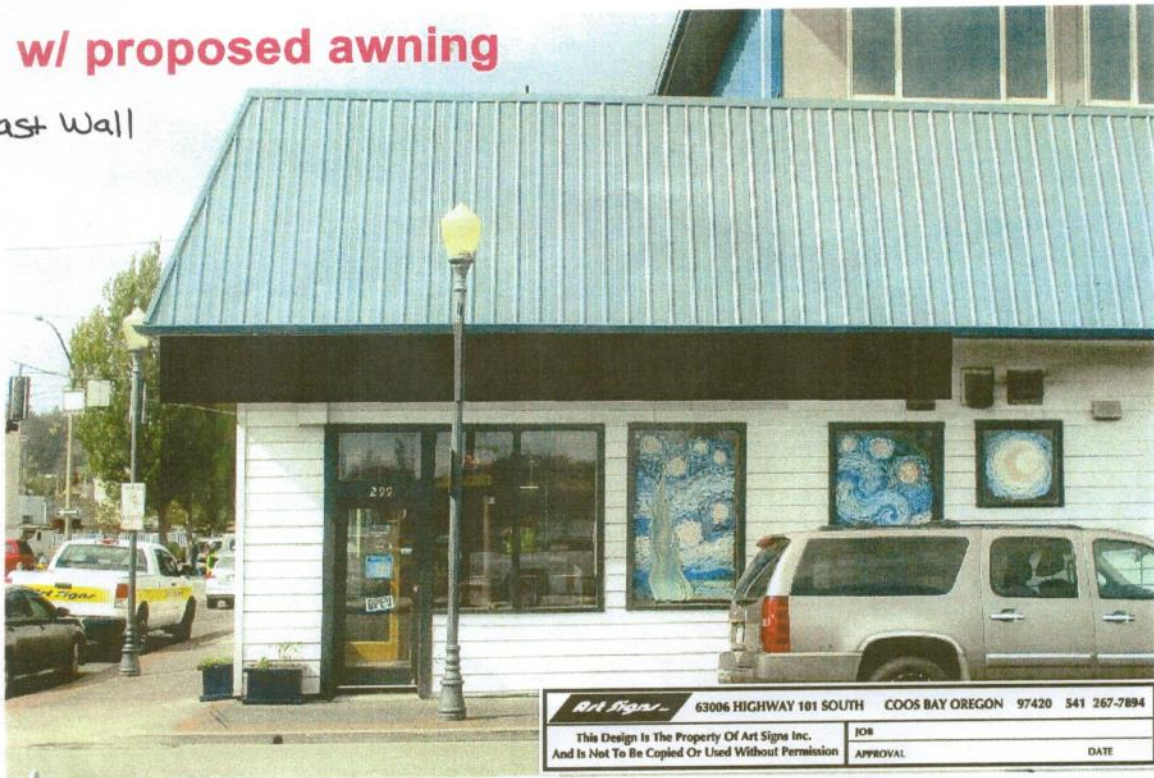
A handwritten signature in cursive script, appearing to read "Anna Marie Larson", written in dark ink.

Anna Marie Larson

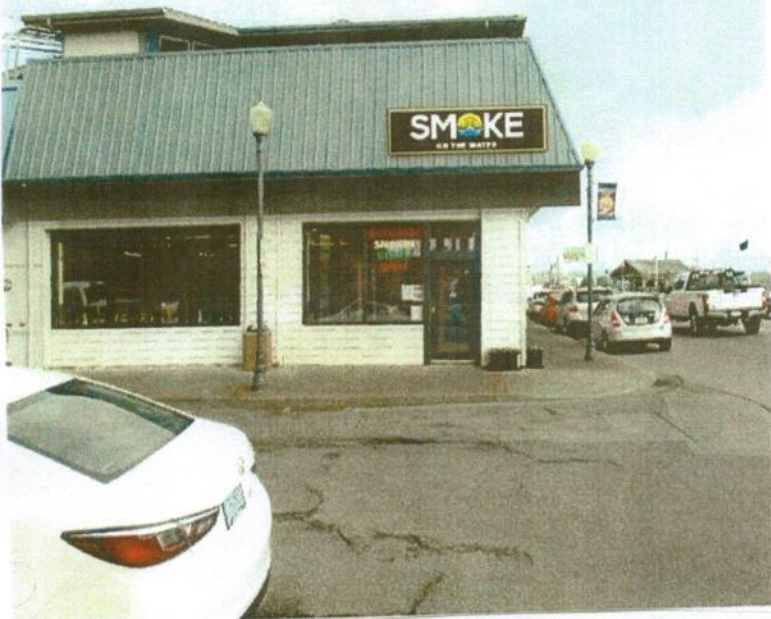
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