URBAN RENEWAL AGENCY OF THE CITY OF COOS BAY

IMPROVEMENT GRANT PRORAM

It is the intent of the Urban Renewal Agency of the City of Coos Bay (URA) 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 Improvement Grant Program is designed to provide financial assistance to property owners and business owners of commercial properties to promote the revitalization of the two districts.

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). This matching grant program offers an award 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. Grant requests are determined by the URA on a case-by-case basis depending on need and proposed project's positive impact and the URA has sole discretion to increase the grant funding percentage. Improvement Program funds shall not be used as a replacement for normal periodic maintenance.

Qualifying Improvements:

- 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 existing lighting.
- Gutters and downspouts.
- Windows, doors, and 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 Agency has sole authority to determine eligibility of proposed work and acceptability of completed work.
- Certain areas, such as the Empire and downtown 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.

Steps for Applying for an Improvement Program Grant

1. Complete and submit a pre-application.
2. Project review meeting with city staff.
3. Design Assistance Team to review pre-application and provide feedback.
4. Complete and submit an application.
5. Planning Commission 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.
6. Urban Renewal Agency presentation, review and approval.
7. Execute grant agreement.
8. Application submittal for required structural permit and floodplain permit (if required).
9. Project completion, final building inspection and final inspection based on grant project.
10. Submit documentation for grant funding (reimbursement), including all invoice(s) and third-party proof of contactor(s) payment in full for the entire project for processing reimbursement. Providing the proof can be done in several ways:
    - Canceled checks (front and back)
    - Bank statements showing cleared checks to contractor(s)
    - Credit card statements showing the charge applied against your account
    - Signed affidavits from each contractor, confirming they have been paid in full.

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 (DAT) and Urban Renewal Agency (URA), 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 Improvement Program, the URA'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 DAT/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 grant agreement is on file. Award of grants may be contingent upon availability of funds in the URA budget.

Commercial properties located within a Design Review Area (Empire and Front Street area) are required to complete an application for architectural design review with the Planning Commission. Planning staff in the Public Works and Community 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 (5) 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 Community 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 URA 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 and city staff will be scheduled to review the proposed project. The Design Assistance Team will also be provided the pre-application for review of the project and to provide feedback. After completion of the review, the applicant will be provided with the full grant application to be completed and returned.

Application

Applications may be picked up from and returned to the administration office 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 their 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 at https://records.co.coos.or.us/pso)) 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 (see above for website link).

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) One (1) copy 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 a work session is preferred, currently held on the fourth (4) Tuesday of each month, prior to review by the URA at a regular meeting.

The URA meetings are held the first and third Tuesday of the month immediately following the City Council meeting. With URA 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.

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 improvements by city staff. After city inspection, and determination the improvements have been

completed to the satisfaction of the URA, the grant recipient shall submit proof of payment to the administration office for reimbursement. The deadline for the grant is six (6) months from the date of the grant agreement.

Extensions

Every effort to avoid extensions should be taken. One single six (6) month extension can be approved by the city manager; any additional extension request(s) require a hearing in front of the URA Board.

Contact Information

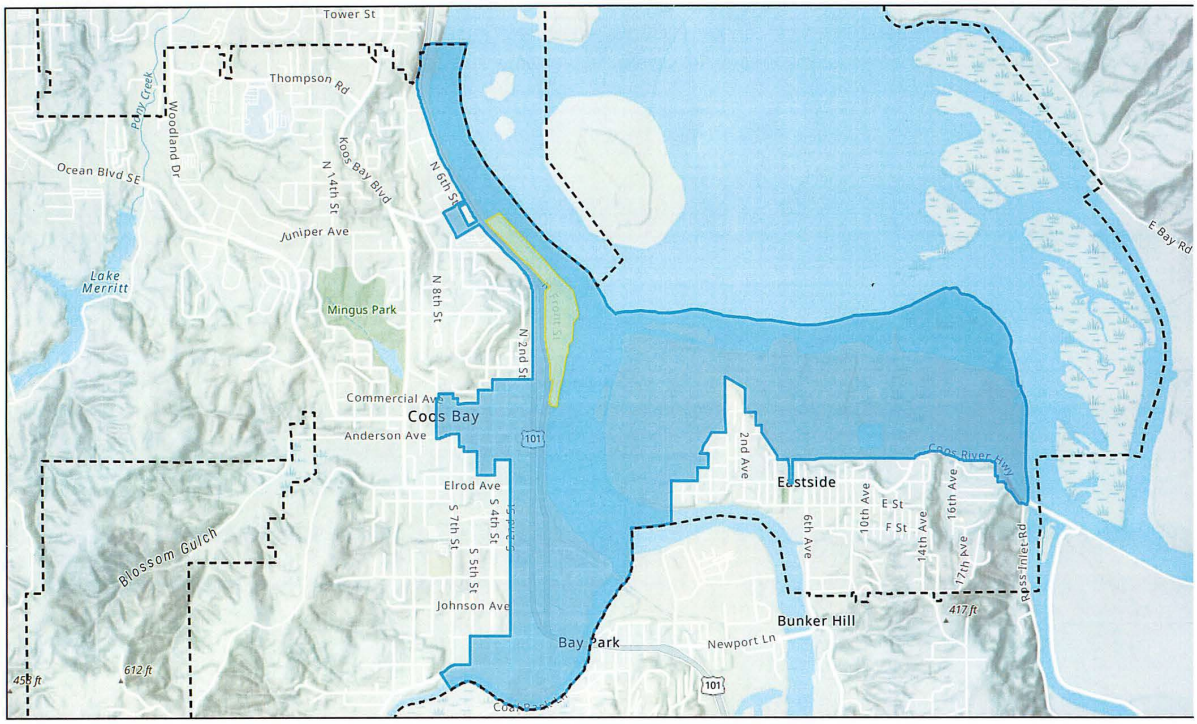
About the grant program contact and architectural review application and design standards contact

Christine Sylvester
City Administration Department
541-269-1181 x 3103

City's Floodplain, building codes and permits contact:

Public Works and Community Development Department
541-269-8918

City of Coos Bay - WebMap



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DESIGN REVIEW AREA

WATERFRONT

URBAN RENEWAL DISTRICTS

DOWNTOWN

COOS BAY CITY LIMITS

1:36,112

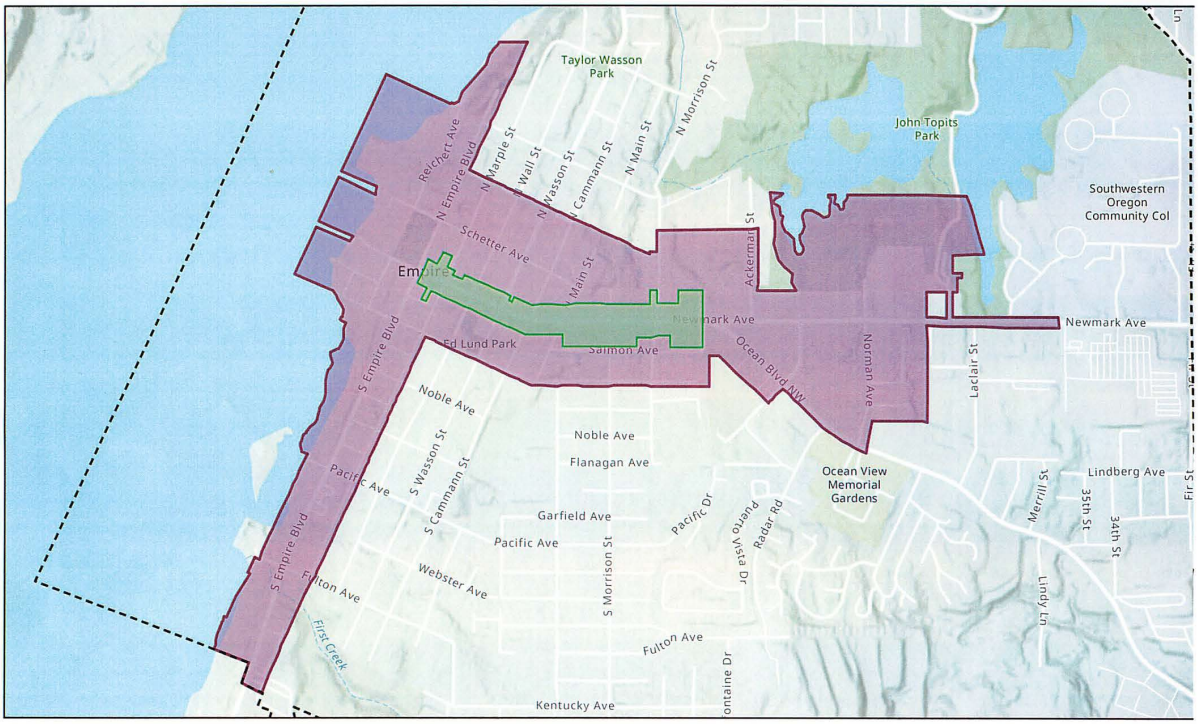
0 0.23 0.45 0.9

0 0.35 0.7 1.4

Oregon State Parks, State of Oregon GEO, Esri, HERE, Garmin, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Manag US Census Bureau, USDA, Esri, NASA, NGA, USGS, FEMA

The data herein is by no means an official survey or legal interpretation thereof. The City of Coos Bay provides this data in good faith & makes no warranties or guarantee

City of Coos Bay - WebMap



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DESIGN REVIEW AREA
- EMPIRE

URBAN RENEWAL DISTRICTS
- EMPIRE
- COOS BAY CITY LIMITS

1:18,056

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0 0.17 0.35 0.7

Esri, NASA, NGA, USGS, FEMA, Esri Community Maps Contribu State Parks, State of Oregon GEO, Esri, HERE, Garmin, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Manag US Census Bureau, USDA

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