Keizer Urban Renewal Board
Meeting Minutes
Wednesday, October 27, 2010 @ 5:30 p.m.
Keizer City Hall

1. **CALL TO ORDER**
   Chair Greg McLeod called the meeting to order at 5:37 p.m.

2. **ROLL CALL**

   Present:
   Greg McLeod, Chair
   Robert Hendricks, Vice Chair
   Doug Tookey
   Erick Peterson
   James Hauge
   A.J. Nash (5:45)
   Sherrie Gottfried, KPIC Representative
   Doug Schneider, Planning Commission Representative
   Lore Christopher, Council Liaison

   Absent:
   Rich Duncan

   Staff Present:
   Nate Brown, Community Development
   Sam Litke, Senior Planner
   Debbie Lockhart, Deputy City Recorder

3. **APPROVAL OF MINUTES** ~ "St. Marks" was changed to "Faith Lutheran" on the minutes. Doug Schneider moved for approval of the September 2010 Minutes as corrected. Erick Peterson seconded. Motion passed as follows: McLeod, Hendricks, Tookey and Schneider in favor, Peterson, Hauge and Gottfried abstaining, Nash absent at the time of vote and Duncan absent.

4. **APPEARANCE OF INTERESTED CITIZENS** ~ None

5. **OLD/NEW BUSINESS**
   Abby's Pizza ~ Community Development Director Nate Brown reported Abby's had contacted him with a preliminary plan from an engineer for upgrading their property. He noted that this is an interesting project because the City has right-of-way so the owner will not be required to dedicate an easement and usually the grant is given in return for an easement. He explained that Garland Road is the side street and has minimum improvements and Abby's would like to upgrade that area and frontage on River Road to make it compatible with other River Road projects. He asked the Board to consider how/if they would like to fund this project and if so at what level for River Road frontage and side street improvements. Senior Planner Sam Litke

noted that Abby's has been working on a preliminary design and has picked up an application but has not returned it.

Evans Property ~ Mr. Litke reported that bid documents had come in on Friday but staff had not yet had time to review them in detail. He noted that there were three bids ranging from $59,565 to 96,289. Board reviewed the bids and discussed various aspects of the sidewalks and landscaping. It was noted that with the change in the sidewalks from straight to meandering additional landscaping would be necessary. Mr. Van Lydegraf, the owner, suggested that the landscaping line item be increased by $1,770. He also confirmed that sidewalk widths would be 6 feet on River Road and 5 feet on Evans.

Discussion then took place regarding the level of funding with Mr. Van Lydegraf indicating that he thought that the City would fund 100% of both River and Evans frontage improvements. He added that improvements would make a nice corner lot that will make the City look good and that he already has someone considering buying the building. Mr. Litke noted that historically the Board has done it both ways. Mr. Van Lydegraf added that he was planning on breaking through the curb in the back to allow access for emergency vehicles and delivery trucks and that he already has an agreement with the doctor to do this.

Further discussion took place regarding stormwater flow, site fencing, traffic control plan, signage, pedestrian traffic, and driveway access permits. Regarding the BOLI wages, Mr. Brown explained that no matter what the City participation is, when the total value of project is anticipated to be over $50,000 BOLI wages must be paid. Some members of the board expressed hesitancy to support this project without more detail. Mr. Brown assured the Board that a detailed staff report would be submitted to the Urban Renewal Agency and he could send it to the Board as well. Further discussion ensued regarding the level of funding.

James Hague moved to approve 100% funding for this project based on final review. Robert Hendricks seconded.

A friendly amendment was made and accepted to allow staff and the Agency to make the final decision and to include a 10% contingency.

Chair McLeod restated the motion to approve 100% funding for this project pending the receipt of a revised landscape and site plan and approval by staff and to include a 10% contingency. Motion passed unanimously as follows: McLeod, Hendricks, Tookey, Schneider, Peterson, Hauge, Nash and Gottfried in favor with Duncan absent.

Mr. Litke noted that this would go to the Urban Renewal Agency on November 15 so staff would need the revised plans and numbers by November 3. Discussion on progress payments then took place with Mr. Brown explaining that progress payments have been made in the past but there would be 10% withheld until the project is certified as complete.

6. **COUNCIL LIAISON REPORT** ~ Mayor Christopher reviewed plans for Area B of the Keizer Station. Mr. Brown explained that an application for Area C has not been received by the City; the master plan format includes a large format retail and he expects it to be a significant issue in the community. He noted that the City is working through details of the final sale on the transit area. Mayor Christopher interjected additional information regarding the building planned for that area.

7. **RIVER ROAD RENAISSANCE REPORT** ~ Mayor Christopher explained that $5 million was given to the River Road Renaissance to start but, due to cost overruns in the Civic Center, construction funds were reallocated and now there is slightly more than $700,000 in the program. She suggested that, in order to receive potential reimbursement, the committee develop a 5-year plan listing potential projects and their anticipated cost and that a strong business advocacy should approach council and ask for the amount needed to complete the plan. Mr. Brown added that even though the District is going to close, it does not mean that the funds will be gone and they can be used however the Council sees fit. Discussion followed on promoting and marketing the River Road Renaissance Plan. It was agreed that Board members would visit areas along River Road and determine where improvements need to be made for the next meeting. A projector with a google map would be used to view the areas and discuss improvements.

8. **OTHER BUSINESS** ~ Responding to questioning about Area D at Keizer Station, Mr. Brown explained that an entertainment center is being considered but action is being delayed until traffic mitigations in Areas B and C are addressed.

   Mr. Brown reminded the Board of the Strickfaden Grant approval noting that there was no sunset clause included in that approval and there has been no work done. He requested that incorporation of a sunset clause into grant approvals be considered at the next meeting.

9. **ADJOURN** ~ Meeting adjourned at 7:20 p.m.

Next meeting: December 1, 2010
Civic Center

Approved: 1-26-11