

CITY OF KEIZER MISSION STATEMENT
***KEEP CITY GOVERNMENT COSTS AND SERVICES TO A MINIMUM BY
PROVIDING CITY SERVICES TO THE COMMUNITY IN A
COORDINATED, EFFICIENT AND LEAST COST FASHION***

A G E N D A

URBAN RENEWAL AGENCY OF THE CITY OF KEIZER

Monday, October 2, 1995

6:30 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon 97303

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC TESTIMONY**

This time is provided for citizens to address the Urban Renewal Agency on matters not on the agenda.

4. **ADMINISTRATIVE ACTION**

- a. Appointment to River Road Redevelopment Board - Mayor's Position
- b. **RESOLUTION** - Establishing Process for Review and Approval of Sign Grant Requests

5. **CONSENT CALENDAR**

- a. Sign Grant Request for Keizer Outdoor Power Equipment, Stretch and Sew Fabrics and Double D Associates
- b. Approval of August 21, 1995 Agency Minutes

6. **OTHER BUSINESS**

This time is provided to allow Urban Renewal Agency members the opportunity to bring matters before the Agency which are not on tonight's agenda.

7. **WRITTEN COMMUNICATIONS**

To inform the Urban Renewal Agency of significant written communications and petitions.

8. **ADJOURN**

Upon request, auxiliary aids and/or special services will be provided to participants with disabilities. To request services, please contact us at 390-3700 at least two working days (48 hours) in advance.

URBAN RENEWAL AGENCY MEETING: October 2, 1995

AGENDA ITEM NUMBER: 4a

TO: CHAIR KOHO AND AGENCY BOARD MEMBERS

THROUGH: DOTTY TRYK *Dotty*
CITY MANAGER

FROM: TRACY L. DAVIS *Tracy*
CITY RECORDER

SUBJECT: RIVER ROAD REDEVELOPMENT BOARD APPOINTMENT

ISSUE:

On August 11, 1995 River Road Redevelopment Board member Tom Bauer submitted a letter of resignation from his position. Mr. Bauer was serving in the Mayor's position which was set to expire on February 1, 1997. Mayor Koho will be recommending the appointment of Velma Tepper to fill this vacancy on the River Road Redevelopment Board.

RECOMMENDATION:

It is recommended the Agency, by motion accept the recommendation and approve the nomination brought forward by the Mayor to fill this unexpired position.

URBAN RENEWAL AGENCY MEETING: Oct. 2, 1995

AGENDA ITEM NUMBER: 4b

TO: MAYOR AND AGENCY BOARD

THROUGH: DOTTY TRYK ,
CITY MANAGER

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR 

SUBJECT: SIGN GRANT REQUESTS
PROCEDURES AND CRITERIA

DISCUSSION:

At its meeting of August 21, 1995, the Agency Board asked staff to prepare and present criteria to be approved for use in the consideration of sign grant requests.

A resolution is attached that establishes a process and criteria for this requests.

RECOMMENDATION:

It is recommended the Board adopt the resolution.

URBAN RENEWAL AGENCY OF THE CITY OF KEIZER, OREGON

RESOLUTION 95-_____

ESTABLISHING A PROCESS
FOR REVIEW AND APPROVAL
OF SIGN GRANT REQUESTS

WHEREAS, the Urban Renewal Agency has established a grant program to provide financial assistance to sign owners required to bring signs into compliance with Chapter 15 of the Keizer Zoning Ordinance (Sign Code); and

WHEREAS, in order to minimize the time necessary to process such grant request it is appropriate to have them reviewed and approved by the City Staff in most cases; and

WHEREAS, guidelines need to be established to guide the decision making process used for grant requests; NOW THEREFORE

IT IS HEREBY RESOLVED THAT The Urban Renewal Agency establishes the following process for review and approval of sign grant requests:

1. The grant request is received by the Community Development Department along with the sign permit application for new or revised signs.
2. The grant request will include one bid for any work of \$500 or under and three bids for any work over \$500.
3. The City Manager or designee will review the request relative to the guidelines established below and, if those guidelines are met, approve the request and disperse the funds according to the program design. Said review will include a site visit to verify conditions.
4. The City Manager or designee will take the grant request to the Agency Board for consideration and approval.

IT IS FURTHER RESOLVED that the following guidelines are established for consideration of sign grant requests:

1. Grants will be given to sign owners bringing non-conforming signs into compliance with Chapter 15 of the Keizer Zoning Ordinance (Sign Code).
2. Grants will be given for the actual cost of bringing a sign into compliance with a maximum of \$1,500.
3. Each sign on a property will be eligible for a separate grant. The cost of removing a sign is considered independently. The cost of erecting a new sign is considered independently. The cost of revising a sign, including removal of old sign components, is considered independently.
4. Grants will not be given when the property or buildings associated with a sign are known to be in the process of being remodeled, redeveloped, or removed.

5. Grant payments will be made upon presentation of a bill from the sign company not exceeding the bid and after final inspection of the new signs by the Staff.
6. The Agency Board and River Road Redevelopment Board will be informed of all grant awards.

PASSED THIS _____ DAY OF OCTOBER, 1995

MAYOR

ATTEST:

CITY RECORDER

URBAN RENEWAL AGENCY MEETING: Oct. 2, 1995

AGENDA ITEM NUMBER: 5a

TO: MAYOR AND AGENCY BOARD

THROUGH: DOTTY TRYK *Dotty*
CITY MANAGER

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: SIGN GRANT REQUESTS -
KEIZER OUTDOOR POWER EQUIPMENT

DISCUSSION:

The Agency Board considered this request at its meeting on August 21, 1995. At that time, the Board questioned the need for a sign grant as Board members had observed that some of the excessive signage had been removed. Staff was asked to investigate and return with a report and recommendation.

Staff has found that the building has been brought into compliance with the Sign Code. At the time of the sign inventory, there were numerous signs on the sides of the building with logos for various brands of equipment. All these, except one, have been removed leaving the one logo on the side of the building and the main sign for the store on the front. The property is in conformance with the Sign Code and no further revisions will be necessary.

RECOMMENDATION:

It is recommended the sign grant request be denied.



Keizer Urban Renewal Agency
Sign Code Compliance Grant Program
Grant Application

Address of Sign Location: 120 Chemawa Rd. N.

Sign Owner's Name: Rob Titus

Mailing Address: same as above

City, State, Zip: Keizer, OR 97303

Daytime Telephone: 393-6471

Amount of Grant Requested: \$ 2530.00

Required Attachments:

- Detailed Cost Estimate if less than \$500
- Three Detailed Cost Estimates if \$500 or more
- Sign Permit Application with required sign plans

Note: A separate sign permit and grant application are required for each sign to be erected or modified. No sign permit is required for sign removal. In these cases, submit the grant application with the estimates but without a sign permit.

City of Keizer Sign Inventory

November 1994

Business: Keizer Saw and Motor
120 Chemawa Rd. N
Keizer, OR 97303

Inventory Date: 6/11/94

Type of Business: 2

Building Frontage of 36.1 feet times 1.5 (with a maximum of 150) equals allowed signage of 54.15 square feet.

Sign Inventory:

	<i>Size</i>	<i>Height</i>	<i>Type</i>	<i>Design</i>	<i>Lighting</i>
<i>Sign 1</i>	20.7	0	1	0	0
<i>Sign 2</i>	15		1	0	0
<i>Sign 3</i>	20		1	0	0
<i>Sign 4</i>	0.9		1	0	0
<i>Sign 5</i>	12		1	0	0
<i>Sign 6</i>	0		0	0	0

Allowed Signage: 54.15 **Freestanding Sign over 20 feet:** 0

Total Signage: 68.6

Difference: -14.45

Comments:

Actions Necessary to Come Into Compliance:

Total signage needs to be reduced from 68.6 to 54.15 square feet.



CITY OF KEIZER SIGN PERMIT APPLICATION

A. PERMIT REQUIREMENTS

1. This permit application must be completed and signed by the applicant and property owner.
2. A site plan is required and shall contain the following information:
 - a) A scaled representation of the sign (Please show all of the graphical and lettering elements of the sign, proposed sign colors, sign materials, and any lighting, structural, and mechanical information.
 - b) A drawing of the location of the sign on the building, or a plot plan of the parcel showing the proposed location of the sign on the parcel relative to existing or proposed structures. If there are any existing signs on the property please provide information on the size and location of the existing signs.

**NO SIGN PERMIT APPLICATION WILL BE ACCEPTED
WITHOUT THE REQUIRED SITE PLAN.**

B. APPLICANT AND PROPERTY OWNER INFORMATION

1. Applicant Information

Salem Sign Co.
Name

Salem, OR. 97305
City, State, and Zip Code

1825 Front St. NE
Mailing Address

371-6362
Daytime Phone #

2. Property Owner Information

Rob Titus
Name

Keizer OR 97303
City, State, and Zip Code

120 Chemawa Rd. N.
Mailing Address

343-6471
Daytime Phone #

C. APPLICANT AND PROPERTY OWNER SIGNATURES

I Salem Sign Co agree to install the proposed sign according to the
(applicant or property owner)
submitted site plans and the requirements of the Keizer Zoning Ordinance. All of the
information provided in this application is true to the best of my knowledge.

Conrad Spadys
Applicant Signature

Robert N. F. T. P. S.
Property Owner Signature

Dated this 7 day of July, 1995

D. SIGN INFORMATION

1. Size of proposed sign in square feet sign #1 24 sign #2 12.5
2. Property / Building Frontage 36.1 feet
(Length of building or space occupied by owner or lessee)
3. Brief description of sign location on building or site (2) wall signs
located on front and side of Bldg.
4. Property address where sign is located 120 Chemawa Rd. N.

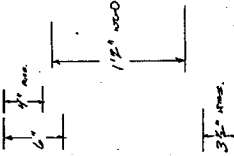
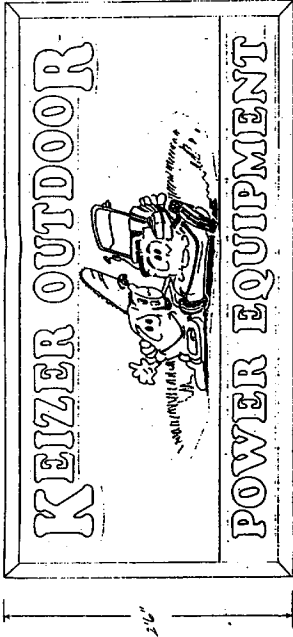
FOR OFFICE USE ONLY**DECISION:****APPLICABLE FEE:** Permit fee based upon sign size as follows:

 Approved 0 to 35 Sq. Feet\$50.00
 Denied 36 to 60 Sq. Feet\$65.00
 61 to 100 Sq. Feet\$80.00
 101 to 150 Sq. Feet\$100.00
 Bringing property into compliance - fee waived

Requirements/Comments: _____

By _____ Date _____
(Staff Persons Name)

5'0.5"



DATE	DESCRIPTION	AMOUNT	TOTAL
10/1/74	100.00	100.00	100.00
10/1/74	100.00	100.00	200.00
10/1/74	100.00	100.00	300.00
10/1/74	100.00	100.00	400.00
10/1/74	100.00	100.00	500.00
10/1/74	100.00	100.00	600.00
10/1/74	100.00	100.00	700.00
10/1/74	100.00	100.00	800.00
10/1/74	100.00	100.00	900.00
10/1/74	100.00	100.00	1000.00
10/1/74	100.00	100.00	1100.00
10/1/74	100.00	100.00	1200.00
10/1/74	100.00	100.00	1300.00
10/1/74	100.00	100.00	1400.00
10/1/74	100.00	100.00	1500.00
10/1/74	100.00	100.00	1600.00
10/1/74	100.00	100.00	1700.00
10/1/74	100.00	100.00	1800.00
10/1/74	100.00	100.00	1900.00
10/1/74	100.00	100.00	2000.00

DRAWN BY: <u>CHUCK SEARS</u>	
CHECKED BY: <u>CHUCK SEARS</u>	
DATE: <u>10/1/74</u>	
SCALE: <u>1" = 1'-0"</u>	
PROJECT: <u>POWER EQUIPMENT SIGN</u>	

URBAN RENEWAL AGENCY MEETING: Oct. 2, 1995

AGENDA ITEM NUMBER: 5a

TO: MAYOR AND AGENCY BOARD

THROUGH: DOTTY TRYK 
CITY MANAGER

FROM: JOHN N. MORGAN, AICP 
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: SIGN GRANT REQUESTS -
STRETCH & SEW FABRICS AND DOUBLE D ASSOCIATES

DISCUSSION:

Stretch & Sew

Judith L. Craig has requested a sign grant of \$1,500 to bring the signs into compliance at Stretch and Sew Fabrics located at 4928 River Road NE.

Staff has reviewed the request and visited the site. The proposed changes will bring the property into conformance with the Code. Three bids were submitted with the application with the lowest being \$1,800. \$1,500 is the maximum grant amount.

Double D Associates

Double D Associates has requested a sign grant of \$845 to bring the signs into compliance at the offices of Dr. Copeland and Dr. Bowerly located at 4724 River Road NE.

Staff has reviewed the request and visited the site. The proposed changes will bring the property into conformance with the Code. Three bids were submitted with the application with the lowest being \$845.

RECOMMENDATION:

It is recommended the Agency Board approve the two grant requests.



City of Keizer — Community Development

Phone: 390-3700 • Fax: 390-8295
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, Oregon 97307-1000

September 21, 1995

Judith L. Craig
4928 River Road N
Keizer, OR 97303

RE: Sign Permit Application Approval & Sign Grant Application. (Stretch & Sew)

Dear Ms. Craig:

This office has completed the review of the Sign Permit Application provided by you for the sign located on the building located at 4928 River Road N. The current sign is non-conforming because it projects out from the building more than the allowed 12 inches specified in the Sign Code for wall signs. You propose to remove this sign and replace the sign with a free standing sign of approximately 24 square feet in size. This will correct the non-conforming situation by removing the projecting sign. The proposed free standing sign cannot exceed 20 feet in height and cannot exceed 100 square feet in area. Please be aware that free-standing signs do require both a structural and electrical permit from Marion County Building Inspection Division. In addition, any additional wall signs proposed for your business will require an additional sign permit which must be reviewed and approved by the City. The Sign Permit Application for the proposed free standing sign is approved.

The Grant Application submitted for financial assistance in removing the non-complying projecting wall sign is being processed. This processing takes between 6 to 8 weeks depending on the meeting schedules of the River Road Redevelopment Board and the Urban Renewal Agency. These bodies must review and approve the Grant Application. Disbursement of the funds will occur after staff has inspected the corrected sign to verify that the sign complies with the Sign Code.

If you have any questions about the information in this letter, please feel free to call me at (503) 390-3700, Extension 145.

Sincerely,

Roger D. Evans
Keizer City Planner

cc: Salem Sign Co.

“Pride, Spirit and Volunteerism”



CITY OF KEIZER SIGN PERMIT APPLICATION

A. PERMIT REQUIREMENTS

1. This permit application must be completed and signed by the applicant and property owner.
2. A site plan is required and shall contain the following information:
 - a) A scaled representation of the sign (Please show all of the graphical and lettering elements of the sign, proposed sign colors, sign materials, and any lighting, structural, and mechanical information.
 - b) A drawing of the location of the sign on the building, or a plot plan of the parcel showing the proposed location of the sign on the parcel relative to existing or proposed structures. If there are any existing signs on the property please provide information on the size and location of the existing signs.

**NO SIGN PERMIT APPLICATION WILL BE ACCEPTED
WITHOUT THE REQUIRED SITE PLAN.**

B. APPLICANT AND PROPERTY OWNER INFORMATION

1. Applicant Information

Salem Signs Co.
Name

Salem, OR 97303
City, State, and Zip Code

1825 Front St. NE
Mailing Address

371-6362
Daytime Phone #

2. Property Owner Information

Frank Cotta
Name

Keizer, OR 97303
City, State, and Zip Code

4928 River Rd. N.
Mailing Address

393-0132
Daytime Phone #

C. APPLICANT AND PROPERTY OWNER SIGNATURES

I Salem Sign Co. agree to install the proposed sign according to the
 (applicant or property owner)
 submitted site plans and the requirements of the Keizer Zoning Ordinance. All of the
 information provided in this application is true to the best of my knowledge.

Bruce Spady
 Applicant Signature

X Judith L. Craig
 Property Owner Signature

Dated this 12 day of September, 19 95

D. SIGN INFORMATION

1. Size of proposed sign in square feet 24 ☒

100 ft pole sign
 allowed for

2. Property / Building Frontage on file

(Length of building or space occupied by owner or lessee)

Integrated Bus Ctr.

3. Brief description of sign location on building or site on file

see attachments

4. Property address where sign is located 4929 River RD. N.

FOR OFFICE USE ONLY**DECISION:**

APPLICABLE FEE: Permit fee based upon sign size as follows:

X Approved

Denied

0 to 35 Sq. Feet\$50.00

36 to 60 Sq. Feet\$65.00

61 to 100 Sq. Feet\$80.00

101 to 150 Sq. Feet\$100.00

X Sign being brought into Conformance

Requirements/Comments: (1) Install free standing Sign as shown
on Plan (2) Building / Structural / Electrical permits required
from Marion County Building Inspection.

By _____

(Staff Persons Name)

Date _____

③ Non-Conforming projecting Flag Sign Must be removed
 prior to install ^{Page 2} of free standing sign

Old
Cotton
Grove
Farm

Planted
MS
Balls
Cotton
Grove
Farm

Planted
MS
Balls
Cotton
Grove
Farm

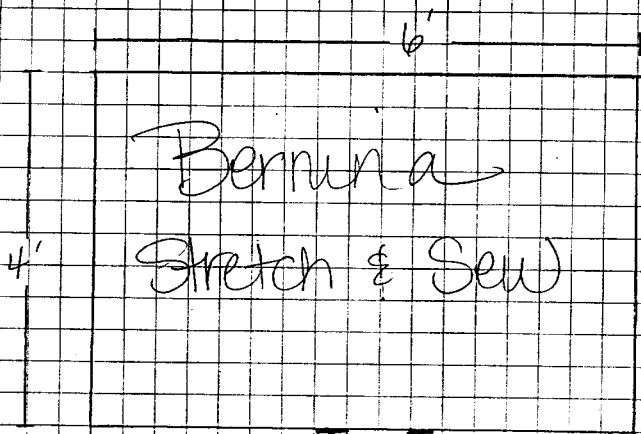
Planted

Sidewalk

River Rd

Sidewalk

(N)
↓



6" pipe

Box
20'
max
allowed



Keizer Urban Renewal Agency Sign Code Compliance Grant Program Grant Application

Address of Sign Location: 4928 River RD. N.

Sign Owner's Name: Judith L Craig

Mailing Address: 4928 River RD. N.

City, State, Zip: Keizer, OR 97303

Daytime Telephone: 393-0132

Amount of Grant Requested: \$1500 —

Requesting Maximum amount
Lowest bids \$1800⁰⁰

Required Attachments:

- Detailed Cost Estimate if less than \$500
- Three Detailed Cost Estimates if \$500 or more
- Sign Permit Application with required sign plans

Note: A separate sign permit and grant application are required for each sign to be erected or modified. No sign permit is required for sign removal. In these cases, submit the grant application with the estimates but without a sign permit.

Proposal

Page No.

of

Pages

COKER INDUSTRIES
d/b/a BALLARD SIGN CO.
 2090 Front Street Northeast
 SALEM, OREGON 97303
 (503) 363-5517

PROPOSAL SUBMITTED TO

STRETCH & SEW FABRICS

PHONE

393-0132

DATE

9-11-95

STREET

4928 RIVER RD. N.

JOB NAME

CITY, STATE AND ZIP CODE

KEIZER, OR.

JOB LOCATION

ARCHITECT

DATE OF PLANS

JOB PHONE

We hereby submit specifications and estimates for:

FURNISH NECESSARY LABOR AND MATERIAL TO REMOVE
 EXISTING D/F PROTECTING INTERIOR ILLUMINATED
 SIGN. SET NEW STEEL SIGN SUPPORT-FABRICATE
 STEEL CRADEL AND INSTALL SIGN

PRICE - \$1800.00

ELECTRICAL SERVICE TO SIGN BY OTHERS
 PERMITS TO BE EXTRA

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

EIGHTEEN HUNDRED AND NO/100 ————— dollars (\$1800.00)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be accepted only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature



Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance

X

Signature

X

Signature



(503) 265-2384

P.O. Box 1231 • Newport, Oregon 97365

Date: 6-8-95

Ordered By: STRETCH AND SON FABRICS

Company: BEADINA

Address: 4928 RIVER RD. N.

KEIZER OR. 97303

Phone: 393-0132

JOB ORDER & BID INFORMATION

Description: E. SIGN CONVERSION Materials: _____

Dimensions: 4'x6' Special Instructions: _____

Background Color: ☐ White ☐ Tan ☐ Black ☐ Brown ☐ Red ☐ Other _____

Lettering Color(s): ☐ Red ☐ Black ☐ White ☐ Blue ☐ Brown ☐ Other _____

☐ ONE SIDE ☐ BOTH SIDES

COST: 1800⁰⁰ Completion Date: _____

QUANTITY: _____

TOTAL: 1800⁰⁰ ☒ Customer's Signature: _____

SKETCH

- ① REMOVE 4'x6' FLAG MOUNT SIGN AND REINSTALL ON CENTER FILE.
- ② Supply 6" pipe, CONCRETE, INSTALL PER CITY CODE.
- ③ PERMITS FEES INCLUDED.
- ④ ELECTRICAL CONTRACTOR WILL BE SURED TO Hook ELECTRICAL TO EXISTING lights ON CANOPY IF WITHIN 6' OF SIGN.

PLEASE READ AND SIGN

ANY WORK LEFT IN SHOP OVER 2nd WEEKS AFTER NOTIFICATION WILL BE CHARGED 10% OF SELLING PRICE.

Should default be made on the payment of buyers account and we proceed to litigation, the prevailing party shall be entitled to attorney's fees and cost.

Proposal

GOWER GRAPHICS
 Route 1 Box 3-R 12396 Cheddenford Rd.
 GERVAIS, OREGON 97028
 Phone 792-3454

PROPOSAL SUBMITTED TO <i>Stretch & Sew</i>		PHONE <i>293-0132</i>	DATE <i>9-13-95</i>
STREET <i>4928 River Rd.</i>		JOB NAME <i>Same</i>	
CITY, STATE AND ZIP CODE <i>Kenji OR</i>		JOB LOCATION <i>Same</i>	
EXPIRATION <i>9-13-95</i>	DATE OF PLANS <i>9-13-95</i>		JOB PHONE

We hereby submit specifications and estimates for:

Remove existing 4'x6' flag-mount sign & convert to center mount pole.
Gowergraphics will supply new 6" pipe concrete and install all according to City of Kenji sign ordinance requirements
Gowergraphics to hook up electrical

We propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Two thousand & no/100 dollars (\$ *2000.00*)
 Payment to be made as follows:
1/2 down Balance on completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be assessed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon illness, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature *Cheryl M. Gower*
 Note: This proposal may be withdrawn by us if not accepted within *30* days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature _____
 _____ Signature _____



City of Keizer — Community Development

Phone: 390-3700 • Fax: 390-8295

930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, Oregon 97307-1000

September 21, 1995

Double D Associates
4724 River Road N
Keizer, OR 97303

RE: Sign Permit Application Approval & Sign Grant Application.

To Whom it May Concern:

This office has completed the review of the Sign Permit Application provided by you for the sign located at the Corner of Linda Avenue and River Road N. The current sign is non-conforming because it is located within the defined vision clearance triangle for the intersection. You propose to raise the sign so that the bottom edge of the sign is located a minimum of seven (7) feet above grade. This will correct the non-conforming situation so the sign will comply with Section 17.18 (f) (2) of the Keizer Zoning Ordinance. As such, your Sign Permit Application is approved.

The Grant Application submitted for financial assistance in bringing the sign into compliance is being processed. This processing takes between 6 to 8 weeks depending on the meeting schedules of the River Road Redevelopment Board and the Urban Renewal Agency. These bodies must review and approve the Grant Application. Disbursement of the funds will occur after staff has inspected the corrected sign to verify that the sign complies with the Sign Code.

If you have any questions about the information in this letter, please feel free to call me at (503) 390-3700, Extension 145.

Sincerely,

Roger D. Evans
Keizer City Planner



CITY OF KEIZER SIGN PERMIT APPLICATION

A. PERMIT REQUIREMENTS

1. This permit application must be completed and signed by the applicant and property owner.
2. A site plan is required and shall contain the following information:
 - a) A scaled representation of the sign (Please show all of the graphical and lettering elements of the sign, proposed sign colors, sign materials, and any lighting, structural, and mechanical information.
 - b) A drawing of the location of the sign on the building, or a plot plan of the parcel showing the proposed location of the sign on the parcel relative to existing or proposed structures. If there are any existing signs on the property please provide information on the size and location of the existing signs.

**NO SIGN PERMIT APPLICATION WILL BE ACCEPTED
WITHOUT THE REQUIRED SITE PLAN .**

B. APPLICANT AND PROPERTY OWNER INFORMATION

1. Applicant Information

Double D Associates
Name

4724 River Rd. N.
Mailing Address

Keizer, OR. 97303
City, State, and Zip Code

393-2264 / 393-6286
Daytime Phone #

2. Property Owner Information

(Same as above)
Name

Mailing Address

City, State, and Zip Code

Daytime Phone #

C. APPLICANT AND PROPERTY OWNER SIGNATURES

I Double D. Associate agree to install the proposed sign according to the
(applicant or property owner)
submitted site plans and the requirements of the Keizer Zoning Ordinance. All of the
information provided in this application is true to the best of my knowledge.

David G. Bowditch
Applicant Signature

David G. Bowditch
Property Owner Signature

Dated this 12 day of Sept. 1995

D. SIGN INFORMATION

(see attached page)

1. Size of proposed sign in square feet _____
2. Property / Building Frontage _____
(Length of building or space occupied by owner or lessee)
3. Brief description of sign location on building or site _____
4. Property address where sign is located _____

FOR OFFICE USE ONLY**DECISION:**

APPLICABLE FEE: Permit fee based upon sign size as follows:

☒ Approved

☐ Denied

_____ 0 to 35 Sq. Feet\$50.00

_____ 36 to 60 Sq. Feet\$65.00

_____ 61 to 100 Sq. Feet\$80.00

_____ 101 to 150 Sq. Feet\$100.00

☒ Bringing property into compliance - fee waived

Requirements/Comments:

Sign located within defined Vision Clearance
triangle. Bottom of sign will be elevated 7' above grade.

By

John D. Gwinn
(Staff Persons Name)

9/18/95

Date

* Complies with Section 17.18(f)(2) Keizer Zoning Ordinance

← Linda Ave. →

↑ Alley
↓

(Parking)

N
↓

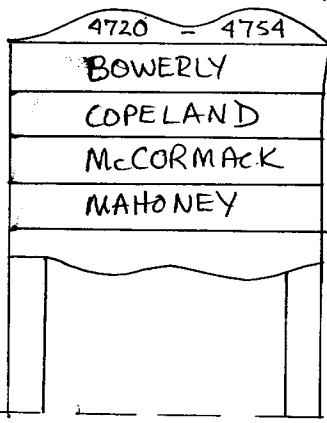
20 Ft.
12 Ft.

★ Existing sign (red)
is 20 feet from Linda Ave.
12 feet from River Rd. N.

Within Vision Clearance
Triangle

↑ River Rd. N.
↓

← 5 feet →



★ Existing Signs →
all wood
(dark red with
white trim)

Bottom of Sign
will be 7 feet
above grade
7 feet



Keizer Urban Renewal Agency
Sign Code Compliance Grant Program
Grant Application

Address of Sign Location: 4724 River Rd. N.

Sign Owner's Name: Double D Associates

Mailing Address: 4724 River Rd. N.

City, State, Zip: Keizer, OR. 97303

Daytime Telephone: 393-2264 (Dr. Copeland)
393-6286 (Dr. Bowerly)

Amount of Grant Requested: \$845⁰⁰ (Bill Smith Signs Estimate)

Required Attachments:

- Detailed Cost Estimate if less than \$500
- Three Detailed Cost Estimates if \$500 or more
- Sign Permit Application with required sign plans

Note: A separate sign permit and grant application are required for each sign to be erected or modified. No sign permit is required for sign removal. In these cases, submit the grant application with the estimates but without a sign permit.

SIGN CRAFTERS OF OREGON, INC.
dba



355 LANCASTER DR. S.E., SALEM, OR 97301
DAVE BROWN
President

INC.
SINCE 1965
364-8032
FAX 364-0363

DAVE BOWERLY
8/3/95

SIGN INSTALLATION ESTIMATE

CUT DOWN EXISTING POST AT G.L.

**DIG HOLES AND INSTALL EXISTING SIGN ON (2) 6"x6" METAL POST
WITH THE BOTTOM OF SIGN AT 7' ABOVE G.L. POST ARE CONCRETE
EMBEDDED INTO GROUND.**

TOTAL COST (EXCLUSIVE OF PERMITS)

\$845.00

Salem Sign Co., Inc.

1825 Front Street NE • Salem, Oregon 97303 • TEL (503) 371-6362 • FAX (503) 371-0901

August 11, 1995

Double D. Associates
4754 River Rd. N.
Keizer, OR 97303

Dear Dave:

Per your request, following is a price to set a new base, including concrete, excavation and two 6" square tubes to raise your existing sign, per the new City of Keizer sign code. The sign, after relocation, will be 7' to the bottom. The price is \$1495. All permits, sign and building permits, are included in the above price.

If you have any questions, please feel free to call me.

Thank you for calling us. We look forward to working with you in the future.

Sincerely,



Brad Spady

COKER INDUSTRIES
d/b/a BALLARD SIGN CO.
 2090 Front Street Northeast
 SALEM, OREGON 97303
 (503) 363-5517

PROPOSAL SUBMITTED TO DAVID BOWERLY DMD PC		PHONE 393-6286	DATE 9-11-95
STREET 4754 RIVER ROAD N.		JOB NAME	
CITY, STATE AND ZIP CODE KEIZER, OR.		JOB LOCATION	
ARCHITECT	DATE OF PLANS	FAX 390-7111	JOB PHONE

We hereby submit specifications and estimates for:

**FURNISH NECESSARY LABOR AND MATERIAL TO
 INSTALL (2) STEEL SIGN SUPPORTS IN CONCRETE,
 WITH EXISTING D/F NON-ILLUMINATED WOODEN
 SIGN APPROX. 9'-0" FROM GRADE TO
 BOTTOM OF SIGN**

PERMIT FEES TO BE EXTRA

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

NINE HUNDRED EIGHTY FIVE AND NO/100 dollars (\$ **985.00**).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: **X**

Signature **X**

Signature

**MINUTES
URBAN RENEWAL AGENCY BOARD
OF THE CITY OF KEIZER
Monday, August 21, 1995
Robert L. Simon Council Chambers
Keizer City Hall**

CALL TO ORDER

Dennis Koho, Chair called the meeting to order at 6:03 p.m.
Roll call was taken as follows:

Present

Dennis Koho, Chair
Jim Keller
Jerry McGee
Al Miller
Bob Newton (arrived at 6:05 p.m.)
Jerry Watson (arrived at 6:09 p.m.)

Absent

Carl Beach

Staff

Dotty Tryk, City Manager
John Morgan, Community Development Director
Tracy L. Davis, City Recorder

**PUBLIC
TESTIMONY**

There was no public testimony to come before the Agency Board.

**ADMINISTRATIVE
ACTION**

John Morgan, Community Development Director reported at the last agency meeting, the board was asked staff to research the background of the sign compliance grant program. The information focused on allowing \$1500 per sign, however Mr. Morgan noted the money could be more widely distributed at \$1500 per sight.

**SIGN COMPLIANCE
GRANTS**

Dennis Koho confirmed the River Road Redevelopment Board was aware a \$3000 grant could be awarded per sight. Mr. Morgan added their discussions centered on per permit.

Jerry McGee noted the application sent out to the businesses clearly states per sign. Even though he disagrees with the concept, he felt the City should stand by the information distributed. Mr. McGee questioned who will be responsible for the administration of the program.

Jerry McGee moved that in accordance with the grant procedures publicly distributed that the grant would be \$1500 per sign, properties with more than one sign may be eligible for more than one grant. In addition, staff will present the decision as part of the consent calendar. Dennis Koho seconded the Motion.

Al Miller noted the board has the right to change their mind to do \$1500 per sight since no funds have been distributed under this program. The purpose of this program is only an incentive to comply with the sign regulations not to pay for the costs of the sign.

Jim Keller stated since \$75,000 was budgeted to administer this program, the grants should be based on per sign.

Bob Newton supported placing the items on the consent calendar for approval, however he did not feel obligated by the distribution of material to support the \$1500 per sign as suggested by Mr. McGee.

Jerry Watson noted he thought the agency agreed to grant \$1500 per sight not sign. This amount of money will trim the ability to provide benefit to a greater number of sites.

Jerry McGee agreed previous discussions were focused on per sight not sign, however in order to uphold the integrity of the board and conform with the information distributed, he will be supporting the \$1500 per sign.

In response to a question from Mr. McGee, Mr. Morgan noted there are presently six applications for sign grants.

Al Miller reiterated his concern for spending \$1500 per sign. He felt since there have not been any grants approved it would not be too late to change the criteria to read per sight as originally intended.

Dennis Koho stated if the rules were distributed to the community outlining the program, these should be the rules followed by the Board.

Referring to the staff report of February 7, 1995 Jim Keller noted the staff recommended approval of \$1500 per sign.

In response to a question from Jerry Watson, Mr. Morgan stated there is not a percentage amount used only a cap of

\$1500 per sign. He noted the River Road Redevelopment Board discussed this issue and determined by including a percentage amount is caused more confusion than necessary. Mr. Morgan confirmed the information distributed to the business community did not include any information regarding the 15%.

The motion passed as follows:

AYES: Keller, Koho, McGee and Watson (4)

NAYS: Miller and Newton (2)

ABSTENTIONS: None (0)

ABSENT: Beach (1)

**SIGN GRANT
REQUESTS FOR
BURGER KING,
SHUTTERBUG,
ABBY'S AND
KEIZER FAMILY
PHYSICIANS**

John Morgan reported four sign grant applications have been received (Burger King, Shutterbug, Abby's and Keizer Family Physicians) and have been forwarded to the Council for consideration.

In response to a question from Jim Keller, Mr. Morgan stated there are some corporate businesses who have standing sign contracts with sign companies. Under these circumstances, these businesses will not be going out for additional bids.

Al Miller asked for clarification on Keizer Outdoor Power Equipment's grant request. He does not feel there should be a grant to cover the costs of removing signs that are not presently in place. Mr. Miller asked staff to explore this grant request further.

Dennis Koho moved to approve the grant request applications for Burger King, Shutterbug, Abby's and Keizer Family Physicians. Jim Keller seconded the Motion.

In response to a concern on the approval process raised by Jerry McGee, Mr. Morgan stated the payment is based upon presentation of a bill and final inspection. This will assure the work has been completed to satisfaction.

Jim Keller requested administrative procedures include a site visitation upon application. In addition, he requested the grant be placed on the consent calendar for final approval of payment.

Bob Newton clarified the procedure will include approval of the application by the Agency Board and an on-site inspection by staff prior to any distribution of funds.

Jerry Watson requested the criteria for the approval process be clearly outlined and presented to the Agency Board for approval.

Dotty Tryk, City Manager stated the staff will establish criteria outlining the administrative review and decision making process and the applications will be placed on the consent calendar for approval. This information will be provided to the Board at the next meeting.

The Motion passed as follows:

AYES: Keller, Koho, McGee, Miller, Newton and Watson (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Beach (1)

**BRIEFING ON THE
RIVER ROAD ZONING
PROGRESS AND
PLANS**

John Morgan, Community Development Director reported the River Road Redevelopment Board and Planning Commission have been working on developing a new development code which include the zoning for the River Road corridor. He noted the Planning Commission has created and discussed a zone called commercial-mixed which is a combination of commercial office and retail along the corridor.

Mr. Morgan stated there have been three consultant projects intended to provide detailed analysis and recommendations on design options to be used along the River Road corridor. These include the River Road Modal Alternatives Study by the Council of Governments, The River and Chemawa Center Specific Plan by SRI/Shapiro and a Market and Development Overview by Leland Consulting Group. Mr. Morgan noted only the modal alternatives study is complete and the other two are in draft stages. Upon completion these reports the consultants give a presentation to the Planning Commission, River Road Redevelopment Board and City Council at the September 11, 1995 work session.

Mr. Morgan hoped these reports will help the City draft the River Road zone and in addition possible amendments to the Urban Renewal plan. These could include street lighting, landscaping and possibly a public plaza which could include urban renewal involvement.

Mr. Morgan acknowledged the number of hours spent on these projects by the Planning Commission and River Road Redevelopment Board for the extensive amount of work done to this date.

Jim Keller voiced his concern for the lack of distribution of documents pertaining to these projects. In addition, he asked staff to carefully review the documents for errors.

Dotty Tryk, City Manager stated these reports were not distributed until confirmation on certain aspects were validated.

Al Miller voiced his concern for the lack of information given to the Council and Agency Board.

Jerry McGee also noted his concern with the lack of distribution of information. He stated the staff will not err in over supplying information to the Council.

Jerry Watson stated the committee process allows information to be distributed at this level prior to the Council. He also noted this information is preliminary before recommendations are made to the Council.

Bob Newton suggested information of this type be distributed to the Council under the written communication portion of the Council agenda. The information should be marked advance copy which will allow the Council to use the material for reading purposes only.

Dennis Koho also asked the Council to consider having the Council liaisons report frequently on the status or actions of their respective committees. In addition, he suggested the Council consider appointing an additional liaison to help cover all aspects of the bigger committees.

Jerry McGee stated the reports vary in different aspects of development. He noted he will submit his various questions to staff for additional information.

CONSENT CALENDAR

Items on the consent calendar include:

- a. Approval of the July 17, 1995 Agency minutes

Jim Keller moved for approval of the consent calendar. Dennis Koho seconded the Motion.

The Motion passed as follows:

AYES: Keller, Koho, McGee, Miller, Newton and Watson (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Beach (1)

OTHER BUSINESS There was no other business to come before the Agency Board.

WRITTEN COMMUNICATION There was no written communication to come before the Agency Board.

ADJOURN The meeting was adjourned at 6:58.m.

Tracy L. Davis
City Recorder

APPROVED:
URBAN RENEWAL AGENCY BOARD CHAIR

Dennis Koho

BOARD MEMBERS:

Jerry Watson

(absent)
Carl Beach

Bob Newton

Al Miller

Jim Keller

Jerry McGee

Urban Renewal Agency Minutes
August 21, 1995