

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**

AG E N D A

URBAN RENEWAL AGENCY OF THE CITY OF KEIZER

Tuesday, September 3, 1996

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. PUBLIC HEARINGS

5. ADMINISTRATIVE ACTION

- a. Property Improvement Grant Request
- Inland Shores

6. CONSENT CALENDAR

- a. Sign Grant Request
- Town and County Bowl
 - Creative Stylist Hair Salon
- b. Approval of August 5, 1996 Agency Minutes

7. 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.

8. WRITTEN COMMUNICATIONS

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

10. AGENDA INPUT

SEPTEMBER 16, 1996

6:30 P.M. Urban Renewal Agency Meeting

- Sign Grant Request
- Selection of land to be included in the expansion of the River Road Urban Renewal District boundary.

9. 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: Sept. 3, 1996

AGENDA ITEM NUMBER: 5a

TO: MAYOR AND AGENCY BOARD MEMBERS

THROUGH: DOTTY TRYK 
CITY MANAGER

FROM: JOHN N. MORGAN, AICP 
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: PROPERTY IMPROVEMENT GRANT REQUEST -
INLAND SHORES LANDSCAPE/PEDESTRIAN PLAZA

DISCUSSION:

Inland Shores, formally known as Staats Lake, is proposing the development of a major landmark feature at the northwest corner of River Road and Lockhaven Drive. The proposed project involves a pedestrian network and plaza incorporated into a major landscaped area surrounding Claggett Creek. This plaza will be the most significant feature one sees in turning into the River Road corridor from Lockhaven Drive.

The developers of Inland Shores are requesting a Property Improvement Grant of \$50,000 which is half of the estimated cost for the project.

The developers first approached R3B at its July meeting with a project concept to gauge R3B's interest and support and to determine if a formal Property Improvement Program grant request should be submitted. R3B was very enthusiastic about the concept and gave the landscape architect making the presentation several suggestions about changes. R3B encouraged the developers to submit a grant request under the Special Projects category and to return at the August meeting so a recommendation could be made to the Agency Board as soon as possible. Inland Shores would like to begin construction on the plaza within the next few weeks.

The Special Projects category has the following program design guidelines:

I. Grants for Special Projects

- A. Special projects may be fully or partially funded by Property Improvement Program grants.

- B. Special Project grants are to fund projects of community wide significance that are unique within the renewal district boundaries. Examples include the creation of a publicly accessible fountain or plaza or the development of a transit shelter.
- C. The property owner will be responsible for perpetual maintenance of the improvements funded by the grant. If an improvement is not maintained, the city may cause the maintenance to occur and bill the property owner, placing a lien on the property if necessary.

A formal proposal was made to R3B at its August 28th meeting. A copy of the cover letter is attached, however staff only has 24"X36" sheets with the design and therefore cannot include reductions in the Agency Board packet. The design will be presented at the Board meeting.

R3B did not have a quorum at its August 28th meeting, but it was the consensus of the four members present that the proposal meets the criteria for a Major Project grant, that it is a very desirable addition to the River Road corridor, that it helps create a "focal point" at this intersection which is something R3B has been discussing, and that a grant should be approved. The four members decided to recommend to the Board that a \$25,000 grant should be awarded. The members were concerned that a \$50,000 grant absorbs a significant percentage of the \$175,000 budget and that there may be many future grant requests when the program receives more publicity. \$25,000 provides a 25% contribution to the project and should help assure its completion as proposed.

RECOMMENDATION:

It is recommended the Agency Board approve, by motion, a grant to Inland Shores of \$25,000 for the development of a landscape/pedestrian plaza as presented at this meeting.



WESTECH ENGINEERING, INC.
CONSULTING ENGINEERS & PLANNERS

August 27, 1996

Mr. John Morgan
Community Development Director
City of Keizer
PO Box 21000
Keizer, OR 97307

RE: Inland Shores
J.O. 1850.000.0

Dear John:

Enclosed is a copy of preliminary design for landscaping and pedestrian improvements at the north west corner of River Road N. and Lockhaven for Inland Shores Development.

It is the desire of the Inland Shore's developers to create significant landscape improvements and beautification project for the entrance of the commercial district into the City of Keizer. The developers are prepared complete to the landscaping in accordance with the attached plan. We estimate the cost to complete the landscaping and pedestrian improvements to be \$100,000. We hereby request a \$50,000 grant from the City for the project. We understand you are meeting with your Redevelopment Commission on the 28th to discuss our request at that time. In the meantime, we would be happy to meet you or to discuss our project or any other questions you may have regarding Inland Shores Development.

Sincerely,

WESTECH ENGINEERING, INC.


Steven A. Ward, P.E.

SAW:vy
enc.

cc: Jay Compton

URBAN RENEWAL AGENCY MEETING:

Sept. 3, 1996

AGENDA ITEM NUMBER:

6a

TO: MAYOR AND AGENCY BOARD MEMBERS

THROUGH: DOTTY TRYK, *Dotty*
CITY MANAGER

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: SIGN GRANT REQUEST -
TOWN AND COUNTRY BOWL
CREATIVE STYLIST HAIR SALON

DISCUSSION:

The owners of Town and Country Bowl and Creative Stylist Hair Salon have requested sign grants of \$1,500 for the River Road free-standing sign and a \$500 grant for the Cherry Avenue free-standing sign and \$240 for the hair salon. Copies of the applications are attached.

Staff has visited the properties and affirmed the proposed replacement signs will meet the Sign Code.

RECOMMENDATION:

It is recommended that a \$1,500 and \$500 sign grants be approved for Town and Country Bowl and a \$240 sign grant be approved for Creative Stylist Hair Salon.



CITY OF KEIZER

SIGN ZONING PERMIT APPLICATION

A. PERMIT REQUIREMENTS

1. This permit application must be completed and signed by the applicant and property owner. This permit is for Zoning approval of any new sign or proposed alteration to any existing signs. The zoning approval **DOES NOT** include any electrical, mechanical, or structural building permit approvals. The property owner / applicant is responsible for ensuring that all other applicable permits have been applied for and approved, and that any additional requirements have been met.
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 APPLICATION WILL BE ACCEPTED
WITHOUT THE REQUIRED SITE PLAN .**

B. APPLICANT AND PROPERTY OWNER INFORMATION

1. Applicant Information

Salem Sign Co.
Name

1825 Front St. NE
Mailing Address

Salem, OR 97303
City, State, and Zip Code

371-6362
Daytime Phone #

2. Property Owner Information

Don & Ann Lebald
Name

3500 River RD. N.
Mailing Address

Keizer, OR 97303
City, State, and Zip Code

390-2221
Daytime Phone #



Keizer Urban Renewal Agency
Sign Code Compliance Grant Program
Grant Application

Address of Sign Location: 3500 River Rd. N.

Sign Owner's Name: Don & Ann Leboird

Mailing Address: 3500 River Rd N.

City, State, Zip: Keizer, OR 97303

Daytime Telephone: 390-2221

Amount of Grant Requested: \$ 500.00

(for removal of
pole sign on Cherry
Ave.)

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.



Keizer Urban Renewal Agency
Sign Code Compliance Grant Program
Grant Application

Address of Sign Location: 3500 River RD. N.

Sign Owner's Name: DON & Ann Lebold

Mailing Address: 3500 River RD. N.

City, State, Zip: Keizer, OR 97303

Daytime Telephone: 390-2221 : 1

Amount of Grant Requested: 1500.00 (for new pole sign)

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

PHONE (503) 371-6362
FAX 371-0901

SALEM SIGN CO., INC.

1825 Front Street N.E. • Salem, OR 97303

PROPOSAL SUBMITTED TO	PHONE	DATE
Town & Country Lanes	300-2221	8/7/96
STREET	JOB NAME	
3500 River Rd. N.	Same	
CITY, STATE AND ZIP CODE	JOB LOCATION	
Keizer, OR 97303	Same	

We hereby submit specifications and estimates for:

Furnish and install sign on existing pipes, per sketch #1838-96, based on City of Keizer and Marion County approval.

Price includes removal of Cherry Ave. sign.

- ELECTRICAL SERVICE TO SIGN BY OTHERS -

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

Eleven thousand five hundred sixty dollars----- dollars (\$) 11,560.00

Payment to be made as follows:

50% 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 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:

Brucal Spady

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: _____

If I make default in any of said payments, Salem Sign Co., Inc. shall have the right to take possession of said property without any legal process, and all payments made up to the time of default shall be applied toward manufacturing of said property and depreciation in value.

Signature: _____

Signature: _____

Proposal

Page No. / of / Pages

GOWER SIGN CO.
Route 1 Box 3-K
GERVAIS, OREGON 97026
Phone 792-3454

PROPOSAL SUBMITTED TO <i>Town & Country Lanes</i>		PHONE <i>390-2221</i>	DATE <i>8/12/96</i>
STREET <i>3500 River Rd N.</i>		JOB NAME	
CITY, STATE AND ZIP CODE <i>Kenner OR.</i>		JOB LOCATION <i>Road</i>	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

*make and install new sign on existing sign
Remove Edgely Ave. sign*

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

Twelve thousand dollars (\$ *12,000*)

Payment to be made as follows:

50% 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 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

[Signature]

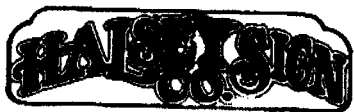
Note: This proposal may be withdrawn by us if not accepted within *30* days

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.

Signature

Signature

Date of Acceptance:



(541) 265-2384

P.O. Box 1231 • Newport Oregon 97365

Date: 8-12-96Ordered By: TOWN & COUNTRY LANESCompany: 3500 RIVER RD. N.Address: KEIZER OR 97303

Phone: _____

JOB ORDER & BID INFORMATION

Description: Pole Sign Materials: _____Dimensions: 12' x 8' Special Instructions: _____Background Color: ☐ White ☐ Black ☐ Brown ☐ Red ☐ Other AS PER DESIGNLettering Color(s): ☐ Red ☐ White ☐ Blue ☐ Brown ☐ Other " " "☐ ONE SIDE ☒ BOTH SIDESCOST: \$12,716.00 Completion Date: _____

QUANTITY: _____

TOTAL: 12,716.00 ☒ Customer's Signature: _____

SKETCH _____

FABRICATE & INSTALL A 12FT X 8'
ILLUMINATED SIGN ON EXISTING POLE.

PLEASE READ AND SIGN _____

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

Should default be made on the payment of buyers account and no agreed



Keizer Urban Renewal Agency Sign Code Compliance Grant Program Grant Application

Address of Sign Location: 3443 RWEK Rd. N. SALEM

Sign Owner's Name: Isabel S. Hudson

Mailing Address: 3443 RWEK Rd N.

City, State, Zip: SALEM, Oregon, 97303

Daytime Telephone: 503 390-0386

Amount of Grant Requested: \$240.00

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.

C. APPLICANT AND PROPERTY OWNER SIGNATURES

I Dehl S. Hahn 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.

In addition, I agree to comply with any and all additional requirements, including but not
limited to applying and receiving an electrical, mechanical, or structural building permit if so
required from Marion County Building Inspection.

Applicant Signature

Property Owner Signature

Dated this 20 day of August, 1996.

D. SIGN INFORMATION

1. Size of proposed sign in square feet 21 Sq. ft.
2. Property / Building Frontage 15'
(Length of building or space occupied by owner or lessee)
3. Brief description of sign location on building or site above canopy
4. Property address where sign is located 3443 River Rd. N.

FOR OFFICE USE ONLY**DECISION:**

follows:

APPLICABLE FEE: Permit fee based upon sign size as☐ 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

Sign coming into compliance with code:..... WAIVED

Requirements/Comments: _____



- ☐ PRICE QUOTATION
☐ PRICE ESTIMATE
☐ ORDER



DATE 8/15/96 CONSULTANT _____
COMPANY NAME CREATIVE STYLISTS
CONTACT BECKY HUDSON
ADDRESS 3443 RIVER RD N. ZIP 97303
PHONE 390 0386 FAX _____
P.O. # _____ CHARGED ON ACCT ☐ C.O.D. ☐

8'
2' CREATIVE STYLISTS
HAIR SALON

1/2" MDO PLYWOOD w/VINYL LETTERING

SIGN & INSTALL \$240.00
NO PERMIT

AUTHORIZED SIGNATURE _____

DATE _____

QUOTE VALID FOR 30 DAYS

CONDITIONS:

All Changes require approval and/or new quotation
Purchaser is solely liable for copyright infringement
in any provided art or copy.

TERMS

All orders require 50% deposit & balance C.O.D.
unless an account has been established

CHECK THESE ITEMS

- ☐ QUANTITY _____
☐ SIZE _____
☐ SUBSTRATE _____
☐ COLOR _____
☐ COPY _____
☐ COLOR/S _____
☐ STYLE/S _____
☐ SIDES 1/2 _____
☐ DUE DATE _____

3881 RIVER RD. N. KEIZER OR 97303

PH (503)393-9793 FAX: 393-9793(Call 1st)

MINUTES
URBAN RENEWAL AGENCY BOARD
OF THE CITY OF KEIZER

Monday, August 5, 1996

Robert L. Simon Council Chambers
Keizer City Hall

CALL TO ORDER Dennis Koho, Chair, called the meeting to order at 6:36 p.m. Roll call was taken as follows:

Present

Dennis Koho, Chair
Carl Beach
Jim Keller
Jerry McGee
Al Miller
Bob Newton
Jerry Watson

Staff

Dotty Tryk, City Manager
John Morgan, Community Development Director
Nona Oxe', Recording Secretary

**PUBLIC
TESTIMONY**

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

**ADMINISTRATIVE
ACTION
Agency Plan
Amendment**

City Manager Tryk advised that the purpose of the action was to request the Board to direct staff to look at a plan amendment that would enlarge the boundaries of the City's current urban renewal area.

Chair Koho stated that it was his understanding that Agency Board approval of the proposed action would not lock the Urban Renewal Agency into any particular segment of the subject properties, and would still give time for public input before any final decisions are made.

Ms. Tryk acknowledged that his understanding was correct. She relayed her intention to bring back a couple alternatives for Agency Board consideration. Should the Board decide to proceed on an

alternative, staff would begin a public process which would include a mass mailing throughout the community, and at least two public meetings before a final decision would be made by the Board.

Dennis Koho moved to direct staff to begin preparing plans for an Agency Plan Amendment. Al Miller seconded the motion.

Mr. Watson requested confirmation that not only would the Board have the option of choosing an area to expand the urban renewal boundaries into, but also would preserve the option of deciding not to expand the boundaries at all.

Community Development Director Morgan confirmed that Mr. Watson's understanding was correct.

The Motion passed unanimously as follows:

AYES: Beach, Keller, Koho, McGee, Miller, Newton and Watson (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

CONSENT CALENDAR

Items on the consent calendar include:

- a. Sign Grant Request
 - Ringo's Tavern
- b. Approval of July 1, 1996 Agency Minutes

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

The Motion passed unanimously as follows:

AYES: Beach, Keller, Koho, McGee, Miller, Newton and Watson (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

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 6:39 p.m.

Tracy L. Davis, City Recorder

By _____

Nona M. Oxe'
Recording Secretary

APPROVED:

URBAN RENEWAL AGENCY BOARD CHAIR

Dennis Koho

BOARD MEMBERS:

Jerry Watson

Carl Beach

Bob Newton

Al Miller

Jim Keller

Jerry McGee