MINUTES
KEIZER URBAN RENEWAL BOARD
Keizer City Hall - Library
Wednesday, August 26, 1998

1. CALL TO ORDER

The meeting was called to order by Chair Abbott at 7:03 p.m.

2. ROLL CALL

The following members were present: Tom Wood, June Abbott, Rick Curry, Greg Frank, Manny Martinez, Bob Ohrn, and Stan Compton. Joe VanMeter was excused.

Also present were: Council Liaison Carl Beach, Staff Liaison Amy Drought, and Recording Secretary Nona Oxe'. Consultant John Morgan arrived just prior to the "Discussion" items.

3. APPROVAL OF MINUTES - July 29, 1998

It was moved by Mr. Ohrn that the minutes of July 29, 1998 be approved. The motion was seconded by Mr. Curry and carried, all members present voting aye except Mr. Compton who abstained from voting because he had missed part of the meeting.

4. APPEARANCE OF INTERESTED CITIZENS

No one came forward to present any issues to the Commission.

5. PROJECT UPDATES

Development Activity

Ms. Drought reported that four public hearings are scheduled for tomorrow night, three of which are infill subdivisions, and the fourth, an appeal of the Planning Department's approval of a conditional use allowing a single-family dwelling in the Clearlake area. The three infill projects are a 10-lot subdivision in SE Keizer off Brooks south of Alder; a 4-lot duplex off Windsor Island Road; and a 4-lot development at the end of Prairie Clover Avenue NE, in the Keizer Prairie subdivision. Other activity includes the usual building permits, land use applications, partitions, variances, etc.

The hiring process for one additional planner is underway, and someone should be on board by the beginning of September.

NW Corner Lockhaven/River Road

As directed by the Commission last month, Ms. drought talked with representatives of Washington Mutual Bank regarding possible landscape improvements to the wetland area adjacent to the new bank building. Ms. Drought indicated that she was actually contacted by Washington Mutual who expressed a desire to do improvements while their landscape architect is still on board. He is familiar with wetlands issues. Ms. Drought hopes to meet with him within the next couple weeks, and will report back on their discussions. Because of the high interest expressed by Washington Mutual, Ms. Drought gathered that they would likely agree to pay for some or all of the improvements.

Ms. Drought also commented on a meeting she had with an architect who is looking at the property just north of Cafe Diva (the old Hot-and-Now). She suspected that something might be happening on that site in the near future.

Iris Lane

The Iris Lane project is well underway. Completion is scheduled for the end of October.

Ms. Abbott recalled past discussion of putting up signs at urban renewal construction sites to inform the public of the use of urban renewal dollars for the improvements. She indicated that she would like to see a sign put up at Iris Lane. Councilor Beach indicated that he would like to see signs on both River Road and Cherry Avenue. Ms. Drought stated that she would look into the sign issue. She believed a news release regarding Iris Lane was sent to all media contacts.

(Consultant John Morgan arrived and took a seat at the table.)

Mr. Morgan responded to a question from Ms. Abbott about planned-for street lighting at Iris Lane . He acknowledged that decorative lights like those put in at River Road and Chemawa will be put in at Iris Lane.

6. DISCUSSION

6.1 Consideration of Landscaping Grant for Seven-Eleven Store, 4380 River Road

Ms. Abbott referred to the landscape design drawing submitted by representatives of the 7-11 store. She questioned the absence of a dollar figure in the submittal to the Commission. Ms.

Drought acknowledged that she had not included quotes in the agenda material. She noted that only one bid was submitted; not three, as is customary. The bid from Cascade Landscape Management totaled $7,939 for the work depicted in their design drawing. Ms. Drought noted that 7-11 is requesting a property improvement grant for half that amount. They have also indicated an interested in pursuing a grant for improvements at the Lockhaven/River Road 7-11 store once this project is completed.

Ms. Abbott suspected that by doing the proposed improvements at the south 7-11 store the businesses just to the north might feel pressured into also pursuing improvements. She believed this could be a start in getting the area cleaned up. When questioned by Ms. Abbott about the impact of the street widening, Ms. Drought was reasonably certain that the proposed improvements would not extend into the area taken up by the street widening.

Councilor Beach recalled in the past requiring at least two bids for landscape improvement projects. Ms. Drought pointed out that because this is the busiest time of the year for landscapers, only one response was received from landscapes who were contacted.

Mr. Compton asked if the grant request came from Mr. Ryder who leases the property, or from the property owner. Ms. Drought believed the request came from Mr. Ryder only. She acknowledged that Cascade Landscape Management's proposal was submitted to 7-11.

Since only one bid was submitted, Mr. Wood suggested that to show a good faith effort was made, staff provide the names of other landscape contractors who were contacted. Councilor Beach suggested that staff fax a copy of the proposed design scheme to other contractors in an effort to get a comparative bid on the same design. Mr. Compton believed the quoted price might be a little high. Ms. Drought gave a breakdown of the costs, which included an irrigation system.

After discussion, it was the consensus of the Board that staff contact Mr. Hyder to determine the urgency, and inform him of the City's rules for bidding. Ms. Drought will bring the issue back next month.

ADDED ITEM - Letter From Rick Curry Regarding Fire Hydrant Requirement

Ms. Abbott advised that she received a letter from Rick Curry requesting that the Board consider the issue of using urban renewal dollars to pay for additional hydrants needed on River Road, including one that he was required to install in connection a new development project. Mr. Curry had included as documentation supporting his request, a copy of a letter dated May 15, 1996, from Fire Marshal Joel Stein to R3B in which he commented on the inadequate number of hydrants along River Road. Also attached to Mr. Curry's letter was a copy of the invoice from the City for installation of the hydrant next to the Izzy's Pizza Parlor, just north of his project. The cost for installation of the hydrant was $3,027.95. (Ms. Abbott submitted Mr. Curry's letter for the record.) City Attorney Johnson had suggested to Mr. Curry that he request a recommendation from KURB.

Mr. Curry confirmed that he had agreed to pay for installation of the fire hydrant in order to obtain a building permit for the last phase of his "Budget Rent-a-Space" development project. It was shortly after that that Chief Stein testified at an R3B meeting regarding the inadequacy of hydrants along River Road. Mr. Curry acknowledged that the issue had been going on for two years. He was now bringing the issue to KURB at City Attorney Johnson's suggestion.

Ms. Drought confirmed for Mr. Ohrn that installation of the fire hydrant was a condition placed on the development by the Fire District. Mr. Curry acknowledged that there was no expectation at the time he agreed to the condition that the developer would be reimbursed for it. However, the project was already underway when they were given notice.

Ms. Abbott recalled that R3B discussed putting additional fire hydrants on River Road when they talked about other design issues. Mr. Morgan acknowledged that the issue was discussed about two years ago when the Board looked at design issues. The Board had looked at a hydrant plan, and talked about incorporating it into the next River Road design phase--the topic of discussion later in tonight's agenda. Mr. Morgan acknowledged that installation of hydrants would be an appropriate urban renewal activity and, that it should be given consideration along with all the other potential activities. Mr. Compton believed that the issue should be looked at with respect to the entire corridor; that the Board should make a decision to do them all, or none.

Ms. Drought confirmed that the permitting process is still requiring hydrants, depending on the type of development and location. Mr. Frank was aware of other retailers who had paid for hydrants. Mr. Ohrn indicated that he would like to find out what Mr. Curry's original permit required. Mr. Morgan explained how hydrants are sited to serve an entire area.

Ms. Drought agreed to bring back the previously discussed hydrant plan for further discussion next month. By consensus, Mr. Curry's request was tabled until the Board has opportunity to look at the plan and consider how it wishes to proceed with hydrants in the context of the River Road Design Plan.

ADDED ITEM - Governing Rules

Ms. Abbott recalled last month's discussion of developing governing rules for KURB. Rather than having the entire Board spend more time on the issue, she intended to appoint two members to a subcommittee to draft some very simple rules dealing with meeting time, election of officers, absences, etc., to bring back for review by the Board. **Ms. Abbott appointed Bob Ohrn and Tom Wood as a Subcommittee to draft governing rules.**

6.2 Update of River Road Design Plan

Consultant John Morgan led a discussion to preliminarily identify a list of projects to include in the River Road Design Plan update. He noted that Board members received with their agendas a copy of a memorandum that will go to all groups and individuals identified as "stakeholders," who have an interest in what might happen within the River Road corridor. A matrix attached to the memo dealt with two categories: "Projects currently authorized in the Renewal Plan" and "Projects for consideration for the Design Plan." The headings on the matrix are (project) Type, Authorized project, Description, Cost/Allocation, and Schedule. Mr. Morgan noted that the stakeholders are being asked to provide comments as to changes, additions, or deletions to the list by September 18 so that KURB can review and consider all the submissions at next month's meeting. A public meeting to allow comment on the draft Plan will be held at a later date.

Ms. Drought read the list of stakeholders who will receive the memo. Included were all City boards and commissions, the City Council, the Fire District, City Public Works and Police Departments, and other staff, the Transit District, the public utility companies, the City of Salem, Marion County, Polk County, ODOT, STAATS, Community Policing, Neighborhood Associations, Chamber of Commerce, LSACS, and Claggett Creek Watershed Committee.

Mr. Morgan explained the difference between the two categories of projects included in the matrix. He pointed out that the "projects currently authorized," though listed in the current renewal plan, have not yet been done and that some do not have funds allocated to them. "Projects for consideration in the design plan" represent a compilation of ideas discussed over the last couple years by the Planning Commission and other groups in the community. He suggested that in looking at what to include in the design plan, the Commission consider both lists. He also welcomed suggestions for items not currently on either list. Mr. Morgan proceeded to go over the matrix, item by item. He provided additional comment and responded to questions from Commissioners.

(Ms. Drought left the meeting at 8:00 p.m.)

Following review of the matrix, Mr. Morgan commented on the dollar amount available to fund renewal district projects. The remaining expected revenue over the life of the renewal district is about $22 million. Of that, between $8 and $9 million will go for debt service, $8 million is allocated for the Chemawa Activity Center, leaving about $4 million to work with inside the River Road corridor. Mr. Morgan reiterated that absent a renewal plan amendment the total dollar amount identified in the renewal plan cannot be exceeded. However, within available funds, dollars can be shuffled from one project to another. He acknowledged that the $8 million allocated for the Chemawa Activity Center could be directed elsewhere within the renewal district. He commented on other possible funding sources for Chemawa Activity Center improvements, including partial urban renewal funding.

Mr. Morgan was asked if any projects on the list might be looked at as untouchable. Other than Plymouth Drive improvements, scheduled to be done next year, he could think of none.

The Commission further discussed possible urban renewal participation in Chemawa Activity Center improvements.

Mr. Morgan asked if anyone wanted to suggest deletions or additions to the list. Mr. Compton suggested eliminating the $25,000 housing rehab program. Mr. Morgan suspected that although only a limited number of houses are within the urban renewal district boundaries, there would be opposition to eliminating what has been a popular working program. Ms. Abbott indicated that she would like to leave the list intact until after receiving comments from the stakeholders. As possible additions for further discussion, Mr. Ohrn suggested including the aquatic center and library mentioned at last month's meeting. Mr. Wood suspected such issues would surface once stakeholders have opportunity to comment. Along that line, it was pointed out that stakeholders need to be made aware that urban renewal money cannot be used for operation and maintenance. It was suggested that Mr. Morgan include in his memo to stakeholders comment as to what urban renewal money can and cannot be used for.

Mr. Morgan indicated that he would update the memo prior to mailing it to stakeholders. Reviewing stakeholder comments and narrowing the list of projects will be the focus of next month's meeting.

7. ANNOUNCEMENTS AND AGENDA INPUT

7.1 Regular Meeting - September 23, 1998

Ms. Abbott distributed copies of the Keizer Volunteer Manual given to her by Ann Rasmus of the Volunteer Coordinating Committee.

8. ADJOURN

The meeting was adjourned by Chair Abbott at 8:58 p.m.