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

SIGN COMPLIANCE GRANTS

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.

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.

FMAGIC

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

<u>Jim Keller moved for approval of the consent calendar. Dennis Koho seconded the Motion.</u>

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
Tracy L. Davis
City Recorder

APPROVED:
URBAN RENEWAL AGENCY BOARD CHAIR

Dennis Koho
Dennis Koho

BOARD MEMBERS:

Jerry Watson	(absent) **Carl Beach**
Bob Newton	**Al Miller**
Jim Keller	**Jerry McGee**

approved
10-2-95
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