

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, August 21, 1995

6:00 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. Sign Compliance Grants
- b. Sign Grant Requests
- c. Briefing on River Road Zoning Progress and Plans

5. **CONSENT CALENDAR**

- a. Approval of July 17, 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: August 21, 1995

AGENDA ITEM NUMBER: 4a

TO: MAYOR AND AGENCY BOARD MEMBERS

THROUGH: DOTTY TRYK, 
CITY MANAGER

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR 

SUBJECT: SIGN COMPLIANCE GRANTS

DISCUSSION:

At its July 17, 1995 Board Meeting, the Agency Board reviewed the guidelines for considering requests for grant funding for bringing non-conforming signs into compliance with the Sign Code. The Board asked staff to research the background of the program.

Attached to this report are the documents dealing with the program in chronological order. They include:

- The October 17, 1995 Agency Board Staff Report. Note that in the Conclusion section on Page 5 it specifically states: "Staff suggests a \$1500 limit for any sign..."
- The October 17, 1995 Agency Board minutes.
- The November 21, 1994 Agency Board Staff Report.
- The February 6, 1995 Agency Board Staff Report.
- The February 6, 1995 Agency Board minutes noting approval of the program.
- The February 21, 1995 Staff Report to R3B recommending a refined program design.

- The portion of the R3B February 22 minutes dealing with the program. Note in the marked portion on Page 7 that Staff specifically asked R3B for direction on whether the grants should be per sign or all signs. R3B decided the grant should be per sign.
- A copy of a typical package mailed to all owners of non-conforming signs. This includes the flyer about the grant program noting the grants are for each sign.

RECOMMENDATION:

It is recommended the Board determine if the \$1,500 grant limit should be applied per sign or per site.

URBAN RENEWAL AGENCY MEETING: Oct. 17, 1994

AGENDA ITEM NUMBER:

TO: MAYOR AND AGENCY BOARD MEMBERS

THROUGH: DOTTY TRYK,
CITY MANAGER

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: PROPOSED PROPERTY IMPROVEMENT PROGRAM

DISCUSSION:

R3B met several times to review and discuss drafts of policies and procedures aimed at providing renewal agency assistance for physical improvements to commercial properties in the River Road renewal area. During the course of developing its recommendations to R3B, R3B staff drew upon information from other renewal agencies around the state, from the Oregon Downtown Development Association, and from private lenders.

R3B initially considered two types of assistance to businesses in the renewal area.

- A loan program for a wide range of exterior property improvements.
- A grant program to assist property owners making driveway and access improvements for the River Road Design Plan.

After much discussion, and evaluation of the experience of other communities, R3B decided that a general purpose loan program would be difficult to administer, and would not necessarily produce the property improvements R3B wants to see in the River Road renewal area. The discussion of how to focus a loan program for maximum impact and results led to the program recommendation which follows.

PROGRAM RECOMMENDATION

There are two specific types of property improvements upon which R3B wishes to focus this year. R3B concluded that the limited property assistance program dollars will have the most impact if they were concentrated on improvements to driveway access, and sign code compliance. R3B further concluded that assistance for these two types of improvements should be in the form of a straight grant. R3B feels it is extremely important that the use of improvement funds produce observable results as soon as possible. The two assistance programs recommended by R3B are:

1. *Access Improvement Program* - R3B recommends this as a straight grant program, with a maximum grant of \$1200 per driveway. These grants funds would be made available to property owners who voluntarily agree to driveway closure. The availability of these grant funds could be publicized via newsletter, or direct mailing.
2. *Sign Replacement and Compliance* - R3B also recommends this as a grant program. Grants would be made available to anyone in the renewal area required to make sign changes in order to comply with Keizer's sign ordinance. The recommended grant amount is \$500, or 15% of the project cost, whichever is greater, with a maximum grant limit of \$1500. (Note: R3B first considered a maximum percentage of 10%, but this was based on limited information on sign compliance cost. R3B directed staff to continue researching compliance costs, and to change the limits if necessary. Staff has obtained better cost information, and recommends a percentage limit of 15% as a more appropriate upper limit.) The availability of grant funds can be included with the notices to be sent to parties with non-conforming signs.

PROCEDURAL RECOMMENDATIONS

R3B also discussed allocation of funds between the two programs, and ways of creating a simplified procedure for applying for, and receiving grant funds. R3B's recommendations on those two issues are:

1. *Allocating funds between Access and Sign programs*- R3B recommends not making specific funding allocations to each of the two programs. R3B recommends that initially, funds for driveways or signs be provided on a first come first served basis. Experience soon will show whether a formal allocation needs to be made for either program.
2. *Procedures for award of grant funds*- R3B believes the grant programs should be kept as simple as possible to administer, and use. R3B's recommendation on a very simple procedure is:
 - A. The Renewal Agency should delegate to R3B the process of receiving, screening, and making recommendations to approve grant applications. R3B

could meet monthly, or on call, to consider requests, and make recommendations. The Renewal Agency could approve R3B's grant recommendations as consent agenda items at a regular Council meeting.

- B. Require the grant applicant to obtain and submit two or three written bids from competent, licensed contractors. The applicant could recommend his choice among bidders, but R3B would retain the right to disapprove that choice. Reasons for R3B disapproval would be provided in writing to the applicant.
- C. If the Agency approves R3B's recommendation to award the grant, the applicant would be given a letter stating that the Agency has approved a grant of a certain dollar amount. The letter would state that the grant would be payable to the applicant upon completion of the job, and submission of written evidence that the contractor had been paid in full. Staff would make a visual inspection to ensure that the work conformed to the original grant application, and meets the sign code.

OTHER RECOMMENDATIONS

Need for a Means Test

Businesses in the River Road renewal area include many which have substantial financial means. R3B is interested in results, and making use of these funds to improve the appearance of Keizer's commercial area. Therefore, the initial recommendation is that there be no means test to qualify for these programs. Staff will make every effort to publicize the availability of funds, so that all businesses are aware of them. R3B also could impose a 30 to 60 day waiting period before making its first decisions on applications, to see if there was a need to establish funding priorities based on needs.

Co-Operation with Private Lenders

R3B's discussions indicate private lenders are willing and able to structure commercial loan programs as part of their Community Reinvestment Act obligations. As a first step, R3B, and the Renewal Agency should work with and assist private lenders by helping to publicize their loan programs among renewal area businesses. R3B and the Agency may be able to work one-on-one with a targeted business to bring it into the lenders' program. This can help R3B better understand what type of commercial property improvement needs there are in the renewal area.

A role for "tailored assistance"

While R3B recommends against setting up a formal general purpose building loan program, it believes the Renewal Agency should retain the ability to create a tailored financial assistance package such as those which have been successful in several high-profile commercial rehabilitation and conversion projects around the state.

RECOMMENDATION COUNCIL ACTION

Staff recommends the Renewal Agency Board:

1. Direct Agency staff and R3B to implement the Property Improvement Program, as generally described in Section B of this report; and
2. Direct staff to return when appropriate during this fiscal year with a transfer resolution transferring up to \$75,000 from Contingency to Property Improvement Program in the Urban Renewal Agency budget.

APPENDIX- ESTIMATED COSTS OF SIGN CODE COMPLIANCE

Staff discussed average or typical costs of sign code compliance with a sign company with offices throughout the Northwest region. Steps needed for sign compliance may include lowering sign heights, reducing overall size, removal, and/or replacement of old signage with new.

Reducing Sign Height

The variable in the cost to reduce height is whether a boom truck and an extra laborer are needed. A big, high sign needs two laborers, a boom truck, and the better part of day. The cost estimate for such jobs is \$2000-\$3000. Smaller, lower signs may cost about \$1000-\$2000. These costs do not include permit costs.

Sign Removal

The estimated cost to remove signage is about half the above.

New Signs

The sign company believed that most strip center operators will want a sign large enough to display all tenants, and probably would want the maximum 100 square foot sign, at maximum height. This type of sign could cost \$10,000 or more. That works out to \$100 per square foot. Asked whether \$100 per square foot would be a good rule of thumb for all sign sizes, the sign company confirmed that new sign costs typically run about \$100 to \$120 per square foot for a "standard" type sign. Custom signs of course can cost much more.

Staff inquired whether we would get the same range of costs if we spoke to other firms. They said these were industry standard costs.

Conclusion

The cost of compliance with sign codes may be higher than originally thought. The information above indicated that \$500 would be a big help in many smaller jobs, covering maybe 15% to 25% of costs. A 10% maximum, however, would not go very far on more costly jobs. For that reason, staff suggests that raising the percentage limit to 15% seems appropriate. Staff suggests a \$1500 limit for any sign, keeping the maximum grant in line with the costs we expect in the "access" grant program. If we assume about \$50-\$60,000 of the improvement funds actually will go to the signs program, Renewal Agency funds would leverage about \$300,000-\$400,000 of sign improvements in the River Road renewal area.

MINUTES

**URBAN RENEWAL AGENCY BOARD
OF THE CITY OF KEIZER
Monday, October 17, 1994
Robert L. Simon Council Chambers
Keizer City Hall**

CALL TO ORDER

Dennis Koho, Chair called the meeting to order at 6:55 p.m. Roll call was taken as follows:

Present

Dennis Koho, Chair
Jim Keller
Jerry McGee
Al Miller, Vice-Chair
Chet Patterson

Absent

Jerry Watson
Marlene Wellin

Staff

Dotty Tryk, City Manager
John Morgan, Community Development Director
Charles R. Stull, Chief of Police
Kim Krause, Finance Officer
Shannon Johnson, City Attorney
Tracy L. Davis, City Recorder

PUBLIC TESTIMONY

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

RESOLUTION

Property Improvement Program

John Morgan, Community Development Director reported the River Road Redevelopment Board has forwarded a property improvement program for the Agency Board's consideration. The program would be designed to provide a loan program for a wide range of exterior property improvements and a grant program to assist property owners making driveway and access improvements for the River Road Design Plan.

Mr. Morgan noted the property improvements River Road Redevelopment Board focused on are an access improvement and sign replacement compliance. The access improvement program will provide a maximum grant of \$1200 per driveway. The sign replacement would provide \$500 or 15% of the project costs whichever is greater not to exceed \$1500.

Jerry McGee moved to have the Urban Renewal finance the necessary driveway access - no grant procedure. Chet Patterson seconded the Motion.

Mr. McGee stated since the Agency is forcing the change in the driveways and should finance the total amount necessary.

Jim Keller noted there are several driveways that could be closed and hoped some would comply voluntarily.

Mr. Morgan said there are four or five driveways that are clearly a safety issue that will require being closed. In addition there are approximately twenty others that could be considered.

Mr. McGee stated his motion only addresses those that the City requires to be closed primarily for safety reasons. Mayor Koho asked who will decide which will be required. Mr. McGee noted the Agency Board will set the policy of which will be required to be closed.

In response to a question from Jim Keller, Mr. Morgan noted the City has not suggested using their power to close driveways.

Dennis Koho moved to amend the Motion to direct staff to come back to the Agency with a driveway closure program that could include full funding of driveway closures. Jerry McGee seconded the amendment.

The Motion passed as follows:

AYES: Keller, Koho, McGee, Miller and Patterson (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Watson and Wellin (2)

Jerry McGee referred the sign replacement and compliance program until the November 21, 1994 meeting. Dennis Koho seconded the Motion.

The Motion passed as follows:

AYES: Keller, Koho, McGee, Miller and Patterson (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Watson and Wellin (2)

**CONSENT
CALENDAR**

The Consent Calendar consisted of the following:

- a. Approval of September 19, 1994 Agency Minutes

Jim Keller moved for approval of the Consent Calendar. Chet Patterson seconded the Motion.

The Motion passed with the following votes:

AYES: Keller, Koho, McGee, Miller and Patterson (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Watson and Wellin (2)

OTHER BUSINESS

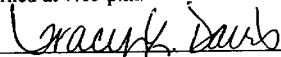
There was no other business to come before the Agency Board.

**WRITTEN
COMMUNICATIONS**

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

ADJOURN

The meeting was adjourned at 7:15 p.m.


Tracy L. Davis
City Recorder

APPROVED:

JENNIFER N. RENEWAL AGENCY BOARD CHAIR

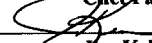
Dennis Koho

BOARD MEMBERS:

(absent)

Jerry Watson

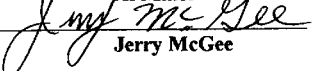

Chet Patterson


Jim Keller

(absent)

Marlene Wellin


Al Miller


Jerry McGee

URBAN RENEWAL AGENCY MEETING: Nov. 21, 1994

AGENDA ITEM NUMBER:

TO: MAYOR AND AGENCY BOARD MEMBERS

THROUGH: DOTTY TRYK ,
CITY MANAGER

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: PROPERTY IMPROVEMENT PROGRAM
SIGN CODE COMPLIANCE ASSISTANCE

DISCUSSION:

At its meeting on October 17, the Renewal Agency Board discussed the River Road Redevelopment Board's proposal for a Property Improvement Program to assist local businesses and property owners in meeting the City's redevelopment goals as expressed in the Sign Code and future Access Management Program. A copy of the earlier staff report is attached.

The Agency Board authorized providing assistance for driveway closures and consolidations, but wanted to wait on the sign portion until more detailed information was developed on the impact of the Sign Code on the business community.

Staff has completed its "first-pass" detailed analysis of each business and how it conforms. The data was collected by volunteers through the summer of 1994. In analyzing the data, staff found a small number of errors and omissions which will need to be corrected. But the remaining data provides an excellent and representative overview of the actions necessary to bring the community into compliance with the Code.

Out of 258 inventoried sites, 95 had non-conforming signs that are required to come into compliance with the Code by May 1997. The table below compiles the individual types of compliance issues. It totals more than 95 as several sites have more than one issue. One should also note that the "Combine into 1 Business Center Free Standing Sign" category reflects a number that is greater than the total number of sites actually impacted because multiple businesses within one center are each counted, yet they all need to combine into one

sign. For example, Payless, Albertson's, and Creekside Shopping Center are each counted as individual impacted businesses, yet the issue is common to each.

<i>Compliance Issue</i>	<i>Number of Impacted Sites</i>
<i>Excess Square Footage</i>	61
<i>Free-Standing Sign Too Tall</i>	24
<i>More than 2 Wall Signs</i>	19
<i>Combine into 1 Business Center Free Standing Sign</i>	19
<i>Roof Sign</i>	12
<i>Projecting Sign</i>	5
<i>More than Allowed Number of Free-Standing Signs</i>	3
<i>Vision Clearance Violation</i>	3
<i>Off-Site Signs</i>	2
<i>Height of Directional Signs</i>	1
<i>Flashing Lights</i>	1

This detailed review of the data shows there are two areas where the Agency Board, sitting as the City Council, may wish to consider amendments to the Code. These are described below, however, Agency Board is not asked to decide on these this evening as the appropriate course is to allow the Planning Commission to review the issues and make a recommendation to the Council.

- Review of the data shows there are a limited number of instances where a business is within a few percentage points of being in compliance with the Code. When the Code went through revisions in 1992 designed to refine its provisions based on two years' experience, it was recommended the Council allow a one-time blanket variance for any existing sign within five percent of compliance. Council chose to not accept this recommendation as it violated the integrity of the Code, it was difficult to "draw the line" where variances would be granted, and it was not known how many signs would fall into this category.

The inventory shows that three sites have signs exceeding the square footage maximums by five percent or less. There are five sites with freestanding signs exceeding the 20 foot height limit by less than 12 inches. With this information, the Council may wish to again consider the blanket variance possibility.

- Another issue is the question of the number of wall signs. The Code limits the number of wall signs to two, with one additional sign allowed when there is more than one public entrance to a business. 19 Businesses currently have more than two wall signs. The Council may wish to consider lifting the two sign limit as long as the total square footage meets the Code standards.

If Agency Board wishes to pursue these or other issues, it is recommended they be referred to the Planning Commission for recommendations.

RECOMMENDATION:

It is recommended Agency Board, by motion:

1. Refer to the Planning Commission any proposed Sign Code revisions for recommendations to be returned to the City Council;
2. Approve R3B's proposed Property Improvement Program relative to signs as outlined in the October 17, 1994 Agency Board Staff Report; and
3. Direct Staff to prepare a specific program design for approval by the Agency Board.

MINUTES

**URBAN RENEWAL AGENCY BOARD
OF THE CITY OF KEIZER
Monday, November 21, 1994
Robert L. Simon Council Chambers
Keizer City Hall**

CALL TO ORDER

Al Miller, Vice-Chair called the meeting to order at 6:06 p.m. Roll call was taken as follows:

Present

Jim Keller
Jerry McGee
Al Miller, Vice-Chair
Chet Patterson
Jerry Watson (arrived at 6:11 p.m.)
Marlene Wellin

Absent

Dennis Koho

Staff

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

PUBLIC TESTIMONY

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

PROPERTY IMPROVEMENT GRANT PROGRAM

John Morgan, Community Development Director reported based on a recent inventory of 258 sites, 95 had non-conforming signs that are required to come into compliance with the Code by May 1997. He noted the vast majority of non-compliance falls in the excess square footage category. As a result of the inventory study, Mr. Morgan noted there are three sites which have signs exceeding the square foot maximums by five percent or less. In addition, there are five sites with freestanding signs exceeding the 20-foot height limit by less than 12 inches. Mr. Morgan recommended the Agency consider a blanket variance for these eight signs.

Mr. Morgan suggested the Agency may want to consider lifting the limit of two wall signs as long as the total square footage meets the code standards. He noted currently 19 business have more than two wall signs.

Mr. Morgan recommended the Agency Board refer to the Planning Commission any proposed sign code revisions for recommendation to be returned to the Council. In addition, he recommended the Agency Board approve the River Road Redevelopment Board's proposed property improvement program and prepare a specific program design.

Jim Keller noted the recommended changes to the sign code are a reasonable approach for the community.

In response to a question from Jerry McGee, Mr. Morgan confirmed there are businesses who have brought their signs into compliance upon their own initiative and with their own resources.

Jerry McGee voiced his concern the financial assistance may be given to those who have not complied and those who have, did so with their own funds.

Jim Keller supported the financial assistance concept, however he requested a financial needs assessment be included in the application.

Mr. Morgan added the recommended grant amount is \$500 or 15% of the project cost, whichever is greater, with a maximum grant limit of \$1500.

Jerry McGee disapproved of charging a \$50.00 permit fee and then providing financial assistance to bring the sign into compliance. Mr. Morgan stated he favored waiving the sign permit fee for anyone bringing their sign into compliance.

Jim Keller moved to direct staff to take back to the Planning Commission suggestions for change to the sign code as contained on page 2 of the staff report and recommend a waiver of sign permit fees for businesses coming into compliance with the sign code. Jerry McGee seconded the Motion.

Jerry Watson confirmed the motion directed the Planning Commission to look at the items on page 2 of the staff report plus a recommendation for a change to the sign code.

Dotty Tryk, City Manager noted the waiving of the sign permit fee will be at the discretion of the Agency Board not the Planning Commission.

The Motion passed as follows:

AYES: Keller, McGee, Miller, Patterson, Watson and Wellin (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho (1)

John Morgan, Community Development Director briefly covered the Access Improvement Program which would be a maximum grant of \$1200 per driveway and the second part is a program granting \$500 or 15% of the project costs whichever is greater with a maximum grant limit of \$1500. Mr. Morgan added when notification letters are sent, a brochure will be included describing this grant program.

Jerry McGee suggested waiting to determine the funding level until the recommendation of the Planning Commission is received as directed in the previous motion.

Chet Patterson suggested waiting until the code amendments are made to see which businesses would fall into compliance by these changes.

Jerry McGee moved to table the Property Improvement Grant Program until a recommendation is returned from the Planning Commission. Jim Keller seconded this Motion.

The Motion passed as follows:

AYES: Keller, McGee, Miller, Patterson, Watson and Wellin (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Koho (1)

**RIVER ROAD
REDEVELOPMENT
BOARD
APPOINTMENT**

Dotty Tryk, City Manager reported Mary Hardison had tendered her resignation from the River Road Redevelopment Board. Ms. Tryk advised the Agency Board that this is the Mayor's position and he is recommending the appointment of Tom Bauer to fill this unexpired term.

Jim Keller moved to appoint Tom Bauer to fill the unexpired term on the River Road Redevelopment Board. Marlene Wellin seconded the Motion.

URBAN RENEWAL AGENCY MEETING: FEBRUARY 6, 1995

AGENDA ITEM NUMBER: 5b

TO: MAYOR AND RENEWAL AGENCY BOARD MEMBERS

THROUGH: DOTTY TRYK 
CITY MANAGER

FROM: JOHN N. MORGAN, AICP 
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: PROPERTY IMPROVEMENT PROGRAM

DISCUSSION:

On October 17, 1994 and November 21, 1994, the Agency Board considered the River Road Redevelopment Board's proposed Property Improvement Program. This program is intended to provide direct assistance to property and business owners to make changes to their properties in accordance with Agency adopted plans and programs. R3B proposed the program be initiated by providing financial assistance with driveway closures and consolidations and with bringing signs into conformance with the Sign Code.

The Board approved the use of the funds to assist with driveways. The Board referred two changes to the Sign Code to the Planning Commission and then back to the City Council for consideration before it approved including signs in the Property Improvement Program.

Copies of the October 17 and November 21 staff reports are attached.

The proposed sign code changes were approved by the Council on January 17, 1995. This action results in the number of sites with non-conforming signs dropping by approximately 27 from the original total of 95.

Pages 2 and 3 of the October 17 staff report contain the program design for the Property Improvement Program.

Staff intends to send before March 1, 1995 the letters notifying owners of non-conforming signs of the required changes. If approved, flyers describing the Property Improvement Program will be enclosed with the letters.

RECOMMENDATION:

Staff recommends the Agency Board by motion:

Urban Renewal Agency Board
February 6, 1995

1. Direct Agency Staff and R3B to implement the Property Improvement Program, as generally described in the October 17, 1994 staff report; and
2. Direct Staff to return when appropriate during this fiscal year with a transfer resolution transferring up to \$75,000 from Contingency to Property Improvement Program in the Urban Renewal Agency budget.

In response to a question from Jim Keller, Mr. Morgan noted the policy is the first developer in the area is responsible for a 3/4 street improvement. Therefore, the \$21,000 cost is more than half of the street improvement.

Chair Koho noted this is a new situation dealing with a non profit agency in an urban renewal area. This should allow the Agency to proceed as they deem necessary.

Jerry McGee supported having the City of Keizer pay \$7000 towards the street improvements of Plymouth Drive, the full costs of the storm drains, bus pull-outs and undergrounding. This would leave the Salem Area Seniors responsible for \$14,000 of the street improvements.

Jerry McGee moved the Salem Area Seniors will be required to pay \$14,000 for the street and sidewalk improvements. Jim Keller seconded the motion.

The Motion passed as follows:

AYES: Keller, Koho, McGee, Miller and Patterson (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Beach and Watson (2)

PROPERTY IMPROVEMENT PROGRAM

John Morgan, Community Development Director reported the River Road Redevelopment Board has recommended the adoption of a Property Improvement Program. Upon initial review by the Agency, the proposed program was returned to the Planning Commission and the City Council for code amendments. Upon adoption of these amendments the number of properties impacted has dropped from 95 to 68. Mr. Morgan recommended the Agency Board approve the Property Improvement Program as outlined by staff.

Dennis Koho moved to adopt the staff recommendation. Jim Keller seconded the Motion.

The Motion passed as follows:

AYES: Keller, Koho, McGee, Miller and Patterson (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Beach and Watson (2)

February 21, 1995

To: R3B
From: John Morgan

Re: **Application Process - "Commercial Property Improvement Program"**

A. REVIEW OF PROGRAM RECOMMENDATION

Following a lengthy period of discussion, and staff analysis and follow-up, R3B recommended implementing two assistance programs for commercial properties in the River Road Renewal area. They are:

1. *Grants for Access Improvement* - R3B recommended a straight grant program, with a maximum grant of \$1200 per driveway. Grant funds are to be made available to property owners who voluntarily agree to driveway replacement. The availability of these grant funds will be publicized via newsletter, or direct mailing.
2. *Sign Replacement and Compliance Grants*- Grants are to be made available to anyone in the renewal area required to make sign changes in order to comply with Keizer's sign ordinance. The recommended grant amount is \$500, or 15% of the project cost, whichever is *greater*, with a maximum grant limit of \$1500. The availability of grant funds will be included with the notices to be sent to parties with non-conforming signs.

City Council has decided to proceed first with the Sign Replacement and Compliance Grant program. Staff has reviewed grant program application procedures from several other communities. All of them involve small amounts of money, and paperwork requirements are kept to a minimum.

B. PROCEDURAL RECOMMENDATIONS

1. Basic Eligibility Requirement
 - a. The business making the request must be within the boundary of the River Road Urban Renewal area.
 - b. The grant applicant must be the owner of the sign, i.e, the applicant must be the recipient of the sign violation notice.

Procedure

- a. Grant applications will be submitted to R3B staff for preliminary screening.
- b. The application must be accompanied by the violation notice from the City of Keizer.
- c. The application should include a brief written description of the work to be performed, i.e., whether the work is a total sign replacement, or a modification of an existing sign.
- d. The grant application must be accompanied by a written bid from a licensed contractor competent to carry out the sign work.
 - i. R3B will retain the right to require another bid.
 - ii. R3B may compile a list of contractors it considers competent to carry out the sign compliance work.
 - iii. R3B may request experience or other background information on a contractor, if it believes the contractor may not be able to perform the work.
- e. R3B (or a sub-committee of R3B) would review all applications, hear staff recommendations on approval, and recommend approved grants to the Renewal Agency (or an Agency sub-committee)
- f. If the Agency approves R3B's recommendation to award the grant, the applicant would be given a letter stating that the Agency has approved a grant of a certain dollar amount. The letter would state that the grant would be payable to the applicant upon completion of the job, and submission of written evidence that the contractor had been paid in full.
- g. Staff would make a visual inspection to ensure that the work conformed to the original grant application, and meets the sign code. If the work passed this inspection, a check in the grant amount would be given to the recipient. (It is not recommended that the Agency or staff get involved in direct payments to a contractor)

Design Control Issue -

Is it necessary or desirable to require a design review, or submission of a graphic of the work to be performed? Staff suggests that the process not be made any more cumbersome or expensive than it needs to be.

4. The Application Form

Staff reviewed loan and grant program application forms from several Oregon cities. We recommend that the application form for these small grants be kept as simple as possible. The application form for the sign grants could simply request the following information:

- Name, mailing address, and phone number of applicant
- Name, address and phone number of applicant's business
- Attach copy of sign violation notice from the City
- Provide a written description of work to be performed
- Attach bid or bids for work to be performed
- Amount of grant funds requested
- Anticipated start and completion date for work
- Signature of applicant, verifying that the information provided is true and accurate, and that the applicant understands that funds will not be provided until the work is verified complete, and such other conditions as may be attached to the program.

Cherry Avenue Development Activity - Informal Report from Mr. Morgan

Mr. Morgan noted that four development projects are currently underway on Cherry Avenue. At the corner of Plymouth and Cherry, across from the Senior Center, an approximately 22-unit apartment complex is now in process. The developer has been put in touch with the housing authority for senior housing, if possible. He noted that from the apartment development, coupled with the Senior Center, the City will get the street improvement.

Mr. Porter questioned the City Council's action relative to the request from the Senior Center for City financial assistance in installing the street improvements. Mr. Morgan could not recall the exact figure allowed, but noted that Council approved doing the storm drain, the Cherry Avenue pull out, undergrounding of the wiring, and 1/3 of the 3/4 street improvements.

Mr. Morgan advised that moving north on Cherry, on the east side at Ring Street, an apartment development is being constructed on the back of the site, with a restaurant on the front. Further north, a piece of ground has been purchased for an office building. Also, on the corner of Manbrin and Cherry, across from the Elks, the corner lot has been acquired with the intention of building professional offices.

Relative to the mobile home parks, Mr. Compton asked if after the City completes the three lanes, sidewalks and bike paths, a developer were to make an offer to a property owner, would the City then not have to condemn the property? Mr. Morgan acknowledged that it could be done privately, in which case it would be to the City's benefit. Mr. Spencer agreed that private development would be best. He explained how a broker could be used to set up some kind of a deal and then the City would step out of it.

b. Property Improvement Program - Design

Mr. Kupper distributed a memorandum regarding the application process for the Commercial Property Improvement Program. The memorandum included a review of program recommendations and proposed procedural recommendations dealing with eligibility, review of grant applications, the design control issue, and application form information.

Mr. Kupper recalled R3B's previous discussions and actions to implement the program which includes grants for access improvement, and sign replacement and compliance grants.

Mr. Kupper noted that the focus at this time would be on the sign replacement program. He stated that after the City Council's approval to proceed with the Sign Replacement and Compliance Grant program, staff reviewed grant program application procedures from several other communities and pulled together recommendations for the application process.

Mr. Kupper noted that the basic eligibility requirement would require that the business making the request must be within the boundary of the River Road Urban Renewal area, and the owner of the sign.

Mr. Kupper reviewed the proposed procedures for processing grant applications and ensuring that the work is completed. The first four procedural steps dealt with submittal of the application. Included was a requirement that the application be accompanied by a written bid from a licensed contractor competent to carry out the sign work. Mr. Kupper requested comments regarding this requirement. He wondered if the preference was to go with one single bid, or to require two or three.

Mr. Porter pointed out that a property owner might already be in a contract for all sign work on his property. He felt bids should possibly be at the discretion of the land owner, and maybe not a two or three bid process. Because the land owner would be a participant with some of his dollars, Mr. Porter felt he should have a say in the matter. He acknowledged that the contractor might not be the lowest bidder, and might not be someone local.

Mr. Kupper noted that it would not be a requirement that we take the low bid. He noted that the bid process would ensure that an excessive amount would not be contracted for.

Mr. Compton suggested that a requirement might be that if the estimated cost is below "x" dollars just do it--if its over "x" dollars get two bids. There was discussion of what dollar amount might be set, that exceeding it would require two bids. It was felt that anything over \$1,000 should require two bids.

There was discussion of whether or not a large corporation who has a contract for sign work and never goes out to bid should be held to the requirement. Mr. Kupper suggested that if they want the grant money they should conform to the established regulations.

Mr. Kupper indicated that he had received sufficient direction from the Board regarding the bid requirement.

Mr. Kupper proceeded to review the next step which dealt with the responsibility for reviewing grant applications. He stated that after writing the suggested procedure, he recalled another process for set up of joint committees of council and citizens groups. He suggested that perhaps a better way would be to have Council, acting as the Renewal Agency, appoint one Council member to sit with two or three R3B members as a sub-committee to review applications. The sub-committee would have authority to approve applications and encumber funds.

Councilor Beach felt that if an applicant met the criteria for approval, Mr. Morgan would have the authority to act. Mr. Morgan agreed that since an applicant would be required to meet established

criteria, there would be no discretionary authority; it would merely require someone to process the disbursement.

Mr. Compton suggested that maybe one person off the Board and Mr. Morgan as staff member could review and approve applications.

Mr. Morgan noted that staff has the budgetary authority to spend money. Mr. Kupper suggested that because Agency funds were being disbursed to private parties it might be prudent to have someone from the Agency on the sub-committee. Mr. Morgan agreed that a sub-committee of Councilor Beach, Chairman Smith and himself might be appropriate.

Councilor Beach concurred. He felt that it would be good to have a recommendation from R3B to the Council that they approve appointment of someone from Council to a sub-committee. Mr. Morgan suggested that since he can't be a voting member, the sub-committee include two people from R3B and one from the City Council. The Board members present concurred. The next step in the process provides that upon approval of the application, a letter be sent from the Agency to the applicant stating that the Agency has approved a grant of a certain dollar amount. The letter would state that the grant would be payable to the applicant upon completion of the job, and submission of written evidence that the contractor has been paid in full.

Mr. Kupper reviewed the final procedure. The recommendation was that upon completion of the work, and passing of a final inspection, payment would be made to the applicant. Mr. Kupper emphasized that the recommendation was that the Agency not get involved in direct payments to a contractor. There was discussion of who would make the visual inspections to ensure that the work conformed to the original grant application, and meets the sign code. Mr. Morgan indicated that there is a process in place through the sign code used in connection with sign permit applications. He noted that this process would also address Item #3 in Mr. Kupper's memorandum relative to the design control issue. The process requires submittal of a drawing, and provides for a final inspection. Mr. Morgan agreed to assist Mr. Kupper in adding design control provisions to Procedure 2c of the application process. Mr. Morgan suggested that Procedure 2c and #3 "Design Control," include wording to indicate that the grant would be given for a project that has received a sign permit, conforming with the provisions of the Keizer sign code.

Mr. Kupper distributed a copy of a sample application form. He suggested that the application be kept simple.

Mr. Morgan distributed copies of the City's sign permit application. He felt that the application form for the sign grants could be adapted to the current form. Mr. Morgan acknowledged to Mr. Kupper that the application form will be the sign permit application plus the suggested backup material.

Mr. Morgan suggested that the window of opportunity could be extended so that the grant might be applied for even after the sign is built. Mr. Compton felt it would get away from encouraging people to complete the work quickly and would not have the same impact as a single process. Mr. Morgan agreed that it would be appropriate to say that the grant application should be submitted with the sign permit application.

After further discussion, it was agreed to dovetail the grant application off the sign code application.

Mr. Morgan indicated that he had two structural questions. He noted that the approved procedure was to allow grants of \$500 or 15%, whichever is greater. He wondered what would be done if a sign cost only \$200. He suggested that it might be better to say "its the cost of the sign if its less than \$500--if its more than \$500 its 15% with a maximum of \$1,500." Mr. Kupper agreed. Secondly, Mr. Morgan noted that the grants cannot be guaranteed if no funds are available. He suggested that the letters indicate that the City Council has authorized the use of \$75,000 for this fiscal year, and that applications will be accepted subject to the availability of funds.

There was discussion of whether the procedure would allow \$500 per sign or \$500 for all signs. Mr. Morgan noted that the current wording simply indicates "the project." He felt the Board should define whether the cost is toward all signs on a property or just a sign. Mr. Morgan acknowledged that several businesses would be affected.

Councilor Beach asked how fees for sign permits are charged. Mr. Morgan answered that the charge is per sign.

It was the consensus to allow one grant per permit. Mr. Morgan suggested that the wording under A2 of the program recommendations be changed to clarify the meaning of "project cost."

The "Commercial Property Improvement Program" application process was approved with the suggested changes. Staff was authorized to proceed conditioned upon a consensus of approval from the board members not present.

6. UPCOMING MEETINGS

- a. Regular R3B Meeting - March 22, 1995

The meeting date was not discussed.

7. OTHER BUSINESS

Mr. Morgan noted that last Wednesday a "planners brown bag" was held at Keizer City Hall. Twenty professional planners from the surrounding area met and did "brainstorming" regarding

River Road issues. Working with SKATS, they compiled a list of comments that will be valuable input in working on River Road zoning. Mr. Morgan distributed copies of the list which includes comments on uses, landscaping, mobility, architectural opportunities, and other miscellaneous suggestions. Mr. Morgan noted that an interesting theme that has been talked about in the past but not thoroughly explored, is to identify some publicly-owned focal points that help bind the area together. In addition to building entryways, the planners felt it would be appealing to do such "pocket-park" spaces using a common theme to tie the area together. Mr. Morgan felt this would be an interesting area to explore. The planners also focused on east-west links between Cherry Avenue and River Road.

Mr. Morgan noted that, as an offshoot from the planner's forum, the Department of Land Conservation and Development called on Friday suggesting that the City apply for a grant in which they would give the City money to retain a planning/urban design firm to do some design scenarios focusing on Keizer's focal points. The consultants would provide alternatives which would not be binding, but intended to help stimulate what might happen on those spots. Mr. Morgan noted that the grant application was submitted to Council last night and they approved applying for the grant of about \$25,000. If the grant application is approved, the consultants will be on board and doing work during May and June. About 25 firms have been prequalified by the State. During the selection process Mr. Morgan will be asking someone from R3B to sit on an interview panel.

Mr. Morgan responded to questions about current developments, and about the housing rehabilitation program. There was also discussion about the status of efforts to see a bridge constructed across the Willamette.

8. ADJOURN

There being no further business to come before the Board, the meeting was adjourned by Vice Chairman Compton at 8:50 p.m.



Community Development Department

930 Chemawa Road NE

PO Box 21000

Keizer, OR 97307-1000

Voice: (503)390-3700 - Fax: (503)393-9437

May 3, 1995

CERTIFIED MAIL

River Road NE
Keizer, OR 97303

Dear Owner or Manager:

During the late 1980's, the City of Keizer, working with the Chamber of Commerce, embarked on a major program to revitalize the commercial areas of the City, helping to assure that they will prosper and grow as unique and economically viable business centers. The River Road Urban Renewal Program is a keystone of this effort, where significant things are happening to improve the aesthetic character and traffic circulation of both the River Road and Cherry Avenue corridors.

Another major part of this revitalization effort was the adoption in May of 1990 of a new Sign Code. This code is intended to provide a good framework for business identification, while at the same time preventing sign clutter and extravagance. The intent of all these efforts is to make the commercial areas uniquely attractive so they encourage both shoppers and new investors to think of Keizer as the best place to spend their dollars, especially as compared to commercial areas in Salem.

Businesses with permanent signs that do not conform to the Sign code are given until May of 1997 to bring their signs into conformance. This seven year amortization period allows for full depreciation of the signs. The Sign code also requires the City to attempt to notify any merchant or property owner if signs do not conform with the code by May of 1995 so they have two years' notice of the need to make the changes.

The permanent signs for your business or property fall into this category. A property by property sign inventory was taken during this past spring and summer. This inventory showed there are signs on your property that must be removed, replaced, or modified by May of 1997 to conform with the code. Attached to this letter is the inventory information, plus an analysis of what needs to be done to assure code conformance.

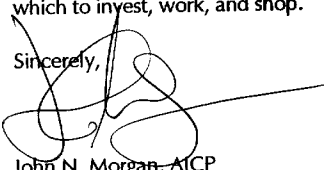
All work to modify the signs requires a sign permit from the City of Keizer. An application is enclosed which should be filed at City Hall when you are ready to start the revisions. The normal filing fee of \$50 per sign is waived for permits to bring signs into compliance. Signs may also need building or electric permits depending on their nature. These are obtained through the Marion County Building Division at 285 Church Street NE in Salem.

The Keizer Urban Renewal Agency has instituted a program to assist with the cost of bringing signs into conformance with the Code. The agency will pay the cost to remove, replace, or modify a non-conforming sign up to a maximum of \$1,500 as long as funds are available. Enclosed is a brochure describing this program.

Please note that temporary signs, such as banners, are also subject to the standards of the Sign Code and must be in compliance today. Please contact Roger Evans, City Planner, for information on the use of temporary signs.

If you have any questions, or believe the inventory data is in error, please contact Roger Evans or me at your convenience. Thank you for your cooperation in helping us all make the Keizer commercial areas special, and extraordinarily attractive as places in which to invest, work, and shop.

Sincerely,

A handwritten signature in black ink, appearing to read 'John N. Morgan', with a long horizontal line extending to the right.

John N. Morgan, AICP
Community Development Director

enclosure

City of Keizer Sign Inventory

November 1994

Business:River Road NE
Keizer, OR 97303**Inventory Date:** 11/14/94**Type of Business:**

Building Frontage of 300 feet times 1.5 (with a maximum of 150) equals allowed signage of 450 square feet.

Sign Inventory:

	<i>Size</i>	<i>Height</i>	<i>Type</i>	<i>Design</i>	<i>Lighting</i>
<i>Sign 1</i>	0	0	0	0	0
<i>Sign 2</i>	0		0	0	0
<i>Sign 3</i>	0		0	0	0
<i>Sign 4</i>	0		0	0	0
<i>Sign 5</i>	0		0	0	0
<i>Sign 6</i>	0		0	0	0

Allowed Signage: 450 **Freestanding Sign over 20 feet:** 0**Total Signage:** 0**Difference:** 450**Comments:****Actions Necessary to Come Into Compliance:**

Number of freestanding signs must be reduced to 1 for business center.



Keizer Urban Renewal Agency Sign Code Compliance Grant Program

The Keizer Urban Renewal Agency is offering grants to businesses bringing their signs into conformance with Keizer's Sign Code to help offset the cost of this work. This program is funded through urban renewal tax increment revenues. Grants will be available as long as funds are available. At this time, the Council has authorized \$75,000 for the program.

What is the Program?

- Grants will be made available to anyone in the renewal area required to make sign changes in order to comply with the Sign Code. Grants will be available to cover the actual cost of the new sign, revisions to an existing sign, and removal of non-conforming signs up to a maximum of \$1,500 per sign. Properties with more than one sign may be eligible for more than one grant.

Who is Eligible for the Grants?

- The business making the request must within the boundary of the River Road Urban Renewal area, which is generally all property fronting on River Road and Cherry Avenue.
- The grant applicant must be the owner of the sign.

What is the Process?

- Fill out a grant application form, along with the sign permit application.
- Get one detailed estimate from a sign company if the total work for the entire property is less than \$500. Get three detailed estimates if it is more.
- Submit together the sign permit application, the grant application, and the estimate to the Community Development Department at City Hall any day after 1 PM.
- The River Road Renewal Board and the Renewal Agency Board will promptly review the request, while the staff is reviewing the sign permit application. The sign permit may be approved first, allowing you to begin work. The grant application will be reviewed within 30 days.
- If approved, the applicant will be given a letter saying a grant has been approved.
- The grant payment will be made when the work is completed and inspected, and the final bill is presented to the Department and found to be in conformance with the original estimate. Payments may take up to two weeks to process.

For more information, contact Roger Evans or John Morgan in the Community Development Department at 390-3700.



Keizer Urban Renewal Agency Sign Code Compliance Grant Program Grant Application

Address of Sign Location: _____

Sign Owner's Name: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Telephone: _____

Amount of Grant Requested: _____

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 PERMIT APPLICATION INSTRUCTION AND INFORMATION SHEET

I. PURPOSE OF A SIGN PERMIT APPLICATION

As required within Chapter 15 of the Keizer Zoning Ordinance, no property owner, lessee, or contractor shall construct or install any new sign, or alter any existing sign without first obtaining and submitting a sign permit application form for approval.

II. APPLICATION SUBMITTAL REQUIREMENTS

All of the following items must be provided at the time the application is submitted. If any item is missing, the application may not be accepted for processing. Please complete the application carefully and accurately. If there are any questions regarding the application or application requirements, call the Keizer City Planner at 390-3700, Extension 145.

The following is a list of the items which must be submitted in addition to the application form:

- 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, along with 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 .**

- c) Submittal of the applicable permit application processing fee. Fees are determined upon the cumulative total size of all signs for which a permit is being requested. Permit fees are as follows:

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 with Sign Code - fee waived	



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

Name

Mailing Address

City, State, and Zip Code

Daytime Phone #

2. Property Owner Information

Name

Mailing Address

City, State, and Zip Code

Daytime Phone #

C. APPLICANT AND PROPERTY OWNER SIGNATURES

I _____ 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.

Applicant Signature

Property Owner Signature

Dated this _____ day of _____, 19____.

D. SIGN INFORMATION

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: _____

By _____
(Staff Persons Name)

Date

URBAN RENEWAL AGENCY MEETING: August 21, 1995

AGENDA ITEM NUMBER: 4b

TO: MAYOR AND AGENCY BOARD MEMBERS

THROUGH: DOTTY TRYK, 
CITY MANAGER

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR 

SUBJECT: SIGN GRANT REQUESTS

DISCUSSION:

Four complete grant applications have been submitted for consideration. These include the following:

Applicant	Number of Signs	Grant Request
Burger King	1	\$1,500
Keizer Family Physicians	2	\$ 490
Rob Titus	2	\$2,530
Shutterbug	3	\$3,210

RECOMMENDATION:

It is recommended the Agency Board review the applications in accordance with the agreed upon grant program design.



Keizer Urban Renewal Agency Sign Code Compliance Grant Program Grant Application

Address of Sign Location: 4975 River Road N
KEIZER OR

Sign Owner's Name: KEIZER Family Physicians, P.C.

Mailing Address: P.O. Box 20130

City, State, Zip: KEIZER OR 97302

Daytime Telephone: 393-2533

Amount of Grant Requested: \$490⁰⁰

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.

MARTIN BROTHERS INC.

Neon & Plastic Signs

3165 Commercial St. S.E. Salem, Oregon 97302

Phone 364-2211

FAX 364-4315

PROPOSAL SUBMITTED TO <u>ATTN: SHARON</u>		PHONE <u>(503) 393-2533</u>	DATE <u>5/19/95</u>
STREET <u>DR. JAMESON - KEIZER FAMILY PHYSICIANS</u>		JOB NAME	
CITY, STATE AND ZIP CODE <u>P.O. BOX 20130</u>		JOB LOCATION <u>4975 RIVER RD N. KEIZER 97303</u>	
ARCHITECT <u>KEIZER, OR 97307-0130</u>	DATE OF PLANS	SALESMAN <u>JOAN CARTER</u>	JOB PHONE

We hereby submit specifications and estimates for:

REMOVE AND DISPOSE OF (1) ONE ROOF MOUNTED S/F
ILLUMINATED CABINET SIGN APPROX: 2'x10'

REMOVE AND DISPOSE OF (1) ONE POLE SIGN D/F
ILLUMINATED APPROX 4'x6'

TOTAL \$490⁰⁰

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

FOUR HUNDRED NINETY AND NO/100 dollars (\$ 490.).

Payment to be made as follows:

50% DOWN — 50% UPON COMPLETION

All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving additional or extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. In the event that payment is not made when due as agreed to the unpaid balance shall draw interest at the rate of 18% per annum from the date when due and if such nonpayment continues for more than ten days, shall become due and we shall be entitled to a reasonable collection cost, including a reasonable attorney's fee. All agreements contained herein are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, wind and other necessary insurance. All our workers are fully covered by Workers' 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, methods of payment, specifications and conditions are satisfactory and are hereby agreed to. Payment will be made as outlined above.

Date of Acceptance X

Signature X

Signature _____

The Shutterbug

CAMERA STORES

June 27, 1995

Mr. John Morgan, AICP
Community Development Director
CITY OF KEIZER
930 Chemawa Road N.E.
Keizer, Oregon 97307-1000

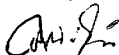
Dear Mr. Morgan,

Enclosed are three bids that we have received for removal of signage at our location at 4382 River Road North. The enclosed bids would reduce our signage to the new appropriate levels.

We would like to be one of the first to sign up for this community development project. The "Sign Code Compliance Grant Program" application is included also, and hopefully as one of the first grant participants we will set a precedent for other businesses to follow.

Thank you for your consideration and I look forward to hearing from you soon.

Sincerely Yours,



Parviz Samiee
The Shutterbug

SEND ALL CORRESPONDENCE TO:

LANCASTER MALL

831 Lancaster Dr. NE #39
Salem, Oregon 97301
585-5088

VALLEY RIVER
480 Valley River Center
Eugene, Oregon 97401
485-1554

ALBANY
532 Eleventh
Albany, Oregon 97321
926-1555

WASHINGTON SQUARE
9702 SW Washington Square Rd.
Portland, Oregon 97223
593-5098

SOUTH COMMERCIAL
3636 Commercial SE
Salem, Oregon 97302
363-3434

CORVALLIS
5017 NW Monroe
Corvallis, Oregon 97330
752-5089

EUGENE CAMPUS
690 13th
Eugene, Oregon 97401
342-3436

DOWNTOWN SALEM
354 Center Street
Salem, Oregon 97301
363-3432

PROCESSING CENTER
5410 13th SE
Salem, Oregon 97302
585-5089

KEIZER
4382 River Road N
Salem, Oregon 97303
393-5088

MOUNTAIN VIEW MALL
83455 N Hwy. 97
Bend, Oregon 97701
360-2891

SERVICE CENTER
5416 13th SE
Salem, Oregon 97302
376-1818

CLACKAMAS
1083 Clackamas Town Center
Portland, Oregon 97226
859-5102



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 97303
City, State, and Zip Code

1835 Front St. NW
Mailing Address

371-6362
Daytime Phone #

2. Property Owner Information

Parviz Samiee
Name

Keizer, OR 97303
City, State, and Zip Code

4382 River Rd N.
Mailing Address

390-5088
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.

Brian Spauld
Applicant Signature

PARJIZ SAMIEE
Property Owner Signature

Dated this 24 day of June 1995

D. SIGN INFORMATION

1. Size of proposed sign in square feet 2 Signs - 184 sq. ft.
2. Property / Building Frontage 25'
(Length of building or space occupied by owner or lessee)
3. Brief description of sign location on building or site one off pole sign on
existing River Rd pipe - one self bud sign on front.
4. Property address where sign is located 4382 River 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 _____

(Staff Persons Name)

Date _____



Keizer Urban Renewal Agency
Sign Code Compliance Grant Program
Grant Application

Address of Sign Location: 4382 River RD N.

Sign Owner's Name: Farviz Samiee

Mailing Address: Same as above

City, State, Zip: Keizer, OR 97302

Daytime Telephone: 340-5088

Amount of Grant Requested: \$ 3210.00

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.

Proposal

PHONE (503) 371-6362
FAX 371-0901

SALEM SIGN CO., INC.

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

PROPOSAL SUBMITTED TO

The Shutterbug

PHONE

DATE

6/21/95

STREET

2418 - 13th St. SE

JOB NAME

Same

CITY, STATE AND ZIP CODE

Salem, OR 97302

JOB LOCATION

Keizer

We hereby submit specifications and estimates for:

Remove two pole signs and 2 wall signs. Manufacture and install double face sign on existing pipe on River Road, per Sketch #1488-95

Manufacture and install one single face wall sign, per Sketch #1488-95

Salem Sign will hook up to existing electrical. Necessary permits are included in price

- ELECTRICAL SERVICE TO SIGN BY OTHERS -

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

Three thousand two hundred ten dollars-----dollars (\$ 3210.00)

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:

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

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 manufacture of said property and depreciation in value.

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:

Proposal

GOWER SIGN CO.

Route 1 Box 3-K
GERVAIS, OREGON 97026
Phone 792-3454

PROPOSAL SUBMITTED TO <i>The Shutterbug</i>	PHONE	DATE <i>6/22/91</i>
STREET <i>2418 - 13th St SE</i>	JOB NAME <i>The Shutterbug</i>	
CITY, STATE AND ZIP CODE <i>Salem Or 97302</i>	JOB LOCATION <i>Keyer Cr.</i>	
ARCHITECT	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for:

Manufacture and install one single face wall sign and one double face sign on existing pipe. Remove two pole signs and 2 wall signs. permits not included

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

Three thousand five hundred dollars (\$ *3,500.00*)
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 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: _____



PROPOSAL SUBMITTED TO:

NAME The Shuttle BugADDRESS 2418 - 13th St. SE

(503) 265-2384

P.O. Box 1231 • Newport, Oregon 97365

CITY SALMON STATE OR ZIP 97302

PAGE _____ OF _____ PAGES

LOCATION KEIZERNUMBER _____ DATE 6/23/95 PHONE _____

REBID SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

- REMOVE TWO WALL SIGNS & TWO POLE SIGNS.
- INSTALL DOUBLE FACED SIGN ON EXISTING POLE

- MANUFACTURE AND INSTALL ONE SINGLE FACED SIGN ON WALL.

- PERMITS INCLUDED IN PRICE

POWER CONNECTION BY OTHERS

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 contract 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 Workman's Compensation Insurance. A construction lien may be claimed for all labor, or furnishing of materials to purchaser pursuant to Oregon Const. Lien Law.

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

PRICE QUOTATION

Job Name: THE SHUTTLEBUGContract Price: \$4173.5050% DOWNTAX: BAL ON DELIVERY.

Salesman: _____

ACCEPTANCE OF PROPOSAL

The above work to be paid for by me upon due date as per quotation shown hereon. All overdue payments shall bear interest at the rate of 1 1/2% per month. In the event of payment default and legal action is required for collection, a reasonable attorney fee and costs shall also be payable.

DATE ACCEPTED _____ PHONE _____

BUSINESS FIRM _____

ACCEPTED BY: _____ TITLE _____

- OFFICE FILE

CUSTOMER COPY

JOB ORDER



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

393-6471
Daytime Phone #

C. APPLICANT AND PROPERTY OWNER SIGNATURES

I Salem Sign Co. (applicant or property owner) agree to install the proposed sign according to the 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.

Brad Spazys
Applicant Signature

Robert J. Fisher, Pres
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:**

 Approved

 Denied

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

 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

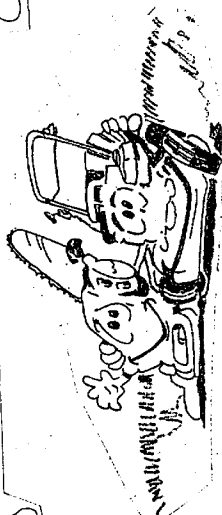
Requirements/Comments: _____

By _____

(Staff Persons Name)

_____ Date

KEIZER OUTDOOR



POWER EQUIPMENT

[illegible]

APPROVED BY:		DRAWN BY: 330002	
SCALE: 1/8" = 1'-0"		REVISED:	
DATE: 6-28-92		312-6362	
THIS DRAWING CONTAINS THE FOLLOWING REVISIONS: 1. 100% PRELIM 1992		371-371-0401 371-371-0401	
STUDENT: BOB		DRAWING NUMBER: 1972-25	



Keizer Urban Renewal Agency
Sign Code Compliance Grant Program
Grant Application

Address of Sign Location: 3615 River RD. N.

Sign Owner's Name: Burger King

Mailing Address: 3615 River RD N.

City, State, Zip: Keizer, OR 97303

Daytime Telephone: 393-3750

Amount of Grant Requested: maximum allowed (\$1500.-)

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.



Salem Sign Co., Inc.

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

August 11, 1995

City of Keizer
P.O. Box 2100
Keizer, OR 97307

Attn: John Morgan or Roger Evans

Re: Burger King
3615 River Rd. NE
Keizer, OR

Dear John & Roger:

This letter is to inform you that we are applying for a Sign Grant from the City for the sign at the above address.

Burger King will not be submitting (3) estimates on the signage as we do all of their work, and the work being done will far exceed the allowable Grant of 1500.00. But they would still like to receive the allowable funds.

Please let us know if we need to do anything else to complete this process.

Thank You.

Sincerely,

Cindy Spady

~~100~~
~~50~~

39 ✓

with Blue
Sign 55 ✓

Total 194 ✓

Pullman Kang
3015 River RD N
Kenner, OR

10' X 10'

100 ✓

18" X 10'

15 ✓

4' X 6'
Bamboo board

20'

24 ✓

~~NWD 4990~~
~~WISD 4990~~

88 ✓

with Radio sign
602

Total 143 ✓

Burger King

3015 River RD
Kearar, DE

8' X 8'

4' X 6'
Kearar pond

20'

24 ✓

14 ✓

URBAN RENEWAL AGENCY MEETING: August 21, 1995

AGENDA ITEM NUMBER: 4c

TO: MAYOR AND AGENCY BOARD MEMBERS

THROUGH: DOTTY TRYK *Dotty*
CITY MANAGER

FROM: JOHN N. MORGAN, AICP *JN*
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: BRIEFING ON RIVER ROAD DESIGN PLANNING

DISCUSSION:

Staff will brief the Board on the work underway by the River Road Redevelopment Board and the Planning Commission to craft new zoning for the River Road corridor. This work includes three consultant projects intended to provide detailed analysis and recommendations on design options to be used in drafting the new zoning standards. These include:

- The River Road Modal Alternatives Study by the Council of Governments
- The River and Chemawa Center Specific Plan by SRI/Shapiro
- Market & Development Overview by Leland Consulting Group

Only the first of these studies is completed. A copy is being distributed with this staff report. The second two studies are still in early draft stages. Extensive review by R3B, the Commission, and Staff are still to be done before these reports are completed.

When the three reports are completed they will be presented to R3B, the Planning Commission, and the Council. Staff will use the groups' input, based on the three reports as well as other input, to write the text of the zoning to apply in the River Road corridor.

Tonight's briefing will deal with the schedule for reviewing the studies and the proposed zoning ordinance standards. The general elements of the consultants' proposals will be

presented. Council will be asked to comment on the consultant's proposals and the directions being taken by R3B and the Planning Commission.

RECOMMENDATION:

It is recommended Council give Staff input, to share with R3B and the Planning Commission, on the proposed River Road zoning standards.

MINUTES

URBAN RENEWAL AGENCY BOARD OF THE CITY OF KEIZER

Monday, July 17, 1995

Robert L. Simon Council Chambers
Keizer City Hall

CALL TO ORDER

Chair Dennis Koho called the meeting to order at 6:40 p.m.

Present were: Dennis Koho, Jim Keller, and Jerry Watson.

Staff members present were: City Manager Dotty Tryk, Community Development Director John Morgan, and Recording Secretary Nona Oxe'. City Attorney Shannon Johnson arrived at 6:50 p.m. and Police Chief Charles Stull arrived at 7:55 p.m.

Because a quorum was not present, Chair Koho declared that a subcommittee consisting of those members present would proceed with the agenda but delay any action until going into regular session.

PUBLIC TESTIMONY

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

ADMINISTRATIVE ACTION Sign Grant Approval Process

Community Development Director Morgan stated that compliance letters, including flyers describing the grant program, were sent to all businesses with nonconforming signs. He noted that to date, four grant applications have been received. Three are before the Agency tonight for action--the fourth is delayed for more information.

Grant Request-

Keizer Family Physicians

Mr. Morgan advised that the application from Keizer Family Physicians was submitted to R3B last week for review and approval. After considerable discussion, R3B concluded that with the establishment of clear criteria for approval, the applications could be processed administratively. R3B recommends that the Urban Renewal Agency Board establish a process for administrative review of sign compliance grants.

Shutterbug

Keizer Outdoor Equipment

Mr. Morgan reviewed the suggested criteria for approval of grants. He noted that the criteria provides that in the case of any unusual grant request that does not fit the criteria, staff

could refer the request to R3B and the Agency Board for disposition. He noted that if the Agency approves administrative processing of applications, the approved applications will be presented to R3B and the Agency as information items. Administrative review would provide for quicker disposition of funds.

Mr. Morgan confirmed that the grant received by the City is a one-time grant in this year's budget for \$75,000. Mr. Keller suggested the need to apprise potential applicants as funds diminish.

Mr. Keller pointed out that the Salem Sign Company proposal for The Shutterbug includes permit fees. He asked why the City would take funds from one fund and put them in another. Mr. Morgan acknowledged the misunderstanding, and indicated that he will clarify language to show that there is no fee for the permit.

Mr. Keller, for Al Miller in his absence, questioned the method of payment. Mr. Morgan noted that at the time the program was implemented there was discussion of whether to allow \$1,500 per sign or per site. The direction was to go per sign.

Mr. Keller asked what method was in place to keep track of the declining balance; and, if some thought had been given to notifying businesses when funds are reduced to a certain level.

Mr. Morgan advised that he will look into a method for notifying businesses as funds decline. He explained how the balance will be tracked as a line-item in the budget.

Councilor Watson suggested that applications be considered by the Agency on the Consent Calendar, delaying funding by only a couple weeks. He indicated some concerns with the applications submitted for approval at this meeting, and felt that they were an example of why the Agency should retain responsibility for review.

Mayor Koho indicated that since the Agency had set the budget and could now set criteria for processing the applications, he had no problem with delegating to staff.

Mr. Morgan responded to questions about the individual applications submitted for approval.

There was considerable discussion regarding the application from Keizer Family Physicians relative to their plans to move from the site. Mr. Morgan noted that R3B had discussed the application at some length. He explained how a new occupant could move into the site and use the existing signs. R3B concluded that it made sense to grant the request since it would get rid of the nonconforming signs, meeting the intent of the grant program.

Discussion followed regarding the possibility of establishing an escrow fund to delay funding in cases where property is changing hands. It was generally felt that creation of an additional planning process would only complicate the disbursement of the grant funds.

Mr. Morgan confirmed that no cost sharing is required of an applicant for a grant.

RECESS

Chair Koho called for a recess at 6:57 p.m.

RECONVENE

The Urban Renewal Agency Board reconvened in full session at 9:31 p.m.

Present were:

Dennis Koho
Carl Beach
Jim Keller
Al Miller
Jerry Watson

Chair Dennis Koho Moved for a Resolution Establishing a Process for Review and Approval of Sign Grant Requests. Carl Beach Seconded the Motion.

Mr. Miller asked if in his absence the Agency had discussed the proposed criteria.

Councilor Keller explained that the subcommittee had identified some concerns. Mr. Morgan had indicated that some kind of Agency review might be appropriate.

Mr. Morgan noted that a couple of the applications submitted for Agency approval at this meeting had presented questions. He pointed out that the proposed criteria allows that applications not clearly meeting specific guidelines be submitted for Agency review.

Mr. Miller felt that it was not the City's intent to pay 100% of the cost for both taking down and putting up signs. He expressed concerns with the applications from Keizer Family Physicians and Keizer Outdoor Power Equipment. He was concerned that Keizer Family Physicians would be leaving the site; and, he felt it was unclear what signs were in violation at Keizer Outdoor Power Equipment.

Mr. Morgan pointed out the violations at each property. With regard to the Keizer Family Physicians' request, he reiterated R3B's conclusion that since the signs stay with property, and the goal of the program is to bring signage into conformance, it is an appropriate use of the funds. He confirmed that if a sign or signs had been taken down at Keizer Saw & Mower (Outdoor Power Equipment), they could now be in conformance. In that case, their application would no longer be active.

Mr. Watson pointed out that the extended discussion of this item indicated a lot of uncertainty on the part of the Agency. He felt that it was not efficient to require R3B review, and Agency review, and an appeal process. He suggested that the matter be referred back to staff for revision, with direction to firm up the criteria. He indicated that he would like to have applications go through a process of staff review according to Agency approved criteria, and then come to the Agency with a recommendation from staff on the consent calendar. He confirmed that his intent was to take R3B out of the approval process, but to give them some initial involvement as far as looking at the criteria.

Discussion followed regarding the allowance of \$1,500 per sign. Mr. Morgan confirmed that the original direction was for \$1,500 per sign. In addressing concerns expressed about changing the program in mid-stream, he noted that the flyer sent out to businesses indicated up to \$1,500 per sign.

After discussion, it was generally felt that \$1,500 per site would be more appropriate.

With the consent of the Second, Chair Koho withdrew his motion.

It was the consensus of the Agency to refer the matter back to staff to revise the criteria to provide grants up to \$1,500 per site, and Agency review of applications on the consent calendar based on staff recommendation. Decisions on the requests from Keizer Family Physicians, Shutterbug, and Keizer Outdoor Equipment were delayed until criteria is fully developed

Mr. Morgan indicated that he would inform the applicants of the maximum grant amount, and the delay in considering their requests.

CONSENT CALENDAR

The consent calendar consisted of the following:

- a. Approval of June 19, 1995 Agency Minutes

Chair Koho moved for approval of the item on the Consent Calendar. Mr. Keller seconded the Motion.

The motion passed as follows:

AYES: Beach, Keller, Koho, and Miller (4)

NAYS: None (0)

ABSTENTIONS: Watson (1)

ABSENT: McGEE and PATTERSON (2)

OTHER BUSINESS

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

WRITTEN COMMUNICA- TIONS

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

ADJOURN

The meeting was adjourned at 9:45 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

(absent)

Chet Patterson

Al Miller

Jim Keller

(absent)

Jerry McGee