Keizer Urban Renewal Board Minutes
Regular Session
Wednesday, July 23, 2008 @ 5:30 p.m.
Keizer City Hall

1. **CALL TO ORDER**
   Chair Duncan called the meeting to order at 5:30 p.m.

2. **ROLL CALL**

Present:
Rich Duncan, Chair
Robert Hendricks
Erick Peterson
Greg McLeod
James Hauge
A.J. Nash
Marlene Quinn, Parks Representative
Brandon Smith, Council Liaison

Absent:
Christine Dieker, Vice Chair
Doug Schneider, Planning Commission Representative

Staff Present:
Nate Brown, Community Development Director
Sam Litke, Senior Planner
Debbie Lockhart, Deputy City Recorder

3. **APPROVAL OF MINUTES** ~ <u>Erick Peterson moved to approve the June 2008 Minutes. Marlene Quinn seconded. The motion passed as follows:</u> Duncan, Hendricks, Peterson, Nash, Quinn and Hauge in favor, McLeod abstaining, Dieker and Schneider absent.

4. **APPEARANCE OF INTERESTED CITIZENS** ~ None

5. **OLD/NEW BUSINESS**

   - ***Copeland Property Street Frontage Improvement Grant Request*** ~ Mr. Brown reported that Marcia Bowerly, representing the Copelands, and Jim McCarter, owner of the martial arts establishment, have agreed on a meeting date and are amendable to working out a shared parking agreement and cross access agreement from which both would benefit. Some concern has been expressed about protection of future interests and those details are being worked out.

   - ***Lockhaven/River Road Landscaping Update*** ~ Mr. Brown updated the Board on improvements: electrical is complete and was provided to the city at a reduced cost; the contractor has met with public works to work out a traffic control plan; the rocks have been purchased; project should commence this week.

   - ***Wells Fargo/Wittenberg Property Update*** ~ Mr. Litke referred to the grant application submitted by Adam Wittenberg on behalf of Team Management, LLC, and reviewed the project drawing. He noted that the applicant is requesting $36,149.50. Bids from three landscapers and four firms that wish to do the sidewalk work were included in the packet. He asked the Board to approve the request for reimbursement for the Sherwin-Williams portion at 50% to be consistent with previous conditions imposed by Council. The Wells Fargo site would receive 100% reimbursement because they will be giving the City an easement for the sidewalk. The project total is $36,149.50. Mr. Litke pointed out that this proposal does not include site furnishings such as benches; four are shown on the plan but two might be more appropriate. Discussion then took place regarding details of the drawing, sidewalk location and the expanded scope which includes side street improvements. Mr. Brown noted that the Lutheran Church is receptive to having a focal point on their property as long as it does not impact potential sale of the property. He explained that this would be a lengthy process because of the church's established process requirements so he has not yet taken that on. Additional discussion took place regarding grant verbiage (particularly the definition of "significant"), signage and traffic control. It was also noted that no contingency line is included because the applicant is assuming responsibility for unforeseen circumstances.

Greg McLeod moved to approve the grant in the amount of $36,149.50 and to include the cost of purchase and shipping of two benches. Marlene Quinn seconded. Motion passed unanimously as follows: Duncan, Hendricks, Peterson, Hauge, Quinn, Nash and McLeod in favor, Dieker and Schneider absent.

Mr. Wittenberg was encouraged to take advantage of the Façade Improvement Grant and upgrade the façade on the bank.

- ***Façade Improvements Grant Language Approval*** ~ Sam Litke reviewed the verbiage which the Board had directed staff to insert into the grant program relating to the requirement of a final report submission prior to KURB authorization of the final payment in a grant.

6. **ADJOURN** ~ Meeting adjourned at 6:15 p.m.

Next meeting: August 27, 2008
City Hall

Approved: 8-27-08