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

Grant Request-

Keizer Family Physicians

Shutterbug

Keizer Outdoor Equipment

FMAGIC

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.

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.

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

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

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'

Nona M. Oxe', Recording Secretary

APPROVED:

URBAN RENEWAL AGENCY BOARD CHAIR

Dennis Koho

Dennis Koho

BOARD MEMBERS:

Jerry Watson

Jerry Watson

Carl E. Beach

Carl Beach

(absent)

Chet Patterson

Al Miller

Al Miller

Jim Keller

Jim Keller

(absent)

Jerry McGee

approved 8-21-95