

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, July 17, 1995

6:30 p.m.

**Robert L. Simon Council Chambers
Kelzer, 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 Grant Approval Process

b. Grant Request - Kelzer Family Physicians
 - Shutterbug
 - Kelzer Outdoor Equipment

5. CONSENT CALENDAR

a. Approval of June 19, 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: July 17, 1995

AGENDA ITEM NUMBER: 4b

TO: MAYOR AND AGENCY BOARD MEMBERS

THROUGH: DOTTY TRYK *Dotty*
CITY MANAGER

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: SIGN COMPLIANCE GRANT REQUESTS

DISCUSSION:

At its meeting of June 28, R3B considered the first of the sign grant applications, a request from Keizer Family Physicians. While R3B moved to recommend to the Agency Board the approval of the grant request, they also recommended that these requests be handled administratively. Therefore, two subsequent requests received after the R3B meeting, are also before the Board tonight. Staff is suggesting all three be considered by the Board and future requests be handled administratively.

The three requests are from:

Keizer Family Physicians	\$ 490.00
Shutterbug	\$3,210.00
Keizer Outdoor Power Equipment	\$2,530.00

The grant application materials are attached to this report.

RECOMMENDATION:

It is recommended Council, by motion, approve the grant requests.

URBAN RENEWAL AGENCY OF THE CITY OF KEIZER, OREGON

RESOLUTION 95- _____

ESTABLISHING A PROCESS
FOR REVIEW AND APPROVAL
OF SIGN GRANT REQUESTS

WHEREAS, the Urban Renewal Agency has established a grant program to provide financial assistance to sign owners required to bring signs into compliance with Chapter 15 of the Keizer Zoning Ordinance (Sign Code); and

WHEREAS, in order to minimize the time necessary to process such grant request it is appropriate to have them reviewed and approved by the City Staff in most cases; and

WHEREAS, guidelines need to be established to guide the decision making process used for grant requests; NOW THEREFORE

IT IS HEREBY RESOLVED THAT The Urban Renewal Agency establishes the following process for review and approval of sign grant requests:

1. The grant request is received by the Community Development Department along with the sign permit application for new or revised signs.
2. The grant request will include one bid for any work of \$500 or under and three bids for any work over \$500.
3. The City Manager or designee will review the request relative to the guidelines established below and, if those guidelines are met, approve the request and disperse the funds according to the program design.
4. The City Manager or designee may refer any grant request to the Agency Board for consideration. The River Road Redevelopment Board will review the grant request and make its recommendation to the Board before the Board's consideration.
5. An applicant may appeal a Staff denial or approval with conditions to the Agency Board for reconsideration. The River Road Redevelopment Board will review the grant request and make its recommendation to the Board before the Board's consideration.

IT IS FURTHER RESOLVED that the following guidelines are established for consideration of sign grant requests:

1. Grants will be given to sign owners bringing non-conforming signs into compliance with Chapter 15 of the Keizer Zoning Ordinance (Sign Code).
2. Grants will be given for the actual cost of bringing a sign into compliance with a maximum of \$1,500.

3. Each sign on a property will be eligible for a separate grant. The cost of removing a sign is considered independently. The cost of erecting a new sign is considered independently. The cost of revising a sign, including removal of old sign components, is considered independently.
4. Grants will not be given when the property or buildings associated with a sign are known to be in the process of being remodeled, redeveloped, or removed.
5. Grant payments will be made upon presentation of a bill from the sign company not exceeding the bid and after final inspection of the new signs by the Staff.
6. The Agency Board and River Road Redevelopment Board will be informed of all grant awards.

PASSED THIS _____ DAY OF JULY, 1995

MAYOR

ATTEST:

CITY RECORDER

TO: MAYOR AND AGENCY BOARD MEMBERS

THROUGH: DOTTY TRYK, 
CITY MANAGER

FROM: JOHN N. MORGAN, AICP
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: SIGN COMPLIANCE GRANT PROCESSING

DISCUSSION:

At its meeting of June 28, R3B considered the first of the sign grant applications. While R3B moved to recommend to the Agency Board that the grant be approved, the members also questioned the need to have R3B and the Board approve the grants. The Board approved the process as part of establishing the grant program.

R3B reasoned that the criteria for the grants can be clearly stated and they can be reviewed and approved by staff. In the case of any unusual grant request that did not fit the criteria, staff can refer the request to R3B and the Board for disposition.

The advantage of the administrative process is to shorten the time an applicant has to wait for a decision. With R3B meeting on the fourth Wednesday of each month, any grant will take between approximately three to six weeks to process. With administrative review, the time frame can be reduced to less than a week.

By unanimous motion, R3B recommended to the Agency Board revise the Sign Grant Approval Process to be administrative in nature, based on a set of criteria, with appeal rights to R3B and the Board, and with the capability for Staff to refer a case to R3B and the Board.

Using R3B's input, Staff developed the attached list of criteria to be used in reviewing sign grant requests. Most of these items are inherent in the existing program design and were part of the letters sent to owners of non-complying signs.

RECOMMENDATION:

It is recommended the Agency Board adopt the attached resolution establishing the process for considering Sign Grant Requests.



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>
<u>DR. JAMESON-KEIZER Family Physicians</u>		JOB NAME	
STREET <u>P.O. Box 20130</u>		JOB LOCATION <u>4975 RIVER RD N. KEIZER 97303</u>	
CITY, STATE AND ZIP CODE <u>KEIZER, OR 97307-0130</u>		SALESMAN <u>JOAN CARTER</u>	JOB PHONE
ARCHITECT	DATE OF PLANS		

We hereby submit specifications and estimates for:

REMOVE AND DISPOSE OF (1) ONE ROOF MOUNTED S/F
ILLUMINATED CABINET SIGN APPROX: 2'X 10'

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:

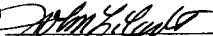
FOUR HUNDRED NINETY AND NO/100 ————— dollars (\$ 490.00).

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



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

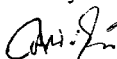
Dear Mr. Morgan,

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
420 Valley River Center
Eugene, Oregon 97404
485-1554

ALBANY
232 Eleventh
Albany, Oregon 97321
988-1555

WASHINGTON SQUARE
9708 SW Washington Square Rd.
Portland, Oregon 97223
251-5700

SOUTH COMMERCIAL
3632 Commercial SE
Salem, Oregon 97302
364-4044

CORVALLIS
2017 NW Monroe
Corvallis, Oregon 97330
752-3099

EUGENE CAMPUS
880 13th
Eugene, Oregon 97401
251-5700

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

PROCESSING CENTER
2420 12th SE
Salem, Oregon 97302
565-3099

KEIZER
4382 River Road N
Salem, Oregon 97303
251-5700

MOUNTAIN VIEW MALL
83455 N Hwy. 97
Bend, Oregon 97701
362-2991

SERVICE CENTER
2415 12th SE
Salem, Oregon 97302
376-1616

CLACKAMAS
1093 Clackamas Town Center
Portland, Oregon 97266
253-5100



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

311-6362

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.

Brad Speck
Applicant Signature

PARVIZ SAMIEE
Charles Samiee
Property Owner Signature

Dated this 24 day of June 1995

D. SIGN INFORMATION

1. Size of proposed sign in square feet 2 Signs - 180' ea.
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 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 _____ Date _____
(Staff Persons Name)



Keizer Urban Renewal Agency
Sign Code Compliance Grant Program
Grant Application

Address of Sign Location: 4382 River RD N.

Sign Owner's Name: Parviz Samiee

Mailing Address: Same as above

City, State, Zip: Keizer, OR 97303

Daytime Telephone: 390-5088

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 -

The Proposer 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: Brad Spady

Note: This proposal may be

withdrawn by us if not accepted within

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.

Date of Acceptance:

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.

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>Kearney Or.</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 (\$ *3,500⁰⁰*)
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.

Date of Acceptance: _____

Signature _____

Signature _____



PROPOSAL SUBMITTED TO:

NAME The ShutterbugADDRESS 2418 - 13th St. SE

(503) 265-2384

P.O. Box 1231 • Newport, Oregon 97365

CITY SALMON STATE OR ZIP 97302LOCATION KEIZER

PAGE _____ OF _____ PAGES

NUMBER _____ DATE 6/23/95 PHONE _____

WEBSY 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 Workmen'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 SHUTTERBUGContract Price: \$4173.0050% DOWNDUE: PAID 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 _____

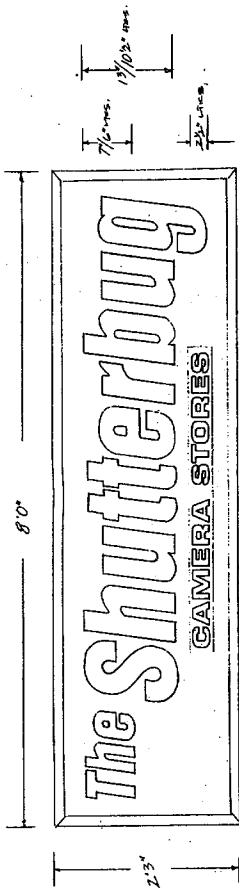
BUSINESS FIRM _____

ACCEPTED BY: _____ TITLE _____

- OFFICE FILE

CUSTOMER COPY

JOB ORDER



1. COVER THE SIGN WITH THE WALL MOUNTING
 MATERIALS (BRACKETS, SCREWS, ETC.)
 2. DRILL HOLES IN THE WALL
 3. INSERT THE SIGN
 4. TIGHTEN THE SCREWS
 5. THE SIGN IS NOW
 6. MOUNTED ON THE WALL
 7. THE SIGN IS NOW
 8. MOUNTED ON THE WALL
 9. THE SIGN IS NOW
 10. MOUNTED ON THE WALL

THE SHUTTERBUG KAZZLE 1980		APPROVED BY: DATE: 2-20-85		DRAWN BY: BUE REVISED: 3/16/85	
SCALE: 1/2" = 1'-0"		DATE: 2-20-85		DRAWN BY: BUE REVISED: 3/16/85	
THE SHUTTERBUG KAZZLE 1980		DATE: 2-20-85		DRAWN BY: BUE REVISED: 3/16/85	
THE SHUTTERBUG KAZZLE 1980		DATE: 2-20-85		DRAWN BY: BUE REVISED: 3/16/85	



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. 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.

Brad Spady
 Applicant Signature

Robert N. Fisher, Pres.
 Property Owner Signature

Dated this 7 day of July, 1995

D. SIGN INFORMATION

- Size of proposed sign in square feet sign #1 24 sign #2 12.5
- Property / Building Frontage 36.1 feet
 (Length of building or space occupied by owner or lessee)
- Brief description of sign location on building or site (2) Wall signs
located on front and side of Bldg.
- Property address where sign is located 120 Chemawa Rd. N.

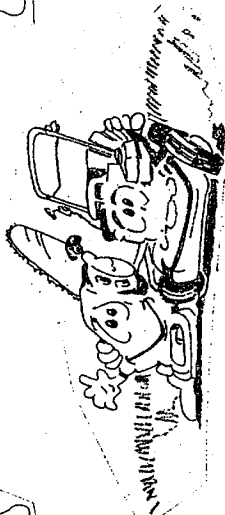
FOR OFFICE USE ONLY**DECISION:**

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

____ Approved _____ 0 to 35 Sq. Feet \$50.00
 _____ 36 to 60 Sq. Feet \$65.00
 _____ Denied _____ 61 to 100 Sq. Feet \$80.00
 _____ 101 to 150 Sq. Feet \$100.00
 _____ Bringing property into compliance - fee waived

Requirements/Comments: _____

By _____ Date _____
 (Staff Persons Name)



5/5

[illegible]

KEYZAC DATACORP INC. 25 QUEENSTOWN

APPROVED BY: 1/15/10

847-23

[illegible]

2000

Signature of _____

W. G. B. 1900

7-11-87

1. **Introduction**

