Keizer Urban Renewal Board
Minutes
Tuesday, June 26, 2001
5:30 p.m.
Keizer City Hall - Conference Room B

1. CALL TO ORDER

Chair Wood called the meeting to order at 5:30 p.m.

2. ROLL CALL

The following members were present: Tom Wood, Mike Gaynor, Rick Curry, Rick Roemer, Bob Plata and Greg Rands

Absent: Greg Frank, Jim Taylor and Stan Compton

Also present were: Planning Director-Maria Meier and Council Liaison-Richard Walsh

3. APPROVAL OF MINUTES FROM:

- **May 9, 2001**

Mr. Curry moved for approval of the May 9, 2001 minutes as written. Mr. Roemer seconded the motion and carried, all present voting aye.

3. APPEARANCE OF INTERESTED CITIZENS

Sarah Curry, 1381 Mandarin Street NE, Keizer-attended the meeting to listen to discussion regarding the Budget Rent-A-Space Landscape Grant Application. Ms. Curry was the applicant for this submission.

5. DISCUSSION OF LANDSCAPING GRANT APPLICATION PROCESS

Planning Director, Maria Meier noted that this had been reviewed during the last meeting with a discussion regarding a previous written process that had been followed in the past. She noted that there was no written record of this type of procedure.

Chair Wood outlined how applications were reviewed in the past versus the new recommendations.

As part of the plan it was the consensus of the Board to request one landscaping plan with three bids that would be submitted for KURB's review. The Board and staff discussed the various specifications and recommendations for the plan. Ms. Meier indicated that she felt it was important to develop an affidavit for the applicant to sign-off on the plan.

FMAGIC

Discussion regarding variations of an approved plan took place. Chair Wood stressed the importance of fast-tracking applications and allowing staff to review minor variations for fund approval.

It was the consensus of the Board to include the following language for the Landscaping Grant Process. *The applicant will submit a landscaping plan with a range of cost to staff. Staff will review the landscape plan for conformance with Section 2.309.04 of the Keizer Development Code. Staff will comment on the plan, indicate changes required (in any), and return the landscape plan to applicant, whereas the applicant will obtain three (3) bids for the proposed plan. The applicant then submits three (3) bids to staff. Any bids over $10,000 will be reviewed by KURB during their next meeting for approval. Staff, prior to the completion of the project, may approve minor deviations from the plan. The applicant is also required to communicate any changes from the KURB approved plan to staff prior to the onset of construction.*

6. REVIEW LANDSCAPE GRANT APPLICATIONS-
(bids and landscape plans will be provided at the meeting)

- **Budget Rent-a-Space (3300 River Road North)**

Sarah Curry reviewed and supplied a summary of the Grant Application Request for Budget Rent-A-Space.

It was noted that a portion of the property was outside of Keizer and the Urban Renewal District. Ms. Meier stressed that Urban Renewal Funds could not be expended outside of the Urban Renewal District. The Board reviewed the borders of the plan and the portion that fell within the Urban Renewal District.

Ms Meier suggested that Ms. Curry come back with amended bid for the project, which KURB accepts, eliminating the property outside of the Urban Renewal District. The Board discussed this and the following motion was made.

<u>Mr. Roemer moved a motion to approve both plans with a maximum of $1,600 to be spent from Urban Renewal Funds or no more than 50% of the project cost (assuming 20% is outside of the City limits). Mike Gaynor seconded the motion.</u>

The Board further discussed the portion of the plan, which was outside of the Urban Renewal Boundaries. Members expressed concern that this portion of the plan would not be completed if funds were not available. Ms. Meier indicated since this portion of the plan was outside of the city limits that the Board had no jurisdiction to require development of the area, but they could ask the applicant what their intention for landscaping would be for the property outside of the Urban Renewal District.

Chair Wood stressed that he did not feel that a cap could be placed on the project, as the Board was unaware of exactly what the reworked costs for the project would be.

Responding to questions, Ms. Curry indicated that she could not state with certainty that the area outside of the Urban Renewal District would have it's landscaping completed without funding.

Ms. Meier again recommended that whichever design was approved by the Board that the applicant contacts the landscaping company for an amended bid removing the portion of the plan that falls outside of the district.

<u>The motion failed as follows:</u>

<u>AYES:</u> None (0)
<u>NAYES:</u> Gaynor, Plata, Roemer and Wood (4)
<u>ABSTENTIONS:</u> Curry and Rands (2)
<u>ABSENT:</u> Compton, Frank and Taylor (3)

<u>Mr. Roemer moved a motion to approve both plans for the portion of property within the Keizer City Limits and the Urban Renewal Boundary. The applicant shall have the landscape firms verify the costs of landscape improvements north of the City Limits boundary on the property. Staff shall approve the cost for the described area in the Urban Renewal District. Mike Gaynor seconded the motion.</u>

<u>The motion passed as follows:</u>

<u>AYES:</u> Gaynor, Plata, Roemer and Wood (4)
<u>NAYES:</u> None (0)
<u>ABSTENTIONS:</u> Curry and Rands (2)
<u>ABSENT:</u> Compton, Frank and Taylor (3)

- **7-11 (5550 River Road North)**

Planning Director, Maria Meier supplied history regarding the review and approval of a landscaping plan in the past. A copy of the plan was distributed to KURB members. She indicated that because of the cost of the placement of sidewalks in the area the previous City Manager had verbally stated to the property owner that the landscaping grant would not be approved due to the costs of the sidewalks incurred by the City.

Ms. Meier shared that the Public Works Department had indicated that no sleeving was installed at either entrance driveways when the street/sidewalk improvements were completed. The estimate did not include sleeving, which might increase the cost of the project.

After discussion the Board decided to request that staff determine the costs involved and verify what was existing on site for irrigation possibilities.

<u>Mr. Curry moved to table a decision on the project. Mr. Plata seconded the motion.</u>

The motion passed as follows:

AYES: Gaynor, Plata, Roemer and Wood (4)
NAYES: None (0)
ABSTENTIONS: Curry and Rands (2)
ABSENT: Compton, Frank and Taylor (3)

7. ANNOUNCEMENTS AND AGENDA INPUT

Ms. Meier noted items that KURB would be following over the next few months that included re-evaluation of the UNOCAL Property, continuation of Landscape Grant Approvals and reviewing amendments to the Capital Improvement Program.

Councilor Walsh outlined the Council's wish for KURB and the Parks Board to work in conjunction with each other to develop a joint master plan for the City Hall Property and Chalmer's Jones Park.

Chair Wood requested that public works organizes a survey to delineate the building from the real property. A discussion of the issue took place and Ms. Meier shared that Public Works Director, Rob Kissler and the City Manager would be working on the boundary for the park and would coordinate what information needs to be brought back to KURB for consideration.

Responding to questions Ms. Meier reported that the first public hearing for the Chemawa Activity Center would take place in September. She summarized the areas that had been addressed and the organizations involved in this process.

8. ADJOURN

Chair Wood adjourned the meeting at 7:30 p.m.