Keizer Urban Renewal Board Minutes
Regular Session
Wednesday, June 25, 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
Christine Dieker, Vice Chair
Robert Hendricks
Erick Peterson
James Hauge
A.J. Nash (5:35)
Doug Schneider, Planning Commission Representative
Marlene Quinn, Parks Representative
Brandon Smith, Council Liaison

Absent:
Greg McLeod

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

3. **APPROVAL OF MINUTES** ~ Christine Dieker moved to approve the April 2008 Minutes. Robert Hendricks seconded. The motion passed as follows: Duncan, Dieker, Hendricks, Peterson and Hauge in favor, Schneider and Quinn abstaining, McLeod and Nash absent at time of vote.

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

5. **OLD/NEW BUSINESS**

   - ***Copeland Property Street Frontage Improvement Grant Request*** ~ Mr. Brown reported that the owner, Jim McCarter, agreed to meet with him regarding the proposed shared access easements/improvements. Mr. Copeland is not in good health so Nate is dealing with Marcia Bowerly who wants to meet with Nate after his meeting with Mr. McCarter. Mr. Brown concluded that he expects to have more conclusive information for the Board by the next meeting.
   - ***Lockhaven/River Road Landscaping Update*** ~ Mr. Brown updated the Board on improvements noting that the electrical work should be complete in the next couple of days and the other work will follow. All materials have been acquired with the exception of some of the drilled rocks from Abiqua. The contractor has assured Nate that construction will begin in the next two weeks.

- ***Wells Fargo/Wittenberg Property Update*** ~ Mr. Litke reported that an incomplete application had been received; a complete one should be available for Board review at the next meeting. Building plans are currently under review. He distributed a landscaping plan noting that the applicant will submit a grant request for 50% match on the landscape/sidewalk work. Mr. Litke pointed out inconsistencies on the plan and urged the Board to keep these in mind when they do the review. Nate and Sam added information regarding stamped concrete, rezone requirements, easements, percentage of participation from the city, sidewalks in front of Wells Fargo and aesthetics of the building. Mr. Brown also noted that he would like to revisit the development standards to give the city more control over building designs. Additional discussion took place regarding extension/location of sidewalks onto the side streets and location of bus stops with Nate providing clarification.

- ***Sidewalk and Landscaping Improvements Grant Language Approval*** ~ Sam Litke reviewed the proposed 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.

  Doug Schneider moved to adopt the latest grant guidelines for Sidewalk and Landscaping Improvements which include authority to hold back 10% of any reimbursement funds until a close-out report has been presented to KURB and KURB authorizes final payment. Marlene Quinn seconded. The motion passed as follows: Duncan, Dieker, Hendricks, Peterson, Hauge, Schneider, Quinn and Nash in favor with McLeod absent.

  Christine Dieker asked that staff include this verbiage in the façade improvement grant guidelines and bring that to the next meeting.

- ***New Business*** ~ Christine Dieker questioned a report in the newspaper regarding Urban Renewal funds that were approved by the Agency for the Civic Center. Mr. Brown explained that the city is going into debt; it is a cash flow issue; the revenue generated by the district will come in over the next 5 years and the city is going into debt against that future income. He explained the strategy that has been developed with the Bond Counsel ensuring that the life of the district remains unchanged from that anticipated with the last adopted amendment. Discussion then followed regarding city-owned property at Keizer Station.

  Additional dialogue took place regarding the area around the Keizer Christmas tree. Ms. Dieker suggested that this area be named as a focal point and improvements made with Urban Renewal dollars. Mr. Brown responded that the City Attorney is investigating the possibility of naming this spot but that, although the owner of the property is very community oriented, he is unwilling to displace the renter and therefore unwilling to sell it to the City.

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

Next meeting: July 23, 2008
City Hall

Approved: 7-23-08