1982

Keizer Urban Renewal Board
Minutes
Wednesday, June 25, 2003 @ 5:30 p.m.
Keizer City Hall - Conference Room B

1. CALL TO ORDER
The meeting was called to order at 5:30 p.m.

2. ROLL CALL
The following members were present: Greg Frank, Greg Rands, Greg McLeod, Stuart Crosby, Brian Butler, Christine Stimson and Marlene Kelly, Tom Callanan and Stan Compton.

Also present were: Interim Planning Director Cheryl Vafakos, Public Works Director Rob Kissler, City Manager Christopher Eppley, Council Liaison Michael Gaynor and Staff Member Cathy Meeks

3. APPROVAL OF MINUTES.
- ***April 23, 2003***

Stuart Crosby moved for approval of the April 23, 2003 minutes as written. Greg McLeod seconded the motion.

The motion passed as follows:

AYES: (8)
NAYES: None (0)
ABSENT: None (0)
ABSTENTIONS: (1) Stan Compton

4. APPEARANCE OF INTERESTED CITIZENS
None

5. NEW BUSINESS
- ***Landscaping Grant 170 Chemawa Rd***

Cheryl reviewed the application that was submitted. She also distributed copies of the revised diagram reflecting changes of front section depicting the placement of the public sidewalk with a buffer between the sidewalk and the street. Applicant is willing to remove the billboard and also move the sidewalk back onto the property allowing a buffer between the sidewalk and the street, as incentives for full funding. With these types of special projects, the Urban Renewal Agency can offer up to 100% of these grants, which benefit the district. Applicant and Interim Planner, Cheryl Vafakos, was available for questions. Cheryl inquired of the Board about the process of the grant application. According to her research, in the past staff would bring it to the Board and then the applicant would come back. It has been her understanding, that the Board would choose to streamline this to make it a one step process and if changes did not exceed 10% then staff could go ahead and approve the changes.

With no questions from the floor, Chair opened up for discussion.

Discussion of billboard removal and lease agreement renewal. Applicant is in a very short window of time. Cheryl clarified that the billboard was not meeting current development codes and this could be an opportunity for the City to accomplish the needs.

Ms. Vafakos gave options of granting 75% or 100% of the request pending on accomplishing the two tasks of billboard removal and the sidewalks being set back. There was discussion on bid ranges, applicant submitting three bids. Chair, Greg Frank, asked for process clarification of payment to make sure that specifications are met. Cheryl clarified process including that staff will make sure they get an easement for the sidewalk and billboard is removed before payment is issued. Interim Planner gave staffs recommendation of funding request at 75% if one incentive is completed 100% if both are accomplished.

Question raised on how sidewalk will meet up with existing sidewalk. The sidewalk will match up on the east side with the new development adjoining and then the west side meets up with driveway.

<u>Stuart Crosby moved that KURB do a dollar for dollar recommendation for the low bid submitted. Marlene Kelly 2nd the motion.</u>

Discussion opened for clarification of motion including the percentages if special projects completed and how much of frontage would be included. Applicant submitted two estimates from each bid, one to include the area right in the front of the building. Intent of the motion was for bid including landscaping in front of building.

After discussion on the project as a whole and clarification it was requested that the motion be restated.

Chair Frank repeated the motion with clarification. The motion given was to recommend to the Keizer Urban Renewal Agency to award the bid for $8,220.00, which was low bid, and that the agency pay 100% if the applicant takes care of both the billboard and sidewalk; if the bill board is not removed, the award would go down to 75% of the $8,220.00; and if the applicant does not take care of the billboard and the sidewalk the award to go down to 50% of the $8,220.00.

There was clarification made that the payment would be in reimbursement form to the applicant after work was completed.

The motion passed as follows:

AYES: Unanimous (9)
NAYES: None (0)
ABSENT: None (0)
ABSTENTIONS: None (0)

- ***August meeting***

It was consensus that there would be no August meeting unless necessary.

6. OLD BUSINESS

- ***Public Works Update***

Rob Kissler reported on the Wheatland & River Rd Bid Opening, which will be next Tuesday, July 1, 2003. Also, the final overlay project of River Rd from Lockhaven to Wheatland is being anticipated soon.
Rob also addressed the question was raised regarding the sidewalk of River and Chemawa.

Stan inquired about the traffic safety speed report on River Rd. from Lockhaven to the north city limits. Rob responded that it has been requested and is in the process, but these things take time.

- ***River Road Master Planning Process***

City Manager, Chris Eppley, gave an update on the Master Planning Process grant for the River Rd Corridor; which goes from Lockhaven - South. Staff will be going forward with this once Community Development Director is on board. Chris referred to the handouts of the proposed statement of work, outlining steps from beginning to end and encouraged the Board to review. Also, a member of this board will be on that task force. It was noted that the timeline may change some, but project still needs to be completed by winter of 2004.

Chair Frank made sure everyone had a copy of budget and other documents for review before the next meeting.

Mr. Crosby asked for the Board to review before next meeting - specifically issues regarding River Rd. Board Chair stated to have this placed as new business agenda item at the next meeting.

- ***Widening of Chemawa Rd.***

Rob reported that council took action on Monday regarding the development of Chemawa Rd.; trying to create separate sidewalks from the road, widening of the road, and elevating and widening of bridge. This is a collaboration of efforts, being funded by three entities; Keizer Urban Renewal Agency, City of Keizer Streets Fund and the Federal Government. The bridge will be elevated for an additional east/west connection in the case of a flooding event. The project is moving ahead and starting into the public process. Rob recommend that Chair Frank to consider a representative from the board to be involved. Councilor Michael Gaynor suggested that Bill Peterson present to the group the same presentation that he had done for Council on the project. Discussion on bridge construction.

Stu question clean up on Claggett Creek. Rob clarified that the City of Keizer has no jurisdiction to deal with Claggett Creek, and will not be a driving force in any efforts at this time.

Christine commented that with the banks on Claggett Creek being cleaned up by the wetlands efforts, it looks nice and you can actually see the creek. There was clarification of the erosion control mats and the method of securing them. Also clarification was given on the road slope. This will be affected with the construction of the new bridge.

7. ADJOURN

- ***Next Meeting-July 23, 2003***
- ***August Meeting Tentative***

The meeting was adjourned at 6:08 p.m.