Minutes
Keizer Urban Renewal Board
Keizer City Hall - Library
Wednesday, June 24, 1998

1. **CALL TO ORDER**

The meeting was called to order by Chair Compton at 7:06 p.m.

2. **ROLL CALL**

Chair Compton introduced new member Tom Wood.

The following members were present: Tom Wood, Stan Compton, Joe VanMeter, Manny Martinez, and June Abbott. Rick Curry arrived at 7:09 p.m. Greg Frank arrived at 7:10 p.m. Bob Ohrn was excused.

Also present were: Council Liaison Carl Beach, Staff Liaison Amy Drought, and Recording Secretary Nona Oxe'.

3. **APPROVAL OF MINUTES - February 25, 1998**

(Mr. Curry arrived and took a seat at the table.)

The minutes were approved as submitted.

(Greg Frank arrived and took a seat at the table.)

4. **APPEARANCE OF INTERESTED CITIZENS**

No one came forward to present any issues to the Board.

5. **PROJECT UPDATES**

Development Activity

City Planner Drought reported on commercial activity in the Staats Lake area. In addition to the Washington Mutual Bank development, several partition proposals are under review. Ms. Drought was unsure what businesses would be going in.

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With regard to commercial development on River Road, a retail lighting company plans to locate in the 4900 block.

Ms. Drought noted that residential activity continues strong. Two new infill subdivisions are under review, as well as several residential partitions and residential building permits. Ms. Drought responded to questions about allowable partition square footage.

Ms. Drought anticipated groundbreaking for the new apartments on Wheatland and River Road within the next month.

Property Improvement Program Grants

Referring back to the February meeting minutes, Mr. Compton asked about the status of the Inland Shores grant for improvements at the NE corner of Lockhaven and River Road. He wondered if the improvements had been deemed to be in compliance with the grant approval. Ms. Drought answered that she, Mr. Mull and Mr. Morgan met with Steve Ward to discuss the improvements and grant award. Their conclusion was that the plan, for the most part, matched well with what was intended. An invoice has been submitted, but not yet paid. Ms. Drought asked if KURB wished to review what was done as to whether it compares with what was envisioned. As far as she could see, the only thing that was omitted in the final design was a brick retaining wall that could not be built in the floodway.

The general feeling of the Board was that the Inland Shores improvements in the area of the creek bank were not as refined as hoped for, but that meeting expectations would require enhancement of the creek bank. A lengthy discussion followed regarding possibilities for enhancing the wetlands. Mr. VanMeter commented on wetlands mitigation projects now occurring at Pleasantview and Claggett Creek parks. He suggested keeping the Lockhaven/River Road site in mind should another mitigation proposal surface in the future. Ms. Drought answered questions about the wetlands permit process required when proposing improvements within a designated wetlands. Mr. Compton asked if urban renewal money could be used to do enhancements to the creek bank within the wetlands. Ms. Drought was unsure, but indicated that she would find out. Mr. VanMeter suggested waiting for another mitigation project to come along rather than using urban renewal money. It was pointed out that the Washington Mutual Bank site would be more visually appealing if the area along the creek were enhanced.

After discussion, it was the consensus to direct staff to approach the developers about their plans. The Board will then figure out what can be done, the costs involved, and who will do it--urban renewal, the developer, or who. The Board was reluctant to delay indefinitely awarding the grant, but suggested that Ms. Drought first do a little research. She indicated that she would talk again with Steve Ward and also get more information about issues related to the wetlands management program. Ms. Drought will report back next month.

With regard to current property improvement grant applications, Mr. Compton asked if Ms. Drought had heard anything regarding the plans of the 7-11 store on the NE corner of Lockhaven and River Road to do an architectural landscaping plan. Ms. Drought confirmed that they had not yet come back to staff. She will check with City Manager Mull to see if he has any information.

SW Corner of River Road and Chemawa (added item)

Mr. Compton asked if there had been any further discussion regarding the UNOCAL site. Councilor Beach had heard from Mr. Mull that the City was now the only party expressing interest in acquiring the property. And, that the price was reduced to $135,000. Councilor Beach was unsure how the Council as a whole would respond to a purchase proposal, but suspected that one would come forward sometime soon. Councilor Beach was unsure about the status of the City taking an option on the property. Ms. Drought indicated that she would investigate and provide an update next month. Councilor Beach confirmed that Prudential is no longer pursuing its proposal for consolidated redevelopment of the entire block at the SW corner.

Heritage Foundation Request (added item)

Mr. Compton noted that a cost report for renovation of the Old School House had not come back for KURB's review and recommendation. He ask for an update on the status of the Heritage Foundation's request for financial assistance. Councilor Beach commented on discussions between the Chamber of Commerce and the Heritage Foundation with regard to the Chamber's participation in the improvements conditioned on the role they would play in management of the building. With regard to any participation by the City, Councilor Beach recalled that Council gave the Heritage Foundation till August or September to come back with a specific plan including costs, who would do the work, and a time frame. He was unsure of the status. Mr. VanMeter recalled hearing a rough estimate of $400,000 to do the necessary improvements. Mr. Compton concluded that "the ball was now in Council's court."

6. DISCUSSION

6.1 Review of Committee Members and Assignments

A copy of the KURB membership roster was provided with the agenda packet. KURB members were asked provide corrections or updates. As the Parks Board's representative on KURB, Mr. VanMeter believed his term ending date was incorrect since his membership on the Parks Board will end December 31, 1998. Staff was asked to verify the date and make a correction if appropriate.

Chair Compton indicated that he would like to remain on the Board, but step aside as Chair. He noted that he had served as Chair for over two years. With KURB's change in focus, he believed the timing was opportune for that leadership role to be passed on. He recommended appointing Vice Chair June Abbott as Chair and Greg Frank as Vice Chair.

Ms. Abbott indicated that with the Board's concurrence, she would be willing to assume the position of Chair.

Mr. VanMeter called attention to Section 4 (a) of the Board's creation resolution. It called for the Chair to be selected from among the members of KURB by the Chair of the Urban Renewal Agency. After discussion, it was agreed that KURB would forward a recommendation to the Urban Renewal Agency Chair.

> Mr. Frank moved to recommend to the Keizer Urban Renewal Agency that June Abbott be appointed as Chair of KURB. Mr. VanMeter seconded the motion.

Mr. Martinez commented on a recent newspaper article that questioned the significance of KURB. Councilor Beach suspected that the article responded to KURB's recent inability to sit a quorum and the resultant cancellation of meetings. He conceded that there was disappointment on the Council that input was not received from KURB on the Urban Renewal Budget. He stressed, however, that Council values KURB's input on urban renewal district issues.

Councilor Beach suggested that KURB might want to adopt a rule with regard to unexcused absences similar to one recently adopted by the Planning Commission. He also noted the recent confusion over Mr. Goesch's resignation, and suggested the need for a written notice of resignation when someone leaves the Board mid-term.

> The motion carried unanimously by those members present.

Ms. Abbott indicated her appreciation for a meeting reminder call she received from staff today. Other Board members also appreciated the reminder, and hoped that staff would continue the courtesy calls in the future. It was pointed out that agenda mailings for some of the Board members are arriving either one day prior to, or on the day of the meeting.

Councilor Beach questioned whether KURB would like to adopt a requirement to allow only three unexcused absences in a calendar year.

> Mr. Martinez moved to allow only three unexcused absences in a calendar year. Ms. Abbott seconded the motion.

The Board discussed what would be classified as an unexcused absence. The general feeling was that a call in advance of a meeting to either staff or the Chair would constitute an excused absence. Should it be evident that a quorum would not be present for a meeting, it would allow opportunity to reschedule.

The motion carried unanimously by those members present.

Mr. Compton reiterated that he would like staff to continue the phone calls as reminders.

6.2 Gateway Signs

Ms. Drought distributed a handout depicting color photos of three signs: the Salem entryway sign on Portland Road, the Willamette University entrance sign, and the Keizer Fire District sign. She believed they represented examples of signs appropriate for a gateway. Pursuant to the previous discussion on signs, Ms. Drought had also talked with someone from Salem Sign Company about an electric reader board. Because of the high cost, approximately $20,000, she was unsure whether the Board wished to pursue more information. Salem Sign Company had indicated they would be willing to come and provide more information. Ms. Drought was also unsure whether Keizer's sign code would allow a reader board.

Mr. Compton recalled that a reader board sign was mentioned only as a possible welcome sign for the SW corner of Lockhaven and River Road--not for the identified gateways at the NE corner of McLeod and Lockhaven, the south Cherry Avenue entrance, and north River Road near The Meadows Park.

A discussion followed regarding the three sample signs. Ms. Drought confirmed that a sign like the Fire District's, which includes a space for a changeable message, would be a lot less costly than a computerized sign. The Salem entryway sign and landscaping were thought to be attractive, but too large and high maintenance. The Board generally favored the Willamette University sign. They liked its simple line and design. Mr. Wood commented that the metal plate Willamette University sign was meant to be a timeless architectural statement; very expensive, but a 50-year sign.

Mr. Compton favored something with a simple line and design similar to the Willamette University sign but of a less costly material. He also liked the City Hall sign at the Chemawa entrance. Mr. Wood cautioned against too wide a sign that might bring up a right-of-way issue. He suggested as one possibility standardizing to something that would tie in with the older style lamp posts around town. Mr. VanMeter suggested that the Iris theme might somehow be tied in.

After discussion, it was requested that Ms. Drought come back with costs on variations of the Willamette University design, using different materials.

The Board had little interest in pursuing a sign at the SW corner of River Road and Lockhaven. Mr. VanMeter suspected the Rotary Club at some time might be interested in contributing toward a reader board sign similar to the one at the Fire District.

6.5 River Road Design Plan (taken out of order)

Ms. Drought advised that Mr. Morgan was unable to attend tonight as planned, but had provided a memo as an introduction to the work KURB will be doing to update the River Road Design Plan. Mr. Morgan will be here next month to begin the process of developing Phase II of the Plan.

In Mr. Morgan's memo he named several documents for the Board to review in preparation for its work. Greg Frank requested that an updated map of the urban renewal district be made available for next month's discussion.

6.3 KURB - Purpose/Duties/Responsibilities

The issue of attendance was addressed in the earlier discussion of committee membership.

6.4 Goals

Mr. Compton recalled the Urban Renewal Agency's direction to KURB to take another look at all the objectives in the Keizer Urban Renewal Plan; the existing ones as well as the two proposed by R3B.

A copy of the draft Urban Renewal Agency minutes of the meeting when R3B's recommendation was considered was distributed in the KURB agenda packet. Ms. Drought noted that the Urban Renewal Agency minutes have since been approved by the Agency. Mr. VanMeter, in looking over the Agency minutes, noted that the specific direction was to look again at objectives 9, 13, 14 and 15.

Because the Board did not have the original list of objectives before them, and due to the late hour, it was agreed to continue the discussion to next month. Ms. Drought will mail out a copy of the list as well as a copy of the report submitted by Mr. Morgan when the objectives were considered by R3B. It was pointed out that the discussion of objectives would probably dove-tail in with updating the River Road Design Plan. Ms. Drought indicated that she would try to limit the agenda to those two items.

7. ANNOUNCEMENTS AND AGENDA INPUT

7.1 Regular Meeting - July 22, 1998

8. ADJOURN

The meeting was adjourned by Chair Compton at 8:40 p.m.