Keizer Urban Renewal Board Minutes
Regular Session
Wednesday, May 24, 2006 @ 5:30 p.m.
Keizer City Hall – Council Chamber

1. **CALL TO ORDER**
   The meeting was called to order at 5:35 p.m.

2. **ROLL CALL**

   Present:
   Stuart Crosby, Chair
   Greg McLeod, Vice Chair
   Brandon Smith
   Rich Duncan
   Christine Dieker
   Christine Stimson (5:35)
   Garry Whalen, Parks Representative
   Michael Smith, Planning Commission Representative
   Troy Nichols, Council Liaison

   Absent:
   Anthony Rayhel

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

3. **APPROVAL OF MINUTES.**
   April 26, 2006 ~ Brandon Smith moved to approve the minutes. Rich Duncan seconded. The motion passed as follows: Brandon Smith, Crosby, McLeod, Duncan, Dieker and Whalen in favor with Mike Smith abstaining and Stimson absent at time of vote.

4. **KEIZER PLAZA GRANT REQUEST** ~ Sam Litke distributed an update of materials which included a bid from Gelco and reviewed the details of the project and the two grants (Building Façade Improvement and Streetscape Improvement). The board first addressed the **Streetscape Improvement Grant** request with Sam and Nate detailing improvements and discussion following regarding easements and resultant funding participation and exactly what parts of the project the grant funding would cover. Greg McLeod voiced opposition to awarding the grant without having three bids for comparison purposes. Mr. Brown responded that city staff is comfortable with the numbers being submitted and explained the difficulty the city has encountered getting bids. Additional dialogue took place regarding bids, grant procedures, engineer review, conforming to the bid requirements and capturing the "sole source" exemption.

   Christine Dieker moved to approve the Streetscape Improvement Grant in an amount not to exceed $84,258. Brandon Smith seconded. Motion passed as follows: Brandon

Smith, Crosby, Duncan, Dieker, Whalen, Mike Smith and Stimson in favor with McLeod in opposition.

Mike Smith suggested that it be the responsibility of the applicant to solicit and receive bids prior to application to KURB for a grant and suggested that a "qualified list" of willing bidders be put together for use in projects like this.

Sam Litke distributed and reviewed proposed policies and procedures for a **Building Façade Improvement Grant.** Nate interjected that the Board had previously approved the concept of offering grants for Landscape, Façade, Design System and Fire-Life-Safety Improvements. Discussion followed regarding eligible work, Urban Renewal District participation, reasonable caps and developing parameters prior to awarding grants. Chair Crosby pointed out that this project is what Urban Renewal is all about and these improvements would bring in business and jobs. Additional dialogue took place regarding the benefit of having a policy in place vs. trial and error and amending the policy over time, documentation requirements and inserting "not to exceed" verbiage such as "any cost overruns would be the responsibility of the grant applicant and the city is not subject to increases" or "the maximums that are stated here are absolute".

Greg Larson, the applicant, stated that he shares the community goal and is hoping to be part of the River Road improvement. He added that many of the Board members' concerns were addressed in the Urban Renewal Plan and that he would readily provide documentation for all expenditures. He pointed out that the property is actually performing at the net lease rate anticipated *after* improvements at this time but he still desires to make the improvements as his contribution to the city's vision. He concluded that it was important that this project be approved in a timely manner in order not to miss the building season.

Greg McLeod voiced support of the project saying it could be used as a special test case and urged Mr. Larson to advertise that Urban Renewal Funds are being used for the project.

<u>Greg McLeod moved to approve the request for a Façade Improvement Grant as submitted (not to exceed $74,212) and that it be used as a special one-time test. Brandon Smith seconded.</u>

Mike Smith stated that he could not support this request without having a policy in place specifying conditions of the grant.

<u>Motion passed as follows:</u> Brandon Smith, McLeod, Duncan, Dieker in favor and Whalen, Mike Smith and Stimson in opposition.

Discussion then took place regarding the policies and criteria for the façade improvement grant program, including a percentage amount which would include a "not to exceed" clause for time and funding. It was noted that the Urban Renewal Policies address many issues relating to grants and suggested that this verbiage be included in the policies as well. Additional suggested verbiage was: "Applicant will be required to provide all documentation necessary to substantiate compliance with the requirements of the grant." Sam Litke encouraged members to email additional comments or concerns to him for inclusion in the final policy.

Nate Brown explained that all the grant submittals and proposals are subject to substantial conformance to the submitted design proposal. He added that if the "Cash" building has to remain, it will effect compliance; i.e. the grant is conditioned upon removal of the building.

5. **LOCKHAVEN/RIVER ROAD IMPROVEMENTS UPDATE** ~ Nate Brown reported that the committee is waiting for specifications for the abutment wall on the northwest corner of the intersection. When those are received, bids will be requested and KURB will be consulted.

6. **RIVER ROAD RENAISSANCE UPDATE** ~ Stuart Crosby reported that the city is holding a $25,000 cashiers check to guarantee that the outside work will be done at Shari's; Baskin-Robbins work will be complete by the end of the week; River/Lockhaven stamped concrete went in without color; options are being explored for remedying that situation. West Coast bank is exploring setback sidewalks, stamped sidewalk and installation of a bench under the tree.

7. **BASKIN-ROBBINS UPDATE** ~ Mr. Brown reported that the electrical is done and it is anticipated that the project will be complete by the end of the week. Sam reported that there may be enough funds left in the budget to allow the purchase and placement of a bench.

8. **OTHER BUSINESS** ~ Mr. Brown noted that he would try to have for the next meeting a quantified objective picture of all the funds available for improvements.

9. **ADJOURN** ~ meeting adjourned at 7:02 p.m.

Next meeting
June 28, 2006, Conference Room A