



# SURPAC MEETING MINUTES

MEETING TITLE	SURPAC Meeting Notes
DATE & TIME	May 10, 2012 6:30 PM
LOCATION	Sherwood Civic Building – Community Room
FACILITATOR	Charles Harbick – SURPAC Chairman
NOTES TAKEN BY	Tom Pessemier

## ATTENDEES

### Name of Board or Group

Charles Harbick - Chair  
Scott Johnson – Vice Chair  
Tim Heine  
Bob Silverforb  
Amanda Bates  
Dennis Durrell - Absent  
Vacant

### City Staff

Tom Nelson

### Others In Attendance

Bob Galati – City Engineer  
Craig Gibons – Finance Director

### Council Liaison

Matt Langer - Absent

## MEETING NOTES

Approved: \_\_\_\_\_

- 1. Call Meeting to Order:** The meeting was called to order a little after 6:30pm by Chair Harbick
- 2. Approval of Minutes:** A Motion was made and seconded to approve minutes from the 03/01/12 meeting. The motion passed 4-0 with one abstention from Amanda Bates who was not on the Committee at that time.
- 3. Introduction of new members:** There was a quick introduction of the new member (Amanda Bates) and handouts of the URA formation legislation was passed out. (attached). Tom Pessemier asked if SURPAC had ever received any training and was told they had not. Mr. Pessemier stated he would coordinate some training in the future specifically in regards to Conflicts of Interest, Ethics and Statements of Economic Interest.
- 4. Selection of Chair and Vice Chair –** There was a limited discussion about the good job that was being done. There was a motion made and seconded to retain Charles Harbick as Chair and Scott Johnson as Vice Chair. The motion passed 5-0.

## Project Updates:

- a. **Plaza (June 1 Celebration)** Tom Pessemier gave a brief update on the Plaza construction and the June 1<sup>st</sup> celebration. The plaza construction is mostly complete with the exception of the water feature which still has some issues. Mr. Heine commented that he did not believe the City had done a good enough job of branding the Cannery Square or the celebration and would like more information before the event.
  - b. **Community Center** – Tom Pessemier gave a brief update on the Community Center and the schedule. This project will not be completed until this winter or next spring but is moving forward after the URA Board approved more funding for the project.
  - c. **Downtown Streetscapes** – Tom Pessemier and Bob Galati gave a brief update. This project is moving forward thanks to the recommendation of SURPAC and is included in next year's budget for construction. Construction will likely begin this fall or winter depending on how quickly the design is completed and after considering impact to businesses in the Old Town area. Meetings have been held with the Old Town businesses and there will be follow-up meetings. Mr. Pessemier made it clear that impacts to businesses would be considered throughout the design process.
5. **URA Financial Reports** – Craig Gibons and Tom Pessemier presented new financial reports that are designed to give SURPAC and the URA Board better information on where projects are at and where the URA is at relative to the Maximum Indebtedness. All of these charts are based on the Elaine Howard Report through January adopted by the URA Board and Council (Ord 2012-005). Mr. Gibons and Mr. Pessemier walked through each of the new financial reports to make sure that SURPAC understood how they were put together. These Charts are attached to the minutes.
- Chart 1 – Shows monthly tracking of Maximum Indebtedness items**
  - Chart 2 – Shows how the remainder of Maximum Indebtedness is calculated and shows commitments for each project**
  - Chart 3 – Shows Project budget and expenses for each current project as a project tracking tool**
  - Chart 4 – Shows the future project list.**
6. **Future Project Information Sheets:** Future project information sheets were handed with a one page analysis for each future project. SURPAC noted the information was great to have but they wanted more time to read through them before having further discussion.
7. **FY 13 Project Recommendations** – This agenda item was moved before Item #6 at the request of SURPAC. Clarification from Staff of what was meant by Alleyway improvements that was recommended at the last meeting. SURPAC members had a different interpretation as well. They decided that the priority was the alley's between Railroad and 1<sup>st</sup> and the remainder would be prioritized with the remaining list. There was discussion about spending \$100,000 to initiate the Cedar Creek Trail project which would be matched by \$900,000 of Federal monies. Mr. Pessemier made it clear that this would come out of the \$500,000 shown as a project and the remaining \$400,000 would be prioritized based on the need for those monies as matching funds for the remainder of the project. He also noted the City would be seeking additional matching funds in the hopes that those monies would not be needed. A motion was made and seconded to recommend to URA Board to allocate \$100,000 for the Cedar Creek Trail and \$100,000 for alleyways between Railroad and Second between Pine Street and Main Street. The motion passed 5-0.

8. **Next Meeting Date:** The next meeting date was determined to be the second Thursday of June (June 14<sup>th</sup>).
9. **Adjourn** – The meeting was adjourned around 8:30 pm.

URBAN RENEWAL AGENCY RESOLUTION NO. 2000-002  
RESOLUTION OF THE SHERWOOD URBAN RENEWAL AGENCY  
ESTABLISHING THE  
SHERWOOD URBAN RENEWAL PLAN ADVISORY COMMITTEE

WHEREAS the Sherwood Urban Renewal Agency acting by and through the City of Sherwood, Oregon, pursuant to the provisions of Chapter 457 of the Oregon Revised Statutes is the duly appointed Urban Renewal Agency of the City of Sherwood, Oregon:

WHEREAS, the Agency wishes to establish a citizen advisory committee to advise the Agency Administrator and staff in preparing an Urban Renewal Plan and Old Town Sherwood Master Plan;

NOW, THEREFORE, THE SHERWOOD URBAN RENEWAL AGENCY DOES RESOLVE AS FOLLOWS:

Section 1. Advisory Committee: The Sherwood Urban Renewal Plan Advisory Committee (SURPAC) is hereby established.

Section 2. Charge: SURPAC is charged with assisting and advising the administrator and staff in the preparation of the Sherwood Urban Renewal Plan and the Old Town Sherwood Master Plan. SURPAC is also charged with providing to the Agency Board a recommendation on the adoption of said plans when presented by the administrator.

Section 3. SURPAC Membership: SURPAC will be composed of seven members appointed by the Renewal Agency Board. The members shall represent the following groups:

1. One Old Town merchant
2. One Old Town property owner
3. One Six Corners area merchant
4. One Six Corners area property owner
5. One Representative of the Sherwood Chamber of Commerce Board of Directors
6. Two Citizens at Large

In addition, the Sherwood Planning Commission and the Sherwood Parks Advisory committee shall each appoint an ex-officio member from among their membership.

Section 4. SURPAC Terms and Vacancies: SURPAC members shall serve as long as SURPAC exists. Vacancies shall be filled by majority vote of the Agency Board.

Section 5. SURPAC Officers: The Agency Board shall designate one member of SURPAC as the Chair. SURPAC shall elect a Vice-Chair from among its members. The Chair, or the Vice-Chair in the Chair's absence, shall preside over all SURPAC meetings.

Section 6. Meetings: SURPAC shall meet when called into meeting by the Renewal Administrator.

Section 7. Quorum: Four SURPAC Members shall constitute a quorum for the purpose of conducting its business.

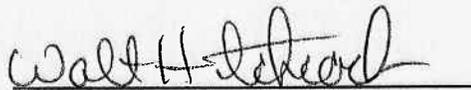
Section 8. Manner of Voting: The voting on all SURPAC business shall be by roll call, and the ayes and nays and members present and not voting shall be entered upon the minutes of such meeting.

Section 9. Roberts Rules: All rules of order not herein provided for or provided for by resolution shall be determined in accordance with Roberts Rules of Order, Newly Revised.

Section 10. Open Meetings: All meetings shall be open to the public and held in accordance with the Oregon Open Meetings Law.

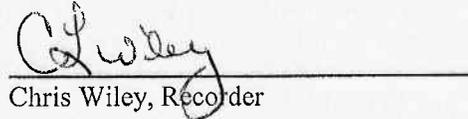
Section 11. Termination of SURPAC: The Sherwood Urban Renewal Plan Advisory Committee shall cease to exist upon adoption of a Sherwood Urban Renewal Plan and the Sherwood Old Town Master Plan, or upon any other date before or after adoption of these plans as may be determined by the Board of Directors of the Sherwood Urban Renewal Agency.

Adopted this 27<sup>th</sup> day of June 2000.



Walt Hitchcock, Chair

ATTEST:



Chris Wiley, Recorder



COPY

**RESOLUTION 2001-917**

**A RESOLUTION ESTABLISHING THE  
SHERWOOD URBAN RENEWAL ADVISORY BOARD**

**WHEREAS**, the City Council of the City of Sherwood has established the Sherwood Urban Renewal Agency, and

**WHEREAS**, the City Council of the City of Sherwood has adopted the Sherwood Urban Renewal Plan creating an Urban Renewal District, approved list of projects, and funding mechanism, and

**WHEREAS**, the Urban Renewal Agency is an institution involving multiple and diverse issues, projects, and programs designed to develop and revitalize the lands and economic activity within the District boundaries, and

**WHEREAS**, the City Council, the Sherwood Urban Renewal Agency Board of Directors, and City Staff will benefit as they operate and carry out the Urban Renewal Plan by having a standing citizens board to advise them on matters of policy and development; and to assume certain decision making authority when authorized to do by the Agency Board.

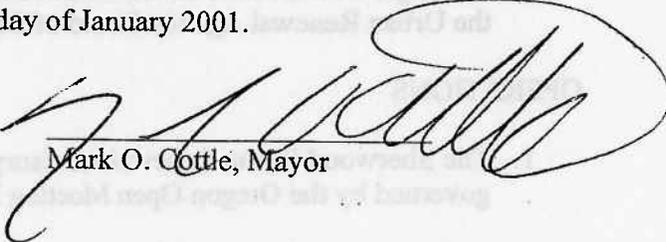
**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Sherwood that:

Section 1: The Sherwood Urban Renewal Advisory Board is hereby established.

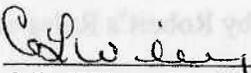
Section 2: The Sherwood Urban Renewal Advisory Board is chartered according to the provisions reflected in its charter, which is attached hereto and referred to as Exhibit A.

Section 3: The Staff is directed to solicit applications from citizens to fit the several positions on the Sherwood Urban Renewal Advisory Board and to bring those before the Sherwood Urban Renewal Agency Board of Directors for consideration and appointment within 90 days of the date of this resolution's adoption.

Duly passed by the City Council this 9<sup>th</sup> day of January 2001.

  
Mark O. Cottle, Mayor

ATTEST:

  
C.L. Wiley, City Recorder

3. Minutes shall be kept of all Board meetings in accordance with applicable law.
4. Staff support to the Sherwood Urban Renewal Advisory Board will be provided by the Urban Renewal Agency for the purpose of providing information, professional research and analysis, and recommendations for action on issues before the Board, and to provide logistics support for Board operations. Staff will be provided to take and maintain minutes as Agency resources allow.
5. The Board shall orally and in writing present an annual report to the Urban Renewal Agency Board of Directors, reporting on its activities of the prior year and forecasting issues, projects, and priorities for the upcoming year. The Board of Directors will give the Advisory Board direction on goals and objectives for the following year. The Board's report will be made during the first quarter of each calendar year.



**Resolution 2004-014**

**A RESOLUTION REVISING THE MEMBERSHIP OF THE SHERWOOD URBAN RENEWAL PLANNING ADVISORY COMMITTEE AND ESTABLISHING TERMS**

**WHEREAS**, SURPAC was formed by Urban Renewal Agency Resolution 2002-002, as an ad hoc committee to advise on the preparation of an Urban Renewal Plan and an Old Town Master Plan for Sherwood;

**WHEREAS**, SURPAC evolved to serve a critical purpose in the Urban Renewal District by continuing to advise the District Administrator, staff and the Board of Directors on numerous matters related to the Urban Renewal District, the need for a permanent SURPAC was established by City of Sherwood Resolution 2001-917;

**WHEREAS**, in January 2004, a need to restructure SURPAC membership composition was identified; and

**WHEREAS**, due to the obvious potential for a long-term lifespan for this committee, the need to set terms was also identified;

**NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:**

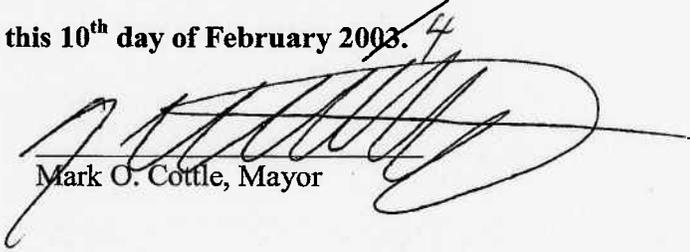
**Section 1.** The SURPAC seat currently reserved for a "representative of the Sherwood Chamber of Commerce Board" will be converted to a "Citizen at Large" position.

**Section 2.** Of the two SURPAC seats reserved for "Property owner and/or merchant in the Six Corners commercial district" and "Property owner and/or merchant in the Old Town commercial district", one of the two will be filled by a Chamber Board member.

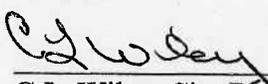
**Section 3.** Terms are established as set in the document identified in the City Committee Directory-Section 7, SURPAC.

**Section 4:** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the City Council this 10<sup>th</sup> day of February 2004.**

  
Mark O. Cottle, Mayor

ATTEST:

  
C.L. Wiley, City Recorder



**RESOLUTION 2004-085**

**A RESOLUTION EXPANDING THE OVERSIGHT AND RESPONSIBILITIES OF THE SHERWOOD URBAN RENEWAL PLAN ADVISORY COMMITTEE (SURPAC) TO INCLUDE ECONOMIC DEVELOPMENT.**

**WHEREAS**, the Sherwood Urban Renewal Agency acting by and through the City of Sherwood, Oregon, pursuant to the provisions of Chapter 457 of the Oregon Revised Statutes is the duly appointed Urban Renewal Agency of the City of Sherwood, Oregon:

**WHEREAS**, the Agency established SURPAC, a citizen advisory committee to advise the Agency Administrator and staff in preparing an Urban Renewal Plan and Old Town Sherwood Master Plan and,

**WHEREAS**, SURPAC is charged with assisting and advising the administrator and staff in preparation of the Sherwood Urban Renewal Plan and the Old Town Sherwood Master Plan and is charged with providing to the Agency Board a recommendation on the adoption of said plans when presented by the administrator and,

**WHEREAS**, City Council directed staff to include economic development oversight and planning to the responsibilities of SURPAC;

**NOW THEREFORE, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

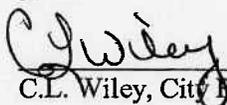
**Section 1.** The City Council and Sherwood Urban Renewal Agency charge the Sherwood Urban Renewal Plan Advisory Committee (SURPAC) with the additional oversight and planning responsibilities of economic development strategies for the City of Sherwood.

**Section 2.** The City staff with the assistance of SURPAC is directed to carry out the economic developments strategies and plans.

Duly passed by the City Council this 28<sup>th</sup> day of September 2004.

  
\_\_\_\_\_  
Keith S. Mays, Council President

Attest:

  
\_\_\_\_\_  
C.L. Wiley, City Recorder

**Urban Renewal Agency Financial Monitoring Report  
As of March 31, 2012**

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Chart 1

<b>Total Maximum Indebtedness Expended</b>	
MI Expended through January 2012*	\$ 33,195,402
MI Expended in February 2012	188,336
MI Expended in March 2012	<u>265,600</u>
<b>Total MI Expended</b>	<b>\$ 33,649,338</b>

\*see Ord 2012-005, E. Howard Report p. 2

Chart 2

<b>Calculation of Uncommitted Maximum Indebtedness January 2012 (Ordinance 2012-005)</b>	
Maximum Indebtedness (Ord 2012-005)	\$ 45,133,469
Project Expenditures as of Jan 31, 2012*	(33,195,402)
Adjust E. Howard Report for 8061 Expenses**	207,201
Committed Future Costs:	
8048 Cannery Site Development	181,274
8061 Community Center Building	5,056,612
8064 Cannery Plaza	747,212
8069 Columbia Street WQF	107,292
8060 Senior Housing	45,727
___ Cedar Creek Trail Design	-
8034 Downtown Streetscapes Ph 2	2,930,813
___ Downtown Alleys	-
Administrative Costs	<u>1,200,000</u>
Total Committed Project Budgets	<u>(10,268,930)</u>
<b>Uncommitted MI</b>	<b>\$ 1,876,338</b>

\* see Ord 2012-005, E. Howard Report p. 2  
\*\* removes CC Bldg expenses through Jan 2012

**Urban Renewal Agency Financial Monitoring Report  
As of March 31, 2012**

Chart 3

<b>Committed Open Projects: Expenditures To Date, March 31, 2012</b>					
<b>Project</b>	<b>Budget</b>	<b>Expenses To- Date</b>	<b>Budget Remaining</b>	<b>Percent Completion</b>	
8048 Cannery Site Development	\$ 3,373,222	\$ 3,213,230	\$ 159,992	95%	
8061 Community Center Building	5,056,612	440,985	4,615,627	9%	
8064 Cannery Plaza	2,749,259	2,146,554	602,705	78%	
8069 Columbia Street WQF	350,000	245,446	104,554	70%	
8060 Senior Housing	98,329	52,602	45,727	53%	
8034 Downtown Streetscapes Ph 2	2,931,028	215	2,930,813	0%	
___ Downtown Alleys	-	-	-	0%	
___ Cedar Creek Trail Design	-	-	-	0%	
Administrative Costs	1,200,000	51,626	1,148,374	4%	
	<u>\$ 15,758,450</u>	<u>\$ 6,150,656</u>	<u>\$ 9,607,794</u>		

Chart 4

<b>Future Project List (Uncommitted Projects)*</b>		
	<b>Project Budget</b>	<b>Remaining MI</b>
<b>Uncommitted MI</b>		<b>\$ 1,876,338</b>
Planned but Uncommitted Projects:		
Oregon Street Improvements	3,290,000	\$ (1,413,662)
Lincoln Street	734,000	\$ (2,147,662)
Century Drive Extension	500,000	\$ (2,647,662)
Cedar Creek Trail	500,000	\$ (3,147,662)
Property Acquisition	500,000	\$ (3,647,662)
Façade Grants	200,000	\$ (3,847,662)
Main Street Program	100,000	\$ (3,947,662)
Parking Study	50,000	\$ (3,997,662)
Sidewalk Improvements in Old Town	100,000	\$ (4,097,662)
Traffic Re-routing Study/Plans for Old Town	175,000	\$ (4,272,662)
Redevelopment of Public Land into Parking Lc	221,000	\$ (4,493,662)

\* From Ordinance 2012-005, Exhibit A, Table 2



City of  
**Sherwood**  
Oregon

*Home of the Tualatin River National Wildlife Refuge*

22560 SW Pine Street  
Sherwood, Oregon 97140  
Ph: 503-625-5522  
Fax: 503-625-5524  
WebSite: [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov)

## EXECUTIVE SUMMARY

To: Sherwood URA Board and SURPAC

From: Tom Pessemier, URA District Manager, City Manager Pro-Tem  
Bob Galati, P.E., City Engineer

Date: May 10<sup>th</sup>, 2012

Topics: URA Proposed Project List Cost/Benefit Analysis

The following projects analysis summary is being presented to the Sherwood Urban Renewal Agency (URA) Board and URA Policy Advisory Committee (SURPAC) as directed by the URA Board. The intent of this summary is threefold: 1) to present a brief description of each of the projects listed on the URA Future Projects List; 2) a benefit/non-benefit analysis of each of the projects; and finally 3) a cost estimate for each of the projects.

This summary will provide information to the URA Board and SURPAC to help refine which projects the Board and SURPAC are willing to support allocation of funding of design and construction.

## **Cedar Creek Trail**

**URA Funding Allocation Requested:** \$100,000

**Project Description:** The Cedar Creek Trail is an identified portion of the Tonquin Trail, a regional trail system that will provide multi-modal trail connection between the Willamette River and the Tualatin River Wildlife Refuge. This portion of the project is approximately 1.5 miles in length and runs from the Stella Olsen Memorial Park north and northeast through existing open space and vegetated corridor. In October 2009, a feasibility study was completed for the trail which identified the trail being comprised of three segments (A, B, & C). The feasibility study presented several trail cross-section options and possible alignments for each segment of the trail. Cost estimates were also provided for each trail segment, cross-section and alignment option.

**Funding Analysis:** In 2012 the City applied for and received a Regional Flexible Fund Grant of \$5.1 million dollars to design and construct the Cedar Creek Trail. This amount is split into approximately \$1.0 million for design and \$4.1 million for construction. A requirement of the grant is that the City is required to provide a match of 10% of the grant amount. For the design portion the City needs to provide \$100k to receive \$900K worth of grant funding. For the construction portion the City needs to provide \$400K to receive \$4.1 million. The \$100k funding request will be utilized within the 2012-13 fiscal year to develop the project plans, specifications, and coordinate the project bidding. The \$400k will be spent during the 2014-15 fiscal year for construction of the trail.

**Project Benefit/Non-Benefit Analysis:** The City has had this project listed in master planning documents for years. The project ranks very high in support locally and regionally as a benefit to the community and region. This project significantly promotes four of the five community goals established by the City Council. These four goals are Public Safety, Livability, Resident Well Being, and Economic Development. The major benefit to the community is the pedestrian connectivity provided by the trail. Residents of the City will be able to walk or ride their bicycles from their homes to the downtown core area without having to take surface streets or mingle with vehicular traffic. In addition the route that is being proposed provides close encounter with natural settings and can be used as an educational asset for the local school district. Homeowners who reside near the trail or abut the natural corridor could see an increased interest in home sales potential and price for these preferred properties.

There appear to be two potential drawbacks to the trail project based on homeowner perceptions. One perception is that homeowners would be losing their backyard privacy, and because of this loss of privacy, a reduction in their home and property value. The second perception is that homeowner personal and property safety would be compromised by having a trail so close to their property.

**Recommendation:** That SURPAC support allocation of \$100k for the design of the Cedar Creek Trail. This project has the potential of being a huge community asset and success.

## **Downtown Streetscape Phase 2**

**URA Funding Allocation Requested:** \$2,930,813

**Project Description:** This project is the final phase of reconstructing the Old Town streets in the business area to a more pedestrian friendly standard. The first phase reconstructed Pine, 1<sup>st</sup>, and Main Streets in the Old Town business district to concrete streets with colored and patterned sidewalks and crosswalks. Included with this design was colored street lighting and pedestrian amenities. The Cannery phase constructed new streets on the south side of the railroad tracks to match aesthetically with the Phase 1 improvements. Phase 2 will finish the Old Town streets by reconstructing Railroad and Washington Streets to match the Cannery development standards.

**Funding Analysis:** Funding for this project has been divided into design and construction components. Funding approval for design has received approval and is in process. Construction funding is pending approval. The increase in maximum indebtedness has sufficient funds to cover the cost of this project in total.

**Project Benefit/Non-Benefit Analysis:** The benefits of this project are the completion of the Old Town streets within the business area. The new construction will benefit existing business by providing a better pedestrian corridor along building frontages and better roads which will draw more clients to Old Town.

Non-benefits may include foreseen but limited reduction of business impacts during construction. These non-benefit impacts may last up to 3 months, but with proper planning and design, minimized to maximum extent possible.

**Recommendation:** That SURPAC support allocation of \$2,930,813 for the design and construction of the Downtown Streetscapes Phase 2 project. This project has the potential of being a huge community asset and success.

## **Downtown Alleys**

**URA Funding Allocation Requested:** \$500,000 (excludes storm drainage enhancements)

**Project Description:** The Downtown Alley project consists of rehabilitating nearly all the mid-block alleys located between Railroad Street and 3<sup>RD</sup> Street, from Ash Street to Park Street. All these mid-block alleys are classified as public right-of-way, similar to the rest of the streets in Sherwood. The majority of these alleys are where the public infrastructure (water, storm, and sewer) is located, and where many private franchise utilities (electric, telephone, cable, and gas) are also located. The use of most of these alleys has remained as vehicular access to residential parking and business access. A few of these alleys have been transformed into landscaped backyards and closed off to vehicular and pedestrian access of any type. Where the alleys are still open to vehicular traffic, the pavement sections are mostly gravel, with a few asphalt and concrete paved sections. The gravel sections tend to be rutted and potholed, and in poor condition.

The intent of this project is to rehabilitate the gravel public alleys to a minimum asphalt pavement standard section.

**Funding Analysis:** The total cost of this project is approximately \$500k. This amount excludes installation of storm drainage systems and assumes that the storm runoff will sheet flow onto adjacent private residence yards as is currently happening. To provide for collection of storm water runoff the projected construction cost would need to be increased by an additional \$250K.

Additionally, Alley Segments A and B are intended to be constructed as part of the Downtown Streetscapes Phase 2 project. As such, \$98k should be transferred from the Alleys project funding amount to the streetscapes project to cover the estimated cost. This would leave approximately \$400k to rehabilitate the rest of the alleys to a minimum pavement section.

**Project Benefit/Non-Benefit Analysis:** The main benefit to rehabilitating these publically owned alleys is that currently the City has to regularly maintain these gravel surfaced streets. By rehabilitating the pavement section, the annual maintenance issues are eliminated. The second benefit is that these rehabilitated alleys become effective pedestrian paths through the downtown core area. The third benefit is that there are several businesses located on these alleys, which would benefit from having paved access to the sites.

One drawback is that by paving these alleys, it makes access to the rear yards of residents more available. The second drawback is that by improving the alley pavement surface, the amount of cut-through traffic might increase, which again homeowners along alleyways may dislike.

**Recommendation:** That SURPAC support allocation of \$500k for the design and construction of the downtown alley improvements. This project has the potential of being a valuable community asset and would improve the downtown area significantly.

## **Oregon Street Improvements**

**URA Funding Allocation Requested:** \$3.2 million

**Project Description:** This project reconstructs Oregon Street from the Lincoln Street intersection east to the Murdock Road roundabout. The extent of the improvements would include bringing the road section into compliance with the standard cross section for a 3-lane collector status road as defined by the City's TSP. Some right-of-way would need to be purchased from fronting properties. Utility upgrades to the storm and sanitary sewers systems would also be required, although the water system along Oregon Street appears to be adequately sized and good condition. Other overhead franchise utilities would be undergrounded.

**Funding Analysis:** The funding of some of the sidewalk improvements may come from the Cedar Creek Trail project as the multi-use trail alignment runs along the north side of Oregon Street. The City standard 5 foot wide sidewalk would be widened to 12-feet to meet the requirements of the trail project.

Additionally, if any development occurs on the north side of Oregon Street, frontage improvements to meet City standards would apply. The City could place a reimbursement district over the north side of Oregon Street to recover some of the construction costs.

**Project Benefit/Non-Benefit Analysis:** Oregon Street is one of the most heavily utilized streets running into and out of downtown Sherwood. As a major access road to Old Town Sherwood, the financial benefits to the businesses of Sherwood Old Town due to the improved conditions would be significant. And with the expected future development of the Tonquin Employment Area and the Tannery Site, Oregon Street would be the major connector between Downtown and the development area. Adjacent connecting streets and related properties may see an increase in property values because of the improved road section.

**Recommendation:** This project has a real impact on the future development of the Tonquin Employment Area and Tannery Site due to their direct connection to Old Town Sherwood. Staff recommends that SURPAC allocate any available funds towards this important development focused project.

## **Lincoln Street Rehabilitation, Willamette to Division Street**

**URA Funding Allocation Requested:** \$734,000

**Project Description:** Lincoln Street is a City TSP collector status road running from Oregon Street to Division Street. The street was constructed to rural road standards and is significantly deficient to act as a collector status road in the City. The proposed project would not bring this road into full compliance with City standards, but would improve the road section to meet a minimal level of road performance. The suggested rehabilitation improvements include: removal of all of the existing asphalt pavement; cement treating the existing base rock section; and repaving with a standard asphalt section thickness. No other street improvements, such as installation of curb & gutter, sidewalks, street lights, or storm drainage systems, would be performed. The intent is to provide a minimum road surface that would have a life cycle of 10 to 15 years. This time would allow the City to develop funding to perform the full reconstruction of the road. The section of Lincoln Street from Oregon to Willamette Streets was rehabilitated in this fashion in 2011.

**Funding Analysis:** The cost to fully reconstruct Lincoln Street from Willamette Street to Division Street is approximately \$1.9 million. Adding the section of Lincoln Street between Oregon Street and Willamette Street may double the price to nearly \$3.8 million.

**Project Benefit/Non-Benefit Analysis:** Lincoln Street is a moderately used road which links the top of the hill and Snyder Park to with a direct route to Tualatin (Tualatin-Sherwood Road) and Wilsonville (Tonquin Road). Traffic volumes and speed are kept low because of the condition and limited width of the existing asphalt pavement surface.

Improvement of this road will be a benefit to residents of Sherwood who currently use it to commute to work outside the City. Non-residents who wish to visit Snyder Park would also see a direct benefit from this road improvement project. By performing rehabilitation rather than a full reconstruction, the City uses the funds to maximize the timeframe before a full reconstruction is required.

The non-benefits are that a full reconstruction would require purchasing right-of-way from properties fronting Lincoln Street. Many older homes were built closer to the road than current codes allow. The potential exists that many front yards would be severely impacted by the full road construction. Even rehabilitating the road requires a limited amount of right-of-way purchase to fit a minimum width road section. Again front yards may be impacted negatively.

The second most noticeable negative condition would be the increase of traffic use on Lincoln. Resident could expect to see increases in traffic volume and speed with either the rehabilitation or reconstruction of the road.

Another negative condition is that roadside storm drainage systems are inadequate. By rehabilitating the road section, storm water runoff would be increased with no identified way to mitigate it.

**Recommendation:** Rehabilitation of Lincoln Street has some good benefits to the residents and non-residents of Sherwood. Access to neighborhoods at the top of the hill and to Snyder Park would be improved. Overall local access to residences would be improved. Rehabilitation of Lincoln Street keeps the feel of the street near its current level while improving the performance of the road. And rehabilitation allows more time to develop funding strategies for full road reconstruction in the future.

## **Century Drive Extension**

**URA Funding Allocation Requested:** \$500,000

**Project Description:** This funding allocation is in conformance with the development agreement the City entered into with Langer Development LLC. The intent of this funding allocation is to promote development by paying for the difference in construction cost between a parking lot and collector street. This portion of the development agreement was approved because the PUD for the project specifically excluded the construction of Century Drive. The Langer family did not want Century to go in at the time the PUD was adopted and the City agreed. At a later date the City changed to want the roadway but since the PUD was approved could not easily do so. This issue was looking like it would require litigation to resolve and may not have been resolved in the cities favor. This would also have delayed the project significantly. While the City agreed to pay for the difference to move the project forward the Langer's agreed to construct all of Langer Farms Parkway (Adams) from T-S to 99W which is a multi-million dollar project.

**Funding Analysis:** The City is obligated by the development agreement to provide the difference in the construction costs.

**Project Benefit/Non-Benefit Analysis:** The extension of Century Drive provides a final link between neighborhoods south of the existing Century Drive and businesses north of the existing Century Drive and Tualatin-Sherwood Road.

The sooner that the Langer property is developed will provide \$100's of thousands of dollars per year to the URA.

No non-benefit issues have been determined for local residents or businesses from the extension of Century Drive.

The URA has spent very little monies in this portion of the URA which has contributed a lot of monies to the URA.

**Recommendation:** The City is obligated to conform to the requirements of the development agreement and getting this project done sooner than later will benefit the URA. Therefore it is recommended that these monies are spent as soon as the developer is ready to develop.

## **Property Acquisitions**

**URA Funding Allocation Requested:** \$260,000

**Project Description:** This funding allocation is based on URA objectives of finding available properties within the URA district boundary that may be redeveloped into higher/better use. The URA has already purchased properties within the district related to this URA primary objective. Future property purchase allocations include:

- The railroad property for future use as a parking lot associated with the Sherwood Community Center (\$241,725 Purchase Price).
- Future properties that would benefit the URA including properties that may be needed for parking or parking structures.

**Funding Analysis:** This funding allocation is one of the primary identified objectives of the Urban Renewal District. Each of the properties that has been acquired so far is being viewed as a long term asset to the City. The funding amount has been lowered by the amount of the Community Center purchase price.

**Project Benefit/Non-Benefit Analysis:** The overall benefit to the City is that properties acquired has the ability to be redeveloped into higher and better use. This will increase the value not only of these properties, but of the adjacent properties as well.

The non-benefit issue is one of timing. The benefits of properties can only be realized upon resale of the properties. The housing market has been severely hampered by the recent downturn of the economy, and hence may take a unknown amount of time to recover for the re-sale of already owned properties.

**Recommendation:** That SURPAC continue to take advantage of opportunities to purchase developable properties as these properties become available.

**Facade Grants**

**URA Funding Allocation Requested:** \$200,000

**Project Description:** This grant is intended to improve the appearance of existing buildings in order to enhance the overall aesthetics of Old Town Sherwood, to help in improving building safety and ADA accessibility, and to redevelop buildings and areas which are inconsistent with the goals and objectives of the URA.

**Funding Analysis:** The use of this fund by downtown businesses is well supported. The

**Project Benefit/Non-Benefit Analysis:** This program supports rehabilitating building facades in Old Town in order to promote business development in an area that reflects the small-town charm. As facades in the Old Town area are rehabilitated, the opportunities for newer businesses to succeed are increased. This benefits not only the Old Town area businesses but the residents of the City as well.

No non-benefit issues have been identified for this program.

**Recommendation:** That SURPAC continues to support this program funding.

DRAFT

### **Mainstreet Program**

**URA Funding Allocation Requested:** \$100,000

**Project Description:** The Mainstreet Program promotes the Old Town area as the neighborhood's social, cultural, and economic center. This program organizes established and developing business owners and financial resources to sustain a long-term revitalization effort of the Old Town area.

**Funding Analysis:** This program is the reformatted Businesses of Old Town (BOOTS) organization. The program has moderate support from local businesses and has several projects that it is working on (i.e. way finding, Plaza bricks, etc.). The Mainstreet program supports development plans for Old Town based on a combination of funds from the local businesses and City allocations.

**Project Benefit/Non-Benefit Analysis:** This program is a solid benefit to the businesses of Old Town and the City as a whole.

Future support and involvement of the Old Town businesses is a vital component of the Mainstreet Program viability over time. Economic growth is necessary for this program to remain viable.

**Recommendation:** That SURPAC continue to support this program funding as funds are made available.

DRAFT

## **Parking Study**

**URA Funding Allocation Requested:** \$50,000

**Project Description:** This project will perform a full parking study of the downtown area and small parts of adjacent residential neighborhoods to identify current parking availability and usage, and determine long term parking availability based on growth projections.

**Funding Analysis:** Currently available parking within the Old Town and Cannery area appears to be sufficient. However, as future (re)development occurs in the downtown area, it can be expected that competition between residents, business patrons and clients, and business staff for parking will exceed the current parking availability. The cost of a parking study is estimated to run between \$30,000 and \$50,000.

**Project Benefit/Non-Benefit Analysis:** This project has direct impacts to the future of businesses of Old Town, both for existing and future. Development could be severely stymied if adequate number and appropriately located parking spaces are not identified or developed.

**Recommendation:** That SURPAC continue to support this program funding as funds are made available.

DRAFT

### **Sidewalk Improvements in Old Town**

**URA Funding Allocation Requested:** \$100,000

**Project Description:** The streets located throughout downtown Sherwood have varying degrees of sidewalks, from new 5-foot wide sidewalk with planter strip, to narrower 4-foot wide curbtight sidewalk, to no sidewalk at all. Many sections of the oldest sidewalks are in poor condition and need to be replaced.

**Funding Analysis:** City staff has performed a preliminary sidewalk survey to identify the extent of substandard sidewalks and the estimated probable cost to replace. This funding amount would remedy the majority of the sidewalk issues found in downtown, exclusive of those cases where any easements or right-of-way would need to be acquired to make any public improvements.

**Project Benefit/Non-Benefit Analysis:** The benefits to the downtown area are significant. Residents and business owners would benefit greatly from the ability of pedestrians to walk to destinations of interest.

There are no identified non-benefit issues from supporting this program.

**Recommendation:** That SURPAC continue to support this program funding as funds are made available.

DRAFT

### **Traffic Re-Routing Study/Plans for Old Town**

**URA Funding Allocation Requested:** \$175,000

**Project Description:** This project works in conjunction with 1<sup>st</sup> and 2<sup>nd</sup> Streets east of Pine becoming one way couplets. Both of these street segments will become couplets by the time when the Cannery site is fully developed. Traffic routing west of Pine will need to adjust to the change in traffic flow patterns. A full traffic routing study will need to be performed to determine what changes should be undertaken, and what the impacts of these changes may be on local businesses and residents.

**Funding Analysis:** This project is extensive and would include a significant amount of public input and approval for any adopted plan.

**Project Benefit/Non-Benefit Analysis:** The main benefit of this project is that the final traffic routing plan would have a clear understanding of the future growth impacts of the downtown area on traffic flow within the downtown area. The ability to mitigate traffic issues early in any approval process is preferable.

The major drawback to changing the downtown traffic pattern is the perceived impacts to businesses and residents. Traffic flow may be required to be routed along non-business frontage streets to provide the best route through town. The increase in traffic flow may be severe to local homeowners.

**Recommendation:** SURPAC should support this program funding as a future project.

DRAFT

**Redevelopment of Public Lands into Parking Lots**

**URA Funding Allocation Requested:** \$371,000

**Project Description:** This project continues to review potential sites and allocate funds as necessary to help sustain the parking availability level within the URA District area. A portion of these monies will go towards the construction of the Community Center Parking areas and will reduce the allocation requested.

**Funding Analysis:** The funding request is based on projected parking needs within the URA District limits. These needs are not fully understood and will not be until a long term parking analysis is completed.

**Project Benefit/Non-Benefit Analysis:** This project benefits businesses and adjacent URA District neighborhoods. It promotes parking in areas which have the least impact on residential areas, and provides opportunities for parking lots based on future business development.

Non-benefit of this project is that development of purchased land may take a significant amount of time to occur. The tax reversal on the removal of the lot from the taxable lots is not a priority of the City.

**Recommendation:** Continue to support the funding of this work only if business development warrants it.

DRAFT

**SURPAC Meeting Date:** May 10, 2012

**Agenda Item:** Proposed Projects

**ACTION ITEM**

**TO:** SURPAC  
**FROM:** Tom Pessemier, Agency Director  
**SUBJECT:** **FY13 Proposed Projects**

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**ISSUE:**

This memo identifies two projects for the Committee's consideration for inclusion in the project list for FY13, the fiscal year beginning July 1, 2012.

**ACTION REQUESTED:**

Addition of the two projects to the Agency's FY13 project list: Cedar Creek Trail Design and Downtown Alley Rehabilitation.

**BACKGROUND:**

During the FY13 budget process, staff identified two projects that should be added to the Agency's committed projects list and undertaken in FY13

The first project is the design of the Cedar Creek Trail. The City received a \$5 million grant from the County to design and build most of the Cedar Creek Trail. The grant has a 10%, or \$500,000, match requirement. The FY13 portion of the project is the trail design and the City's match is \$100,000. Staff has identified the URA as the preferred source for this funding.

The second project is the design and construction of downtown alleys. The Committee has indicated that this is a priority. Staff will provide a project description and cost at the meeting on Thursday.

**RECOMMENDATION**

I recommend that the Committee submit the addition of the Cedar Creek Trail Design and the Downtown Alley Rehabilitation to the Agency Board of Directors for inclusion on the committed list of Agency projects.

## Urban Renewal Agency Financial Update

How much of COMPASSITY IS SPENT?

As of May 31, 2012

**Chart 1**

<b>Total Maximum Indebtedness Expended</b>	
MI Expended through January 2012*	\$ 33,195,402
MI Expended Feb through May 2012	<u>538,399</u>
<b>Total MI Expended</b>	<b>\$ 33,733,801</b>
<small>*see Ord 2012-005, E. Howard Report p. 2</small>	

**Chart 2**

<b>Calculation of Uncommitted Maximum Indebtedness</b>	
Maximum Indebtedness (Ord 2012-005)	\$ 45,133,469
Project Expenditures as of Jan 31, 2012*	(33,195,402)
Adjust E. Howard Report for 8061 Expenses**	207,201
<b>Committed Future Costs:</b>	
✓ Downtown Streetscapes Phase 2	3,031,028
✓ Cannery Site Development	181,274 <i>REMOVED</i>
✓ Community Center	5,056,612
✓ Plaza	397,212
✓ Columbia Street Property	107,292
✓ Cedar Creek Trail Design	103,431
Century Drive Extension	500,000
✓ Administration	<u>1,200,000</u>
Total Committed Project Budgets	<u>(10,576,849)</u>
<b>Uncommitted MI</b>	<b>\$ 1,568,419</b>
<small>* see Ord 2012-005, E. Howard Report p. 2</small>	
<small>** removes CC Bldg expenses through Jan 2012</small>	

#1600K  
 #2000K  
 #3

## Urban Renewal Agency Financial Update

As of May 31, 2012

**Chart 3**

Amanda's List

<b>Future Project List (Uncommitted Projects)*</b>		
<b>Uncommitted MI</b>	<b>Project Budget</b>	<b>Remaining MI</b>
	<b>\$</b>	<b>1,568,419</b>
<b>Planned but Uncommitted Projects:</b>		
C Oregon Street Improvements	3,290,000	\$ (1,721,581)
B Lincoln Street	734,000	\$ (2,455,581)
A Cedar Creek Trail Construction	400,000	\$ (2,855,581)
A Property Acquisition	500,000	\$ (3,355,581)
A Façade Grants	200,000	\$ (3,555,581)
C Main Street Program	100,000	\$ (3,655,581)
B Parking Study	50,000	\$ (3,705,581)
A Sidewalk Improvements in Old Town	100,000	\$ (3,805,581)
A Traffic Re-routing Study/Plans for Old Town	175,000	\$ (3,980,581)
B Redevelopment of Public Land into Parking Lots	221,000	\$ (4,201,581)
<i>Audrey was</i>		
<small>* From URA Ord 2012-005, Exhibit A, Table 2, modified only by changes in project budgets since then</small>		

C  
B  
A  
A  
C  
B  
A  
A  
B  
C

**Chart 4**

<b>Committed Open Projects: Expenditures To Date May 31, 2012</b>					
<b>Project</b>	<b>Budget</b>	<b>Expenses To-Date</b>	<b>Budget Remaining</b>	<b>Percent Completion</b>	
Downtown Streetscapes Phase 2	\$ 3,031,028	\$ 45,620	\$ 2,985,408	2%	
Cannery Site Development	3,373,222	\$ 3,231,825	141,397	96%	
Community Center	5,056,612	\$ 454,823	4,601,789	9%	
Plaza	2,399,259	\$ 2,149,478	249,781	90%	
Columbia Street Property	350,000	\$ 248,162	101,838	71%	
Cedar Creek Trail Design	103,431	\$ -	103,431	0%	
Century Drive Extension	500,000	\$ -	500,000	0%	
Administration	1,200,000	81,445	1,118,555	7%	
<b>Total Committed Project Budgets</b>	<b>\$ 16,013,552</b>	<b>\$ 6,211,353</b>	<b>\$ 9,802,199</b>		