



*Home of the Tualatin River National Wildlife Refuge*

City of Sherwood  
**SURPAC Meeting**  
(Sherwood Urban Renewal Plan Advisory Committee)  
**Civic Building - Community Room**  
22560 SW Pine Street, Sherwood, OR 97140  
**Date: December 1, 2011 – 6:30pm**

## A G E N D A

- |                                      |               |
|--------------------------------------|---------------|
| 1. Call Meeting to Order             | Chair Harbick |
| 2. Approval of Minutes<br>(11/10/11) | Chair Harbick |
| 3. New Business                      |               |
| a. BOOTS Paver Project Proposal      | Lee Weislogel |
| b. Substantial Amendment             | Tom Nelson    |
| i. Discussion of project priorities  |               |
| c. SWOT – 12/20 Appreciation Dinner  | Tom Nelson    |
| 5. Adjourn                           |               |

**Next meeting: SURPAC will be meeting, Thursday, January 12, 2012 at 6:30pm in the Community Room at the City of Sherwood Civic Building.**



# SURPAC MEETING MINUTES

<b>MEETING TITLE</b>	SURPAC Meeting Notes
<b>DATE &amp; TIME</b>	November 10, 2011 6:30PM
<b>LOCATION</b>	Sherwood Civic Building – Community Room
<b>FACILITATOR</b>	Charlie Harbick – SURPAC Chairman
<b>NOTES TAKEN BY</b>	Tom Nelson

## ATTENDEES

	<b>Name of Board or Group</b>	<b>City Staff</b>
	Tim Heine	Tom Nelson
	Charles Harbick - Chair	
	Vacant	
	Bob Silverforb	
Absent	Mark Cottle	
Absent	Ken Marlow	
	Scott Johnson – Vice Chair	
	<b>Others In Attendance</b>	
	Lee Weislogel - BOOTS	
	Angi Ford - BOOTS	
		<b>Council Liaison</b>
		Matt Langer - Absent

## MEETING NOTES

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

1. The meeting was called to order at 6:35 pm by Chair Harbick
  
2. **Approval of Minutes** – Mr. Harbick moved and Mr. Johnson seconded the motion to approve meeting minutes from 8/11/11. The motion carried 4-0
  
3. **Cannery Project Update**
  - a. **Streets/Infrastructure:**  
Mr. Nelson reported that this portion of the project had been completed, and that the streets would be open when the Plaza was completed.
  
  - b. **Plaza:**  
Mr. Nelson reported that the project was supposed to be substantially completed by November 23, 2011 in time for placing the tree on November 25<sup>th</sup> and the tree lighting ceremony on December 3<sup>rd</sup>.
  
  - c. **Sherwood Community Center:** Mr. Nelson reported that R& H Construction had been selected through a bid process for the CM/GC (Construction Manager/General Contractor, and that they were working with the design team to develop a process for subcontractors to complete the redevelopment under budget by October 2012.

#### **4. New Business**

**a. BOOTS Paver Project Proposal:** Lee Weislogel, president of BOOTS and Angi Ford, BOOTS Coordinator, along with Jeff Sackett, BOOTS board member and the URA's agent for the Cannery Project public improvements, presented a proposal to raise funds for BOOTS by selling space on granite pavers to be installed in the paseo adjacent to the Sherwood Community Center. The pavers would be laser engraved by a local company. The proposal is attached.

Mr. Silverforb read an email from Mayor and URA Board Chair Mays expressing concerns about the proposal. BOOTS representatives attempted to address the concerns. The first concern was that the pavers engraving may wear like bricks that were used at the Florence Events Center. Subsequent investigation by Mr. Nelson and Mr. Weislogel who visited Florence revealed that the bricks in question were made of clay, and were inferior to the granite pavers being proposed. The URA's contractor has assured staff that the granite pavers would not fail. Mr. Sackett also reported that a cost analysis had been completed that proved installation of the pavers would be about the same as regular flat (un-stamped) concrete due to the fact that the City had already purchased the pavers. He further indicated that the design had always included the use of pavers, and they really were a part of the design scheme. He noted that the opportunity to use them as a fundraiser was a win-win-win. They would create enthusiasm and community involvement on the part of purchasers while supporting the organization responsible for promotion of Old Town, as well as being environmentally responsible by reusing material.

The other overall concern was the idea that a non-profit (BOOTS) would be allowed to be funded on a URA/City owned project. BOOTS representatives pointed out that the nature of their organization is a partnership with the City to promote and preserve Old Town and implement the National Main Street program. Most Main Street Programs receive on-going funding from the cities they represent, and this would be one way to pay for that funding. It was also pointed out that considerable investment has been made by the URA to redevelop Old Town, and that BOOTS had been funded to capitalize on that investment by promoting Old Town success. It was also pointed out that BOOTS would promote the activity of events held at the Sherwood Community Center and other Old Town events which would help many other non-profit groups.

Mr. Silverforb said he generally supported the idea, and expressed that these concerns should not distract the committee from what was done at this point. Mr. Johnson and Mr. Heine expressed concern over the email from Chair Mays, and indicated they were not prepared to make a recommendation to support the Paver Project at that time. After considerable discussion, Mr. Silverforb moved and Mr. Harbick seconded a motion to recommend the project to the URA Board. The vote failed 2-2. Mr. Johnson asked if the committee could meet and deliberate on the topic at another time after they had more time to consider the proposal. The committee agreed to meet on December 1<sup>st</sup> for a special SURPAC meeting.

**b. Substantial Amendment:** Mr. Nelson referred to a list of projects proposed by staff that would be used in the planned URA Substantial Amendment, and asked the committee if they were ready to prioritize projects on the list. Due to the time, and the

need for some members to leave, the committee decided to delay discussion until the December 1<sup>st</sup> special meeting.

**c. SWOT:** Mr. Nelson proposed that this topic be held over to the December 1<sup>st</sup> meeting, as well. The committee agreed.

**5. Adjourn** – The meeting was adjourned at 7:54 p.m.

# SHERWOOD MAIN STREET

Businesses Of Old Town Sherwood  
BOOTS

P.O. Box 262  
22566 SW Washington St.  
Sherwood, OR 97140  
December 1, 2011

To: SURPAC

## PROPOSAL FOR THE BOOTS COMMUNITY CENTER PAVER PROJECT

As the Businesses of Old Town Sherwood (BOOTS) organization implements the National and State Main Street Program, planning ahead and laying a solid foundation is essential. SURPAC and the URA Board have supported and enabled us to hire a part time Coordinator. We have also established a Cooperative Agreement with the City and the Sherwood Chamber of Commerce, which provides important mutual benefits.

Our proposal for the Paver Project will allow Old Town and the City to benefit greatly. Presented here is an overview that includes detailed proposal and project information.

### BOOTS ACCOMPLISHMENTS TO DATE (to name a few)

- Established Board and Officers
- Prepared and Approved Bylaws
- Obtained 501(c)(3) Status and completed Registration with the Oregon Department of Justice
- Established four committees: Organization, Design, Promotion, and Economic Restructuring
- Establishing the Junior Main Street Program with Sherwood High School student leadership
- Initiated the Branding Process
- Served as an Advocate for Old Town
- BOOTS Coordinator managing day-to-day operations, activities, and events
- Expanded Membership Meetings and partnerships with other organizations
- Developed goals and work plans to support Old Town
- Taking steps to advance to the 'Transforming' level with the State Main Street Program

### FINANCIAL RESOURCES

We are looking ahead to broadening our financial support base in several ways. We are reviewing the financial models used by other Oregon cities in the Main Street Program to learn what would be best for Sherwood. The Paver Project we propose is an excellent example of projects that can benefit Old Town, the City, and BOOTS, both now and in the future.

THE PAVER PROJECT – See the Attachment for details

### CONCLUSION

BOOTS hereby proposes that SURPAC recommend URA Board approval of the Paver Project. We believe this confirms and continues the City's support for the Urban Renewal District and Old Town Sherwood.

We would be happy to provide further information. Thank you for your consideration.

Sincerely,

/s/ Lee Weislogel  
BOOTS President

Attachment

## ATTACHMENT

### Proposal to the City of Sherwood from Businesses of Old Town Sherwood (BOOTS)

For permission to utilize granite pavers owned by the City as a fundraiser by selling engraving space on the ones being used in the Paseo construction of the Sherwood Community Center.

BOOTS has received permission from Capstone Partners, LLC to sell engraving space on the granite pavers being used in the construction of the Paseo in front of the Sherwood Community Center as a way to fund the Sherwood Main Street program and is requesting approval from the City of Sherwood.

BOOTS and Capstone Partners, LLC have approved the quote and sample received from NW Laser Impressions to do the engraving.

The cost per paver would be \$29.00 for text only and \$34 for text and logo with pick-up and delivery of pavers included.

Pavers would be sold to residents, business owners, organizations, and others at a sales price of \$125 for half a paver and \$200 for an entire paver with the option to include a logo for an additional \$50 on a half paver order and \$100 on a whole paver order. The amount above the actual cost would be considered a 501(c)(3) donation.

Capstone has estimated that we should have access to approximately 600-800 pavers. Our goal would be to sell space on all of these prior to them being laid in the ground late spring/early summer 2012. NW Laser Impressions does have the capability of coming out and engraving additional pavers on site after construction. This option would be considered in the future as needed.

An additional income opportunity could be to charge extra for consumers to choose the location of their paver. This will be determined through Capstone as they continue to work with the design elements.

This fundraiser is intended to provide additional support to the Sherwood Main Street program, and in turn our Sherwood Community with the emphasis being on Old Town. We are requesting that our BOOTS committees, Economic Development, Design, Organization and Promotion, provide us with their 2012 goals and budget request to support those goals. A portion of these funds would be offered to fill the approved requests as determined by the BOOTS Board of Directors. At this time some of those goals include marketing efforts for Old Town as a business district to visit, multiple levels of signage (such as way finding and gateway), and events designed to get consumers to the Old Town businesses. These funds could possibly also be used as matching funds for grant writing, staffing, and other Sherwood Main Street purposes.

Thank you for your consideration.

Sincerely,

Businesses of Old Town Sherwood  
(BOOTS)

Date: August, 12, 2010

To: SURPAC

From: Tom Nelson, Economic Development Manager



### **SURPAC Project Priorities Update**

The tables below reflect the project priority discussion at the last SURPAC meeting. We have incorporated the changes recommended in that discussion.

This table reflects the resources currently available for the URA.

<b>Remaining Resources</b>	
<b>Resources as of June 2010</b>	
Remaining Indebtedness Available	\$9,935,000
Total Fund Balance Available	<u>3,540,000</u>
<b>Total Resources</b>	<b>\$13,475,000</b>

This table reflects the revised spending priorities based on our discussion:

<b>Chart 3 Future Expenditures</b>	
<b>Projects on Deck</b>	
Cannery Streets & Utilities	\$3,380,000
Cannery Square Plaza	2,750,000
Machinery Shop Shell	3,540,000
Downtown Streets	1,900,000
Adams/Oregon Street Signal	1,000,000
Parking	550,000
Old town Econ Stimulus	100,000
Washington Hill Street Repairs	<u>255,000</u>
<b>Total</b>	<b>\$13,475,000</b>
<b>Net Resources</b>	<b>\$0</b>

The Downtown Streets project has been increased to \$1,900,000, and the Washington Hill Street Repairs has been decreased to \$255,000. The amount designated for Downtown Streets will allow for a partial reconstruction of SW Railroad and SW Washington as shown in the presentation this evening. An estimated additional \$1,200,000 would be needed to do a complete reconstruction of these streets. At this time, resources are not available to do that. However, depending on actual expenses on Cannery redevelopment and the future availability of other resources, we may have sufficient resources to do the complete project by time of construction which is projected to be next summer.



22560 SW Pine Street  
 Sherwood, Oregon 97140  
 Ph: 503-625-5522  
 Fax: 503-625-5524  
 WebSite: www.sherwoodoregon.gov

## Memorandum

**Date:** October 19, 2011

**Project:** URA CIP Budgeting

**To:** Tom Nelson  
 Tom Pessemier  
 Craig Gibons

**From:** Bob Galati

**Topic:** Project Cost Estimates for Establishing URA CIP Budgeting and Maximum Indebtedness

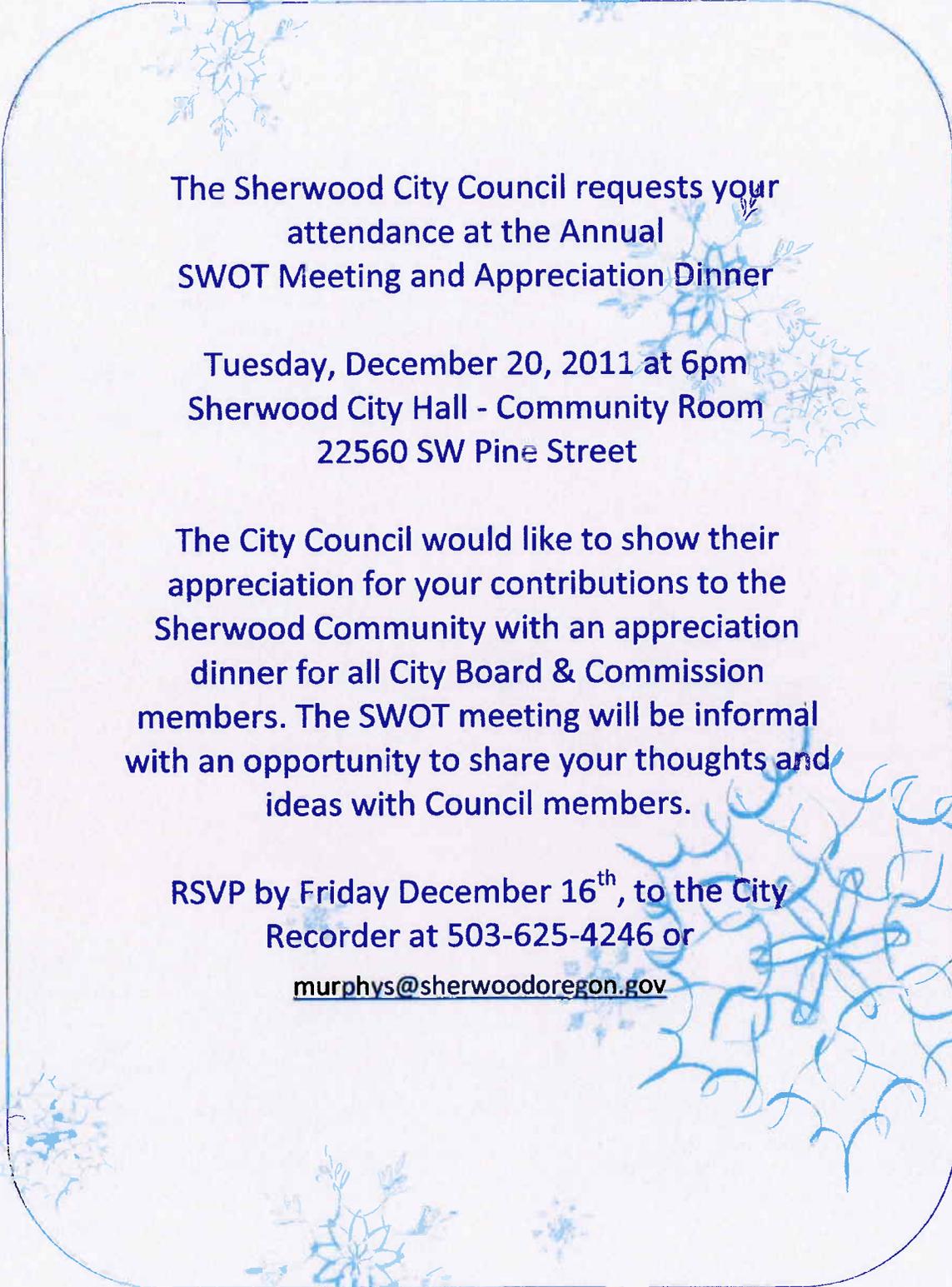
Project	Description	Cost
Downtown Streetscapes Phase 2	Reconstruct Railroad Street between Pine and Main Streets, and Washington Street between Railroad and 1 <sup>st</sup> Streets to match Cannery street development	\$2.95 million
Oregon Street Improvements	Reconstruct Oregon Street between Lincoln Street and roundabout at Murdock to full TSP standards including regional trail option.	\$3.29 million
Lincoln Street Improvements – Willamette to Division Street	Rehabilitate Lincoln Street pavement section between Willamette and Division Streets. Does not bring road up to TSP standard for residential street section.	\$734K
Orcutt Court Street Improvements	Rehabilitate Orcutt Court pavement section. Does not bring road up to TSP standard for residential street section.	\$126K
Highland Drive Street Improvements	Rehabilitates Highland Drive pavement section. Does not bring road up to TSP standard for residential street section.	\$432K
Century Drive Extension	Road extension through Langer development. Part of development agreement.	\$500K City share
Cedar Creek Trail	City match for development of regional trail system through Sherwood.	\$200K - \$300K

The combined total estimated cost of the above referenced items is \$8.3 million.

Additional projects and associated estimated costs (if projects defined well enough) that could use URA funds are:

Project Description	Estimated Cost
Property Acquisition	\$500,000
Façade Grants	\$200,000
Main Street Program	\$100,000
Parking Study	\$35K to \$50K
Alley improvements in Old Town area	\$450K to \$500K
Sidewalk improvements in Old Town area	\$50K to \$100K
URA Administration Costs	\$1,200,000
Traffic rerouting study and plans for Old Town area	\$125K to \$175K
Redevelopment of public lands into parking lots	\$371,000

The combined total estimated cost of the above referenced items is \$3.2 million.



The Sherwood City Council requests your  
attendance at the Annual  
SWOT Meeting and Appreciation Dinner

Tuesday, December 20, 2011 at 6pm  
Sherwood City Hall - Community Room  
22560 SW Pine Street

The City Council would like to show their  
appreciation for your contributions to the  
Sherwood Community with an appreciation  
dinner for all City Board & Commission  
members. The SWOT meeting will be informal  
with an opportunity to share your thoughts and  
ideas with Council members.

RSVP by Friday December 16<sup>th</sup>, to the City  
Recorder at 503-625-4246 or  
[murphys@sherwoodoregon.gov](mailto:murphys@sherwoodoregon.gov)



# City of Sherwood SURPAC SWOT

December 16, 2009

6:00pm – Sherwood Civic Building Community Room

## Strengths:

- Experienced leadership and management which includes a diversity of ideas
- Successful projects –Façade Program / (Let's Make Music, Old Church) / Cannery Redevelopment
- Infrastructure is in place to facilitate additional private development.
- The Agency is fiscally sound and revenues are continuing to grow each year due to an increase in assessed values.
- Re-development of the Cannery
- A successful economic development plan and established set of priorities.

## Weaknesses:

- City ownership of properties within the district limits tax collection opportunities.
- Capitalization capacity is somewhat limited with the breadth of projects currently being undertaken.
- Undetermined parking needs in Old Town
- Transportation network
- Old Town is not very well known or utilized
- Inconsistent and limited shopping hours of Old Town businesses

## Opportunities:

- Consider expansion of the District in the future and increase Maximum Indebtedness in order to accommodate additional projects
- The continued development of BOOTS (Businesses of Old Town Sherwood)
- Some Old Town businesses are closing/moving, providing opportunity for a varied business mix
- Availability of properties to develop including, Old Schoolhouse, Machine Shop, Robin Hood Theatre, and 1<sup>st</sup> Street properties
- Extension of Adams and the Langer Development

## Threats:

- The state of the economy locally, regionally, nationally
- Old Town Development Mix inhibits growth
- Traffic in Old Town
- SDCs are perceived as a threat to development

# SWOT



## **Annual Presentation to City Council** *(Insert Name of Board/Commission)*

**City Council Work Session**  
**Community Room at Sherwood City Hall**  
**22560 SW Pine Street, Sherwood, Oregon**  
**Tuesday, December 20, 2011, 6:00pm**

### **Strengths**

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- 
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### **Weaknesses**

- 
- 
- 

### **Opportunities**

- 
- 
- 

### **Threats**

- 
- 
- 

**What are your top 3 things you would like to work on in 2012?**

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-