



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: November 10, 2011 – 6:30pm

A G E N D A

1. **Call Meeting to Order** **Chair Harbick**

2. **Approval of Minutes** **Chair Harbick**
(8/11/11)

3. **Cannery Project Update** **Tom Nelson**
 - a. **Streets/Infrastructure**
 - b. **Plaza**
 - c. **Sherwood Community Center**

4. **New Business**
 - a. **Substantial Amendment** **Tom Nelson**
 - i. **Discussion of project priorities**
 - b. **BOOTS Paver Project Proposal** **Lee Weislogel**
 - 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

MEETING TITLE	<u>SURPAC Meeting Notes</u>
DATE & TIME	<u>August 11, 2011 6:30PM</u>
LOCATION	<u>Sherwood Civic Building – Community Room</u>
FACILITATOR	<u>Charlie Harbick – SURPAC Vice-Chairman</u>
NOTES TAKEN BY	<u>Tom Nelson</u>

ATTENDEES

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

MEETING NOTES

Approved: _____

1. The meeting was called to order at 6:35 pm by Vice-Chair Harbick
2. **Approval of Minutes** – Mr. Cottle moved and Mr. Harbick seconded the motion to approve meeting minutes from 3/16/11 and 5/12/11. The motion carried 4-0
3. **New Business**
 - a. **Election of Chair and Vice Chair:**

A unanimous vote was cast to elect Mr. Harbick as Chair, and Mr. Johnson as Vice Chair for FY 2012.
 - b. **Cannery updates:**
 - i. **Streets/Infrastructure:** Mr. Nelson reported that the Streets/Infrastructure portion of the project has been completed with the exception of a few punch-list items.
 - ii. **Plaza Update:** Mr. Nelson reported that the plaza construction was well underway, on schedule, and should be completed by mid-November.
 - iv. **Product Manufacturing move:** Mr. Nelson reported that Product Manufacturing planned to vacate the future Sherwood Community Center by December 1, 2011, and

that the development team was working on design and land use issues so that we would be able to begin redevelopment of the building by then. He reported that tentative plans show completion by fall of 2012.

c. BOOTS Update: Lee Weislogel, president of BOOTS and Angi Ford, BOOTS Coordinator delivered a report on the status of BOOTS. They reported that Main Street committees had been established, and that two trainings had been scheduled with Sheri Stuart, Oregon Main Street manager, as presenter. They stated that they were continuing to implement the plan developed by prior coordinator, Alexis Bozzo, and that membership had increased to approximately 40 people. In her role as coordinator, Mrs. Ford continues to recruit business people in and out of Old Town that have an interest in Old Town development and the Main Street program.

They reported that activities and events continue to be developed to promote activity in Old Town. Mrs. Ford also reported on an idea to sell “pavers” that are to be placed in the “paseo” between the Sherwood Community Center and the West Cannery building. There was consensus among the committee that this would be a good fundraiser for BOOTS.

Mrs. Ford and Mr. Nelson also reported that a effort is being undertaken by Capstone Partners, LLC, the URA, and BOOTS to develop a brand for Old Town that would be used in logo, tag-line, and marketing efforts for Old Town in the future. Capstone and the URA plan to share in the cost of this effort, and the marketing firm, 14 Hands, has been selected to lead the effort.

Mrs. Ford reported on a recent conference she attended and how she was implementing ideas gleaned from that experience in the promotion of Old Town.

Mrs. Ford also reported that the State Historic Preservation Office (SHPO) will be in town on August 16, 2011 to update the City’s inventory of historical properties. This service is free, and being done for Main Street communities throughout the State.

d. Report on Maximum Indebtedness: Mr. Nelson distributed a report from Tashman-Johnson LLC that summarizes the current status of the URA’s maximum indebtedness. He also circulated a summary report, and a proposal to retain Tashman-Johnson, LLC to prepare the URA for a substantial amendment to increase maximum indebtedness. Mr. Nelson stated outstanding projects in the URA Plan remained to be completed, and that an increase in maximum indebtedness would be needed to accomplish those projects. A discussion ensued about several projects, including the completion of SW Washington and SW Railroad. Mr. Nelson stated that a list of priority projects would be discussed in future meetings, and asked the committee for a recommendation to the URA Board to retain Tashman-Johnson, LLC to perform the tasks in the proposal. Mr. Cottle moved, and Mr. Harbick seconded the motion to make this recommendation to the URA Board, and the vote passed 4-0.

5. Adjourn – The meeting was adjourned at 7:21 p.m.



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 st 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.

SHERWOOD URBAN RENEWAL PLAN

TABLE 1 - COST OF PROJECT ACTIVITIES						GOALS						
Description of Project	Revised Plan 2003	Revised Plan 2004	Rolling Total	2007 Adjusted Costs	2007 Actual Debt	Promote private development	Upgrade Building Stock	Improve & Repair Utilites	Parking Facilities	Maint, remodel & const Public Facilities	Cultural Arts	Total
Project administration, planning, technical and finance services, renewal area marketing, and support	2,000,000	1,705,100	1,705,100	1,705,100	627,272							
Contingency	-	800,000	2,505,100	800,000	304,547							
Façade Grant Program	150,000	150,000	2,655,100	150,000								
Field House Indoor Soccer Facility	-	610,000	3,265,100	610,000								
Cannery Area redevelopment	2,418,000	1,500,000	4,765,100	1,900,000		2	2	2	2	1	0	9
Downtown streetscape-curb extensions and ADA ramp	1,436,500	10,000,000	14,765,100	10,000,000	10,000,000	2	2	2	1	2	0	9
Phases 3-5 of street plan	-	4,500,000	19,265,100	5,000,000		2	2	2	2	0	0	8
Cultural Arts Strategy	4,290,000	1,000,000	20,265,100	1,000,000		1	2	0	0	1	2	6
Participate in funding of multi-use facility*	3,900,000	8,000,000	28,265,100	8,000,000	8,000,000	2	2	0	0	2	0	6
N. Railroad Area Redevelopment	1,378,000	1,500,000	29,765,100	1,500,000		2	2	1	1	0	0	6
Parking	585,000	585,000	30,350,100	585,000		2	0	0	2	2	0	6
High speed communication	-	300,000	30,650,100	300,000		2	1	2	0	0	1	6
Improvements to recreational fields in the URD	-	1,000,000	31,650,100	1,000,000	600,000	2	1	0	0	2	0	5
Comm. Revitalization - Commercial building rehab	487,500	487,500	32,137,600	487,500		2	2	0	0	0	0	4
Old Town/Washington Hill Housing, rehab &	325,000	25,000	32,162,600	25,000		2	2	0	0	0	0	4
Tannery Clean-up Technical Assistance	130,000	130,000	32,292,600	150,000		2	2	0	0	0	0	4
Adams Street enhancements	1,462,500	1,950,000	34,242,600	1,950,000		2	0	1	0	1	0	4
Trails and general improvements to Cedar Creek Parkway	52,000	130,000	34,372,600	150,000		2	0	0	0	2	0	4
Cedar Creek Greenway Expansion and Redevelopment	1,300,000	975,000	35,347,600	1,250,000		2	0	0	0	2	0	4
Projects below are currently unfunded projects			35,347,600	36,562,600	19,531,819							
Washington Hill Area Improvements	2,615,600	4,000,000	39,347,600			0	0	2	0	2	0	4
Park expansion project	910,000	910,000	40,257,600			0	0	0	0	2	1	3
Old Town Square and Open Space	3,250,000	750,000	41,007,600			1	0	0	0	2	0	3
N. Sherwood Blvd Imp	1,560,000	1,560,000	42,567,600			1	0	2	0	0	0	3
Old Town Police Storefront Support	130,000	-	42,567,600			0	0	0	0	0	0	0
Improve park connections from Old Town	130,000	-	42,567,600			0	0	0	0	0	0	0
Washington Hill Area Housing Rehabilitation	325,000	-	42,567,600			0	0	0	0	0	0	0
Gateway project - Century Drive/N Sherwood Blvd.	65,000	-	42,567,600			0	0	0	0	0	0	0
Edy Road impr. Related to Police Station	58,500	-	42,567,600			0	0	0	0	0	0	0
Joint public use facility with School District	130,000	-	42,567,600			0	0	0	0	0	0	0
Support traffic and beautification improvements along Hwy	650,000	-	42,567,600			0	0	0	0	0	0	0
Projects below have been consolidated with other projects												
Alley improvements	338,000	-	42,567,600			1	0	0	0	0	0	1
Traffic management improvements in Old Town	130,000	-	42,567,600			0	0	0	0	0	0	0
Civic Building Reuse/Revitalization	2,437,500	-	42,567,600			0	0	0	0	0	0	0
Oregon Street realignment and improvements	2,853,500	-	42,567,600			0	0	0	0	0	0	0
Total Unbudgeted Projects	35,347,600	42,567,600										
Total for Goals						32	20	14	8	21	4	99
Ratings designate how well the project supports the goal												
0 = Does not support												
1 = Minimal support of the goal												
2 = Critical support of the goal												
* \$1.8M is budgeted to be reimbursed from sale of City buildings.												

SHERWOOD MAIN STREET

Businesses Of Old Town Sherwood
BOOTS

P.O. Box 262
22566 SW Washington St.
Sherwood, OR 97140
November 3, 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)



City of Sherwood SURPAC SWOT

December 16, 2010

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 1st 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

-
-
-

Weaknesses

-
-
-

Opportunities

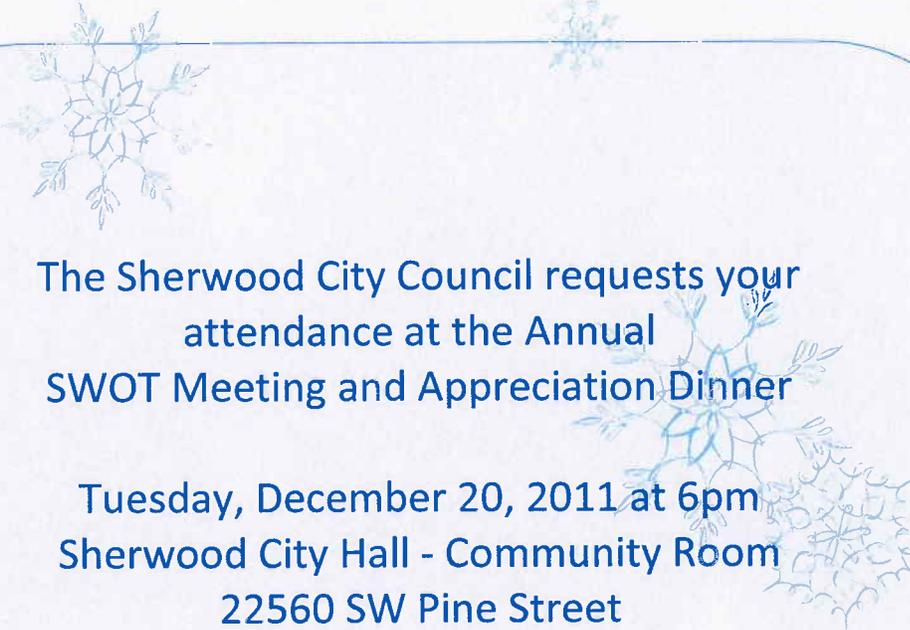
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Threats

-
-
-

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

-
-
-

The page features several blue snowflake decorations of varying sizes scattered around the text. A large, intricate snowflake is in the top left, and another large one is in the bottom center. Smaller, simpler snowflakes are in the top right, middle right, and bottom right. The entire content is enclosed in a light blue rounded rectangular border.

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 16th, to the City
Recorder at 503-625-4246 or
murphys@sherwoodoregon.gov