



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, April 21, 2015

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

URA Board of Directors Regular Meeting
(Following the City Council Meeting)

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING AGENDA**

Tuesday, April 21, 2015
(Following the City Council Meeting)

**City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

URA BOARD REGULAR SESSION

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSENT AGENDA**
 - A. Approval of November 18, 2014 URA Board Meeting Minutes**
 - B. Approval of March 17, 2015 URA Board Meeting Minutes**
- 4. PUBLIC HEARING**
 - A. URA Resolution 2015-001 authorizing the URA Manager to sell property owned by the Sherwood Urban Renewal Agency (Tom Pessemier, Assistant City Manager)**
- 5. STAFF REPORT**
- 6. ADJOURN**

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, November 18, 2014
22560 SW Pine Street, Sherwood, Oregon 97140**

URA BOARD REGULAR SESSION

1. **CALL TO ORDER:** Board member Linda Henderson called the meeting to order at 9:52 pm.
2. **BOARD PRESENT:** Linda Henderson, Dave Grant, Matt Langer, Bill Butterfield, Krisanna Clark and Dan King. Chair Bill Middleton was absent.

Note: Dan King was appointed by the City Council to a vacant Council position and sworn in at the November 18, 2014 City Council meeting.

3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Police Chief Groth, Administrative Assistant Colleen Resch, and Agency Recorder Sylvia Murphy.

Ms. Henderson addressed the Consent Agenda and asked for a motion.

4. **CONSENT AGENDA:**

- A. **Approval of October 21, 2014 URA Board Meeting Minutes**

MOTION: FROM DAVE GRANT TO ADOPT THE CONSENT AGENDA, SECONDED BY MATT LANGER, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (CHAIR BILL MIDDLETON WAS ABSENT).

Ms. Henderson addressed the next agenda item.

5. **NEW BUSINESS**

- A. **URA Resolution 2014-011 Approving a Façade Grant for Smockville Montessori 22444 SW Oak Street**

Assistant City Manager Tom Pessemier recapped the staff report. He informed the Board that SURPAC previously made recommendations for approval of façade grants and as SURPAC had been dissolved staff is making the recommendation based on past SURPAC and URA Board practices. Tom explained the location of the business, Smockville Montessori, and recapped staff's review and discussions with the applicant on the definition of Retail and Mixed use. Tom explained staff's review of the application and the applicant meeting the façade grant criteria for approval, he explained the financial impacts and a potential for a supplemental budget coming back to the Board for approval.

With no other discussion, the following motion was received.

MOTION: FROM DAN KING TO ADOPT URA RESOLUTION 2014-011, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (CHAIR BILL MIDDLETON WAS ABSENT).

Ms. Henderson addressed the next agenda item.

B. URA Resolution 2014-012 Authorizing the URA Manager to execute a contract with _____ to provide commercial real estate services to the Sherwood Urban Renewal Agency

Mr. Pessemier provided the Board with a handout (see record, Exhibit A) of a revised resolution to include the name of Kidder Mathews, the vendor selected to provide services. Tom explained the background and need for services, the Request for Proposal process and advertising of the RFP. Tom recapped the financial impacts and informed the Board that fees for services would be tied to property transactions.

With no questions from the Board the following motion was received.

MOTION: FROM DAVE GRANT TO ADOPT URA RESOLUTION 2014-012, SECONDED BY DAN KING, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (CHAIR BILL MIDDLETON WAS ABSENT).

Ms. Henderson addressed the next agenda item.

7. STAFF REPORT

No staff report was provided.

8. ADJOURN

Ms. Henderson asked for a motion to adjourn.

MOTION: FROM LINDA HENDERSON TO ADJOURN THE MEETING, SECONDED BY MATT LANGER, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (CHAIR BILL MIDDLETON WAS ABSENT).

Meeting adjourned at 10:08 pm.

Submitted by:

Sylvia Murphy, MMC, Agency Recorder

Bill Middleton, Chair

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, March 17, 2015
22560 SW Pine Street, Sherwood, Oregon 97140

URA BOARD WORK SESSION

1. **CALL TO ORDER:** Chair Krisanna Clark called the meeting to order at 9:18 pm.
2. **BOARD PRESENT:** Chair Clark, Sally Robinson, Jennifer Kuiper, Jennifer Harris, Beth Cooke and Linda Henderson. Dan King was absent.
3. **STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk and Agency Recorder Sylvia Murphy.
4. **TOPICS:**

A. Urban Renewal District 101

Tom Pessemier presented a power point presentation (see record, Exhibit A) and briefed the newly elected URA board members of the district's history and future. He provided background information on the URA Plan and reviewed state statutes and elements of the Plan. He reviewed Plan highlights and financing and explained taxing as it appears on a property tax bill.

Tom reviewed impacts to the school district and maximum indebtedness. He explained operating of the district, the district's advisory committee (SURPAC), IGA's between the URA and the City, financial reporting and plan amendments.

Tom explained the purpose of establishing an Urban Renewal District and recapped projects within the district, including projects supported by the Façade Grant Program. He recapped a project list and updates to the list and costs associated with the projects.

Tom explained the URD boundaries, revenue sharing and maximum indebtedness. He reviewed future tasks of the URA, project completion, selling of assets and the closure of the URA.

Tom recapped proposed projects for 2016 as: 1st Street Parking Lot; Façade Grants; Electronic Reader Board at the Center for the Arts; Sidewalk Improvements in Old Town; 1st-2nd Street Alleyway conversion; a Resource Assistance Intern for Old Town Master plan and business development for a total of \$475,000.

Tom reviewed other tasks for 2016 as: Selling Sherwood Blvd and Main Street properties, list Robin Hood and 3rd Street properties and continue business development efforts with Sherwood Main Street and Old Town businesses.

Questions and discussion followed.

5. ADJOURN:

Chair Clark adjourned the work session at 10:44 pm.

Submitted by:

Sylvia Murphy, MMC, Agency Recorder

Krisanna Clark, Chair

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Tom Pessemier, Assistant City Manager
Through: Joseph Gall, ICMA-CM, City Manager

**SUBJECT: URA Resolution 2015-001 of the Sherwood Urban Renewal Agency
authorizing the URA Manager to sell property**

Issue:

Should the URA Board of Directors authorize the URA Manager to sell certain properties?

Background:

The URA has acquired properties over the past 15 years and SURPAC previously has evaluated each of the property acquisitions. Based on their recommendation and the recommendation of the realtor hired by the URA the following commercial properties are recommended to be sold as the market allows.

- Tax Lot 2S132BC03700 16020 SW 1st Street (Former Robinhood Theater property)
- Tax Lot 2S132BC03800 16020 SW 1st Street (Former Robinhood Theater property)
- Tax Lot 2S132BB00500 16023 SW 3rd Street (Former Old Schoolhouse property)

The sale of property is governed by section 505 of the URA Plan.

The recent real estate market has been steadily improving and there has been interest expressed by developers for both of these properties. SURPAC recommended holding on to the properties until the market began to recover. The URA Manager will place restrictions on the sale of the properties so that development will occur in a manner that removes blight and maximizes the development of the properties.

Financial Impacts:

The sale of property will put monies back into the URA which can be allocated to other projects or to retire debt. These monies if reinvested back into the district will not count against maximum indebtedness.

Recommendation:

Staff respectfully recommends URA Board adoption of URA Resolution 2015-001 authorizing the URA Manager to sell properties according to section 505 of the URA Plan.



URA RESOLUTION 2015-001

AUTHORIZING THE URA MANAGER TO SELL PROPERTY OWNED BY THE SHERWOOD URBAN RENEWAL AGENCY

WHEREAS, the Urban Renewal Agency of the City of Sherwood ("Agency") as the duly designated Urban Renewal Agency for the City of Sherwood, Oregon ("City") is undertaking to carry out the Sherwood Urban Renewal Plan ("Plan") which plan was approved by the City Council ("Council") on August 29, 2000 by Ordinance No. 2000-1098 after a Public Hearing; and

WHEREAS, the Plan allows, under Section 505, for the Agency to sell property; and

WHEREAS, over time the Agency has purchased property that it desires to sell; and

WHEREAS, the Agency has previously approved contracting a realtor/broker to represent the Agency in commercial property transactions; and

WHEREAS, the retail/office properties are located at:

- Tax Lot 2S132BC03700 16020 SW 1st Street
- Tax Lot 2S132BC03800 16020 SW 1st Street
- Tax Lot 2S132BB00500 16023 SW 3rd Street

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SHERWOOD URBAN RENEWAL AGENCY:

Section 1. The Sherwood Urban Renewal Agency does hereby direct the URA Manager to sell the three properties noted above in accordance with Section 505 of the URA Plan.

Section 2. This Resolution shall be effective from and after its adoption by the Agency Board.

Duly passed by the Urban Renewal Agency Board this 21st day of April 2015.

Krisanna Clark, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder