City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, February 21, 2012

Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon

URA Board of Directors Meeting

(Following the City Council Meeting)

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING AGENDA

Tuesday, February 21, 2012
Following the City Council Meeting

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

REGULAR URA MEETING

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **CONSENT**

   A. **Approval of January 17, 2012 URA Board of Directors Meeting Minutes**
   B. **Approval of February 7, 2012 URA Board of Directors Meeting Minutes**

4. **NEW BUSINESS**

   A. **URA Resolution 2012-002 Approving a Façade Grant for the building at 22520 SW Washington Street in Sherwood** (Tom Nelson, Economic Development Mgr.)

   B. **URA Resolution 2012-003 Approving a Façade Grant for the building at 22566 SW Washington Street in Sherwood** (Tom Nelson, Economic Development Manager)

5. **STAFF REPORTS**

6. **ADJOURN**

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
January 17, 2012
22560 SW Pine Street, Sherwood Oregon 97140

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 7:52 pm.

2. **URA BOARD PRESENT:** Chair Keith Mays, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer, and Krisanna Clark. Dave Grant was absent.

3. **STAFF PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibons, Public Works Director Craig Sheldon, Economic Development Manager Tom Nelson, Planning Manager Julia Hajduk, Police Captain Jim Reed, Administrative Assistant Kirsten Allen and City Recorder Sylvia Murphy.

   Chair Mays addressed the Consent Agenda and asked for a motion.

4. **CONSENT AGENDA:**

   A. Approval of November 1, 2011 URA Board of Directors Meeting Minutes

   MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY BILL BUTTERFIELD. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR (DAVE GRANT WAS ABSENT).

   Chair Mays addressed the next agenda item.

5. **NEW BUSINESS**

   A. URA Resolution 2012-001 Recommending a Substantial Amendment to the Urban Renewal Plan to Increase Maximum Indebtedness

   Tom Nelson, Economic Development Manager and Elaine Howard, with Elaine Howard Consulting came forward. Tom presented a power point presentation regarding what the URA Board has accomplished since August 2000 (see record, Exhibit A). Tom reminded the board that Resolution 2000-1098 was adopted in August 2000 to approve the Urban Renewal Plan, and showed pictures illustrating what the district looked like. Tom stated that a major part of the plan was to remove blighting influences in the Urban Renewal District. Tom stated that visitors, residents, and former residents continue to compliment the redevelopment of Old Town.

   Tom explained the cannery project, stating that Capstone Development LLC has proposed the redevelopment of the area that will include about a $30 million investment at full build out. Tom discussed the purchase of the old machine shop on Washington Street and stated that it will be converted to a Community Center with retail space, set to be completed this year.

Tom stated that the URA invested $1,000,000 to improve the railroad crossing and intersection at Langer Farms Parkway and Oregon Street. Tom stated that the URA also provided funding for turf fields, made a contribution to the new stadium at the high school, and to the Sherwood indoor field house. Tom stated the URA purchased blighted property adjacent to the Senior Center for a proposed project to be developed in partnership with a Washington County non-profit organization and said the purchase also included a needed right-of-way for the extension of the Cedar Creek Trail.

Tom stated that the URA has invested in properties and removed blight, stating that some of the properties will have a public use, such as infrastructure, the cannery plaza, and the community center, while other properties can be resold for private development; stating that with the $5.6 million spent, as much as $4 million could be recouped from selling the properties after the public uses have been put to use.

Tom showed a list of façade grants for properties throughout Old Town totaling approximately $180,000. Tom stated that the façade grants provided an incentive for façade redevelopment that has resulted in about $1,000,000 in private development on those properties. Tom referred the Board to page 9 in the packet for a list of the projects done to date for the life of the URA.

Ms. Robyn Folsom asked about the discrepancy between the amount spent on the purchase of the Old School House between the presentation, which stated $550,000 and the packet, which stated $619,627. Tom explained that the property was purchased for $550,000, but there were additional costs for demolition and environmental issues which is reflected in the packet. Ms. Folsom asked if there was a timeline for being able to recoup some of the funds. Tom answered that the URA has an agreement with Capstone Development for their portion of the property by 2017. Tom stated that the Old School House property and the Robin Hood Theater property are market related and once other developers see the success of current development in old town there will be more demand for the Robin Hood lot. Ms. Folsom asked regarding the appraised values dropping. Tom stated that the Robin Hood lot was appraised in 2009 and concurred with Ms. Folsom that the Old School house would not recoup the amount it was purchased for unless the Board waited. Tom stated that a piece of property purchased on Main Street for a water quality facility will be put on the market for sale after a lot line adjustment.

Ms. Henderson asked for clarification of the narrative on page 9 of the packet regarding the $3.4 million to be used for the cannery project, and if it was meant to be for the Community Center. Tom explained that the Cannery Project includes the Plaza and the Community Center, and confirmed that most of the remainder is for the Community Center. Ms. Henderson asked if the purchase of the center is included in the $9 million listed. Tom confirmed.

Ms. Folsom asked regarding the money spent for Oregon Street / Langer Farms Parkway intersection and asked for clarification on if the work was done because of a federal grant. Tom confirmed and stated there was a need to get the signal installed in a timely manner.

Ms. Henderson asked if a million dollars was spent. Tom answered that a million dollars was the URA contribution. Mayor Mays added that the rest came from Washington County and street transportation funds. Tom Pessemier added that the final accounting was not complete, that the County's money will be spent before the URA money. Ms. Henderson expressed that she thought there would be some savings on the project. Mr. Pessemier stated he hoped there would be.

Tom Nelson asked if there were questions from the Board regarding the substantial amendment to the Urban Renewal Plan based on the material reviewed in the packet and at a previous work session, stating that there is a demand for additional maximum indebtedness to complete projects which includes the downtown streets. Tom added that when first looking at the substantial amendment there was not a list of projects with the total amount needed, but looked instead at the amount allowed using the indexing offered by the 2009 legislature. Tom stated that a substantial amendment gives an allowance for future revenues that can be used for the Urban Renewal projects. Tom stated that this method of substantial amendment is allowed only once, so the URA will ask for the full indexed 20% allowed and should the Board decide not to spend the money, the bonds could be defeased early or other projects could be chosen.

Elaine Howard added that another thing that happened in the 2009 legislature was that it now allows cities to take less than the full amount of the tax increment proceeds, which allows the Board to take less each year or to shut down the District at any time as long as the Board can maintain commitments on any outstanding bonds. Ms. Howard pointed out that there are many projects within the Urban Renewal District that remain on the capital improvements project list as prioritized by the City Engineer, and there are a number of other projects that could be allocated funding. Ms. Howard stated that a minor amendment is another funding possibility and offered to explain the process.

Tom Nelson explained that part of the process for the substantial amendment was public noticing requirements and meetings with the Planning Commission, TVF&R and the Washington County Board of Commissioners.

Mayor Mays asked for questions from the Board.

Ms. Folsom asked what qualified as a successful Urban Renewal District. Ms. Howard answered that there are no actual metrics to measure success, but her measure was the feel of the community, a show of development, and private investment, such as the commitment from Capstone Development. Ms. Howard stated that communities want private development money to leverage with Urban Renewal dollars. Ms. Howard stated that it was possible to have higher levels of investment in Sherwood's Old Town, but there does not seem to be a high vacancy rate, and there are a lot of thriving small businesses. Ms. Howard commented on how the library has created a central core to downtown and there is a lot of pedestrian activity on the streets. Ms. Howard commented that there were still a large percentage of properties in the district that are underdeveloped and constitute a blight that can be addressed.

Ms. Folsom asked if it was typical for Urban Renewal districts to spend so much money on streets. Ms. Howard confirmed and stated that there are not a lot of good funding sources for streets and streets are one of the prime objectives, along with streetscapes and plazas, which bring people to downtown and help make them want to come back.

Ms. Folsom asked what is in the City Budget for the re-pavement of streets like Lincoln, Pine and Willamette. Tom Pessemier replied by breaking the projects into two categories: Re-pavement, or the rehabilitation of the pavement surfaces, and Capacity Improvements which increases the capacity and adds sidewalks. Mr. Pessemier stated that there has been a lot of discussion about the lack of funding to keep up with the street maintenance program, and the City adopted measures last year to help maintain the Pavement Condition Index rating for streets by adopting a new fee structure. Mayor Mays added that those fees supplement the shared revenue the city receives from the State along with the fuel tax. Mr. Pessemier commented that Lincoln Street was paved with some of those dollars. Mr. Pessemier stated that roadway capacity improvements are mainly funded by System Development Charges through the County which fund around 29% of the funds required to maintain collector and arterial streets and can only be used on collector and arterial streets. Mr. Pessemier stated there is also a City transportation SDC fee which could potentially fund projects. Mayor Mays asked if the city pursues County MSTIP (Major Streets Transportation Improvement Program) money. Mr. Pessemier confirmed and stated money was received for Sherwood Blvd from the American Recovery and Reinvestment Act (ARRA). Mayor Mays stated that the steady revenue for street maintenance comes from the fuel tax and the transportation road fee, with money for street capacity improvements coming from SDC's, the occasional County MSTIP or federal ARRA money.

Mr. Butterfield commented that the Board can choose between taking the money and getting the projects done or decide which projects have to be done with the $3.4 million available and find other funding in the future. Mr. Butterfield asked what was to be gained from Oregon Street improvements. Tom Nelson answered that projects on the list have been added by Council or were part of the original plan and they cannot be done without additional funding. Tom stated the $3.4 million is money that will be spent on the Community center, which means the downtown streets project would not get done. Tom stated that the improvements on Oregon Street are important because of the Tonquin industrial area, and the street is the last transportation link into Sherwood that is substandard. Tom stated the Tonquin Industrial area is intended to be annexed and will be a freight corridor when it is developed. Tom stated that the area between the fire station and the roundabout is a blighted area, adding that the tannery site is likely to be redeveloped. Tom stated there is no source of revenue for the redevelopment of a street like Oregon Street. Mr. Butterfield asked if the land were redeveloped wouldn't the businesses pay for it. Tom answered that it would not include the whole street. Tom added that Council had identified to staff the other projects on the list as important.

Ms. Linda Henderson inquired about the $3.3 million estimate for Oregon Street. Tom answered that they were engineer estimates. Ms. Henderson asked at what point will the final decision on projects will be made, adding that the list was generated in 2000, new projects have been added every year, and there are projects on the list that may never be done. Ms. Henderson commented that $10 million was a large amount of money in addition

to extending the life of the district and expressed her concerns about a list of projects that were vetted publically without requirements to complete them. Ms. Henderson commented that it takes time to complete capital projects, but that many of the projects would get done fairly quickly. Tom answered that it is planned to complete the streets construction project this construction season, Oregon Street within the next couple of years, depending on annexation and development, and the other streets would be done as staff time allowed.

Ms. Henderson asked that the Board consider that the Community Center funding was between seven hundred and eight hundred thousand dollars short of what is wanted for the facility. Mayor Mays added that a work session was needed to make that determination. Ms. Henderson stated she wondered if less money could be spent on studies to provide more money that could be used over the life of the Community Center.

Mayor Mays stated that the Board could act on the resolution today and have a work session or continue the resolution and have a work session. Ms. Henderson confirmed the meeting timeline with Tom Nelson. Tom stated he would meet with the School District next. Ms. Henderson stated she wanted feedback from the school district in order to vote on a list of projects. Tom stated that tonight's vote was for recommending a substantial amendment and not voting on a list. Tom added that the list of identified projects can change, but the dollar amount is set and gives the Urban Renewal Agency permission to expend that amount on worthy projects. Tom suggested that council meet in a joint session with SURPAC to review the list and make a recommendation on priorities.

Ms. Henderson asked how delaying a decision would affect the process. Ms. Howard reminded the Board that City Council has final approval and stated that the Board was voting on starting the process; which means engaging the taxing agencies and looking at the variables. Ms. Howard stated that meeting with the agencies may provide feedback to include other projects, but that the plan contains goals and objectives that have to be met and the project list must meet those constraints. Ms. Howard reiterated that amending the maximum indebtedness can only be done once without going through the legal process, therefore allowing the taxing jurisdictions a vote and that this is what the proposal before the Board is. Ms. Howard stated that the report has identified many opportunities, including the Community Center, to allocate the funding.

Mr. Butterfield asked how the substantial amendment would affect the average rate payer in the city. Ms. Howard answered that it is close to nothing and further explained that on any general obligation bonds or local option levies passed before October 2001, the amount of taxes not paid by the Urban Renewal area is reallocated on to the rest of the taxpayers. Ms. Howard stated that in the City of Keizer the amount was around $3 a year and offered to do the specific calculation for Sherwood. Mr. Butterfield stated he would like to see actual numbers.

Ms. Henderson asked if that number was a function of when the district was retired. Tom answered that it does not increase taxes on any of the citizens. Ms. Henderson stated it is an increase because it remains a tax for longer. Tom stated that the tax increment will be shared among the other taxing jurisdictions after all the debt is paid, so the taxes don't go down, but the taxes get reallocated to another entity. Ms. Howard added that the general

obligation bonds and local option levies will be recalculated after the district is closed and there will be a very small change in the tax bill because the taxes will be allocated over a larger portion of property owners. Ms. Howard stated that some of the bonds and levies may expire before the district is closed and each one will have to be looked at individually.

Tom Pessemier commented that he remembered two that expire within the next two fiscal years. Mayor Mays added that the school district had some. Ms. Howard confirmed the type of Urban Renewal District that Sherwood has is a Window District and school bonds count.

Ms. Henderson asked regarding the project list if there were any properties listed, that were currently not in the district, meaning the district would have to be amended to bring additional property in. Tom answered no, unless the Tonquin area was annexed, which would mean a sliver of property would be added for infrastructure to the area and would be added to the boundary with a 1% amendment.

Ms. Henderson asked for clarification on the property acquisition line item with a $500,000 value. Tom answered that it was earmarked for potentially having to purchase property for public parking.

Ms. Folsom stated her desire to finish the downtown streetscape because it was an overdue commitment made to the citizens. Tom answered that it was up to the Board to prioritize projects and direct staff when to complete them. Tom added that he understood Phase II of the streetscape was to be completed this year.

Ms. Folsom posed the question of going into debt because it can be done, stating that in lean economic times, how does the need of the City outweigh the need of another taxing agency. Mayor Mays commented that the City will find out as other taxing agencies are engaged. Tom commented that these projects are intended to drive redevelopment which will help them all, plus in the case of TVF&R making traffic improvements cuts down their response time which is a benefit to them. Tom stated the improvements are not just for us, but for the greater community.

Ms. Folsom asked for feedback from the community, stating that she does not like taking on debt and wants to know how the citizens feel about it. Ms. Folsom stated she would like to see the downtown streets done and start paying back the debt in 2017.

Mr. Langer asked regarding the graph on page 61 of the URA packet and asked for an explanation on the public's behalf. Ms. Howard explained that in the 2009 legislature they changed what happens under a substantial amendment and setup trigger points for revenue sharing with taxing jurisdictions and those trigger points are reflected on the chart. Ms. Howard explained that the point that the revenue comes in, off of the tax increment financing, equals 10% of the original maximum indebtedness you start sharing with the impacted taxing jurisdictions. Ms. Howard added that under the current plan there would not be any sharing with those other jurisdictions until the plan is closed out in 2018 and under the amendment the taxing jurisdictions start getting revenue off of the increased value in the area in the year 2014 so that although they go three years longer without

getting the full amount they start to get something, so there is some positive tradeoff to them as shown in Table 17. Ms. Howard stipulated that the projections are based on development occurring and a 3.5% increase in value in the area and the projections are not actual but are estimates based on data received. Ms. Howard stated that this is new to substantial amendments and is a positive benefit to the taxing jurisdictions.

Ms. Howard commented that there are very few economic development tools for cities to use, that there used to be community block grants, federal money, and more state money to help communities develop and there really aren't those funds any more. Ms. Howard remarked that urban renewal is a way to develop roads and to encourage vacant parcels to develop. Ms. Howard commented that Oregon Street was a vital project because of the vacant land around it. Ms. Howard stated that if all of the vacant land were to be put to productive use it would provide jobs and increase the tax base and help all of the taxing jurisdictions, because in just a three year time period they would start seeing the increase in value off of the property. Ms. Howard stated that Urban renewal is a very powerful tool and the only economic development tool for Cities other than using general fund money. Ms. Howard stated that in order to facilitate and to catalyze development this is the tool to use.

Ms. Folsom asked for further explanation of the numbers in parentheses on Table 17. Ms. Howard answered that in 2014 to 2018 with the new maximum indebtedness the taxing jurisdictions get a positive amount of money, in 2019 negative values are shown because the district would have been closed in 2018, the chart shows the net financial impact and the amount the taxing jurisdictions will forego for an additional three years. Tom added that this is not reflective of the money they are receiving now. Ms. Folsom reminded the citizens that this information could be found in the URA Packet that was available online. Mayor Mays added that if you add up the estimated distribution under a major amendment it is equal to about a year, in essence extending the district by three years is more like two years because of the collective estimated shared revenue. Tom Nelson stated that there could be enough property sold in the interim that the rest of the debt could be defeased.

Ms. Clark asked regarding the Traffic and Parking Studies on Table 12 on page 54 of the packet and questioned if there was a state requirement to conduct studies as part of the process therefore using a portion of the funds to do them. Mayor Mays stated that he was not aware of a requirement. Mr. Pessemier stated that a Parking Study has been discussed for a long period of time and was part of the original plan. Mr. Pessemier stated in regards to the Traffic Rerouting Study and Plans for Old Town, that success in old town will create traffic flow issues and failure to resolve those issues will have an opposite effect of promoting growth and increased value. Mr. Pessemier explained that this project is farther in the future, but not doing so would end up hurting the district by the lack of foresight.

Mr. Langer asked regarding further clarification on the graph on page 61 per year 2017 where the URA is capped off. Tom Nelson explained that in 2017, URA collections plateau, as illustrated by the blue line, and any additional revenue coming in because of growth and development are divided among the other taxing jurisdictions, as illustrated by the red line. Mr. Langer commented that growth rate is an estimate and there is no limit to the amount

that could be redistributed to the other taxing jurisdictions. Tom agreed that a conservative approach in predicting revenue was taken.

Mr. Langer stated that it sounded like the Board was discussing increasing taxes by $10.9 million, but that it was a discussion about whether to continue to use the money for URA projects and investing in infrastructure or ending the URA and the $10.9 million would go back to the redistribution process into all of the other taxing jurisdictions. Tom Nelson clarified that the amount was $10.7 million.

Ms. Howard added that schools need growth in the community, and to create growth in the community, incentives need to be provided. Ms. Howard stated that school districts should want urban renewal, because although it takes money from the schools now, in the long run it increases their funding and their per student ratios.

Ms. Folsom stated that this was the beginning of the process and moving forward tonight meant opening up to broader conversations with the Planning Commission, SURPAC, the community, and the taxing jurisdictions. Ms. Howard commented that a vote from the Board did not mean the City Council has approved the amendment.

With no other Board questions, Chair Mays made a motion.

MOTION: FROM CHAIR KEITH MAYS TO ADOPT URA RESOLUTION 2012-001, SECONDED BY MATT LANGER. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR (DAVE GRANT WAS ABSENT).

Chair Mays addressed the next agenda item.

6. **STAFF REPORTS:** There were no staff reports.

7. **ADJOURN:** Chair Mays adjourned the URA Board meeting at 8:55 pm.

Sylvia Murphy, CMC, District Recorder

Keith S. Mays, Chair

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
February 7, 2012
22560 SW Pine Street, Sherwood Oregon 97140

URA BOARD JOINT WORK SESSION WITH SURPAC

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 7:30 pm.

2. **URA BOARD AND SURPAC MEMBERS PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom, Matt Langer, Bill Butterfield and Krisanna Clark. SURPAC Chair Charlie Harbick.

3. **STAFF PRESENT:** City Manager Pro Tem Tom Pessemier, Economic Development Manager Tom Nelson, Finance Director Craig Gibons, Human Resource Manager Anna Lee and Agency Recorder Sylvia Murphy.

4. **OTHERS PRESENT:** Lee Weislogel and Angie Ford with BOOTS, Jeff Sacket with Capstone Partners, Nancy Bruton with the Sherwood Chamber of Commerce and Sally Ho with the Oregonian.

5. **TOPIC:**

   A. **Paver Project.** Community Development Manager Tom Nelson explained the plan for the paver project and provided the Board with a copy of a staff report and SURPAC recommendation he planned on providing to the Board for consideration (see record, Exhibit A). Tom explained there are 600-800 pavers available for engraving for installation in the paseo, possibly more. Discussion occurred regarding Boots coordinating and administrating the program. Discussion occurred regarding the cost of engraving half a paver, $29 and an entire paver being $34 and the additional cost for logo's and art work. Discussion occurred regarding the price of a paver being $125 for half a paver with an additional $50 for logo or art and $200 for a whole paver with additional cost of $100 for logo or art.

   Chair Mays commented and discussion occurred regarding the expense of the program and what other jurisdictions had similar programs, the successes and failures of such programs.

   Discussion occurred regarding who would receive the proceeds of the program and what those funds would be used for. Comments were received from Board member Folsom that she would like proceeds of the program to go toward the Community Center.

   Discussion occurred regarding the timing of the program, and if guidelines for engraving content had been established, comments were received regarding the formation of a review committee. Discussion occurred regarding design of paver, selling the paver in quarter and

half size, font type and size, content with logo's and art, cost, establishing a pledge program and receiving a certain amount of pledges to seek interest before proceeding.

Discussion occurred regarding who could purchase pavers; private individuals, companies, religious organizations. Staff commented regarding seeking legal counsel on the program and if restrictions would be allowed for certain organizations.

Board concerns were raised regarding administration of the program and who would benefit from the proceeds; BOOTS and or the Community Center. Comments were received that the Community Center should receive some benefit.

Discussion occurred regarding support of BOOTS and the Main Street Program and BOOTS wanting to do a promotion for the Community Center and the Main Street Program.

Board member Butterfield stated he supports a paver project with proceed going to the Community Center.

Discussion occurred regarding hiring a subcontractor to manage the project and SURPAC's prior discussion of proceeds going to Boots and the URA.

SURPAC Chair Charlie Harbick stated SURPAC supported an idea brought to them by BOOTS and this is why SURPAC was focused on BOOTS' proposal of the program.

Discussion occurred regarding the Main Street Program and the BOOTS Coordinator position held by Angie Ford.

Chair Mays suggested modifying the program or rejecting it as proposed and commented regarding valid concerns brought forward from both sides, including concerns regarding paver uniformity and getting more support of the program. Chair Mays stated he cannot support the program if the Community Center does not receive funds.

Discussion occurred regarding Main Street Program funding and Angie Ford discussed grant opportunities and working with the Cultural Arts Commission.

Discussion occurred regarding distribution of funds, accessibility to families and getting youth involved.

Discussion occurred regarding the role of BOOTS in relation to the Community Center.

Board Member Henderson stated she supports funds going towards the Community Center and sharing proceeds with BOOTS and stated BOOTS is already receiving funding.

Angie Ford stated there is no cost to the City or URA and the program would benefit the Community Center and local businesses. Angie explained concerns with timing of the completion of the Community Center and the paver program and missed opportunities.

Discussion occurred regarding a consulting fee for administering the paver program.

Discussion occurred regarding the community knowing who BOOTS is and not knowing what they do and what the Main Street Program is. SURPAC Chair Harbick suggested referring to Sherwood Main Street Program and not referring to BOOTS.

Discussion occurred regarding installing of pavers, parameters of engraving, seeking legal advice, percentage of proceeds being split between BOOTS and URA/City, establishing a pledge process and how many pledges should be received prior to moving forward. Comments were received regarding receiving 50% of available pavers in pledges.

Board member Folsom asked to receive more information on the Main Street Program. Staff indicated the agreement for the program indicates required quarterly reporting.

Chair Mays asked staff to revise the proposal addressing concerns raised and bring it back for consideration.

6. ADJOURN: Chair Mays adjourned the work session at 8:40 pm.

_____ _____

Sylvia Murphy, CMC, District Recorder Keith S. Mays, Chair

URA Board Meeting Date: February 21, 2012

Agenda Item: New Business

To: Sherwood Urban Renewal Agency

From: Tom Nelson, Economic Development Manager

SUBJECT: URA Resolution 2012-002 Façade Grant request

Issue
Should the Sherwood Urban Renewal District Board approve a Façade Grant for the building at 22520 SW Washington Street in Sherwood?

Background
An application was submitted by Sherwood Midday Masons, the owner of the building housing Escape To Yoga in Old Town for a Façade Grant. The work is estimated to cost $2,870, SURPAC, at its February 15, 2012 meeting recommended approval to the URA Board.

This program will allow any property owner who uses their building in Old Town for retail or commercial endeavors, a source of matching funds, fifty percent (50%) of the overall project cost, up to $15,000 for each façade, from the URA. The grant funds can only be spent on eligible expenses outlined in the adopted Façade Grant Guidelines.

Financial Analysis
Sufficient funds are available in the Façade Grant Program to honor this request. The applicant must submit a bill for work completed before any re-imbursement will be authorized.

Recommendation
MOTION TO APPROVE THE URA Resolution 2012-002, a Resolution authorizing the URA Board to award a Façade Grant to Sherwood Midday Masons for the exterior improvements to the façade of the building located at 22520 SW Washington Street.

DRAFT

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

URA RESOLUTION 2012-002

A RESOLUTION APPROVING A FAÇADE GRANT FOR THE BUILDING AT 22520 SW WASHINGTON STREET IN SHERWOOD

WHEREAS, the Urban Renewal District created the Façade Grant Program by URA Resolution 2003-001 in January 2003 and adopted amendments to the program in May 2004; and

WHEREAS, Sherwood Midday Masons, building owner, representing the building housing Escape To Yoga at 22520 SW Washington St. in Sherwood has submitted an application for a grant shown as Exhibit A of this document; and

WHEREAS, the Sherwood Urban Renewal Plan Advisory Committee (SURPAC) concurs with the application and has recommended approval.

NOW, THEREFORE, THE URBAN RENEWAL AGENCY BOARD RESOLVES AS FOLLOWS:

Section 1. The Agency Administrator is authorized to grant up to 50% of the project but no more than $15,000 in accordance to the terms and conditions to the Façade Grant Program.

Section 2. This Resolution shall be in effect upon its approval and adoption.

Duly passed by the City of Sherwood Urban Renewal Agency this 21st day of February 2012.

_____
Keith S. Mays, Board Chair

Attest:

_____
Sylvia Murphy, CMC, Agency Recorder

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

Old Town Facade Grant
Project Cost Funds Request

Business Information

Sherwood Midday Masons
Name of Business Improved

22520 SW Washington St., Sherwood, OR 97140
Physical Business Address

22536 SW Washington St., Sherwood, OR 97140
Mailing Address (if different from physical address)

Annette de Paz 503-810-2311 annette@escapetoyoga.com
Form being submitted by *Phone* *E-mail*

Est. Project Start Date: 2/20/12 *Est. Project Completion Date:* 2/24/12

Budget

Total Project Cost: $

Dollar Amount Requested: $

Please attach invoices and receipts

Contractor/Vendor	Invoice #	Inv. Amount	Funds Requested
Door, light, plaque, labor		$1,175	$587
Awning + install labor		$1,515	$757
Awning Building permit		$180	$90
		$2870	
		Total	$1435

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

Old Town Facade Program Grant Application

Date of Application: 2/10/12 SURPAC Review Date: _____

Business Information

Sherwood Midday Masons
Name of Business

22536 SW Washington Street, Sherwood OR 97140
Physical Business Address

Mailing Address (if different from physical address)

503-476-7217 *Business Phone* | n/a *Business Fax* | n/a *Web site*

Lodge Master: Charlie Kreider
Business Owner(s) Name(s)

22520 SW Washington Street, Sherwood OR 97140
Address of Property to be Improved

Annette de Paz *Application being submitted by* | 503-810-2311 *Phone* | annette@escapetoyoga.com *E-mail*

Project Information

Please describe scope of project. Attach quote, photos or other information as appropriate. (Please attach additional sheets as required).

Install new entry door, replace entry light fixture, add new awning (black color, angular shape) over entry door, replace address plaque, caulk & seal window over door, re-paint entry to match.

Est. Project Start Date: 2/20/12 *Est. Project Completion Date:* 2/24/12

Budget

Total Project Cost: $ $2870
Dollar Amount Requested: $ $1435
(Please see attached Guidelines)

Authorization

UR District Manager | *District Board President* | *Date Awarded*

Existing

Proposed

Eliud Perez
Perez Drywall & Painting, Inc.

22960 SW Main St.
Sherwood, OR 97140
(503) 515-2592
Licensed General Contractor
CCB # 161982

Drywall Hanging, Taping, Texturing, Painting, Plaster, Brocade

QUOTATION

Date: February 10, 2012

Prepared For: **Escape to Yoga**
Attn: Annette de Paz
22520 SW Washington Street
Sherwood, OR 97140
503.810.2311

Project Description:

Install new entry door, light fixture, and address plaque. Seal window over entry. Paint entry walls to match new door. Clean brick surfaces around entry door.

Materials Cost:

Door	$270.00
Door Hardware	$140.00
Entry Light	$40.00
Address Plaque	$50.00
Paint and supplies	$50.00
Labor	$625.00
TOTAL:	**$1,175.00**

Quotation valid for 60 days from quotation date.

Date: February 10, 2012

QUOTATION

FROM THE DESK OF: KEN SPEARING | ken@pikeawning.com

7300 SW LANDMARK LANE PORTLAND, OREGON 97224

(503) 624-5600 | (800) 866-9172 | Fax: (503) 968-5440 | www.pikeawning.com

SUBMITTED TO:

Escape to Yoga
22520 SW Washington St
Sherwood, OR 97140

SITE:

Attn: Annette de Paz **Phone:** 503.810.2311 **Email:** Annette@escapetoyoga.com

INCLUDES:

1 - Stationary awning complete and installed

Height: 3' 9"
Projection: 3' 0"
Width: 5' 0"

Frame: Aluminum tube with welded joints
Fabric: Sunbrella, ten-year warranty
Color: Black
Seams: Welded
Thread: Tenera by Gortex, lifetime warranty
Graphics: "YOGA" in white on front and both sides

Cost: $1,515

Options
Structural engineering: **$450**
Powder coating of frame: **$275**

EXCLUDES:

Permits

Total: $_____ **Sales Terms:** 1/3 down and balance due upon completion

Accepted by: _____ **Date:** _____ Price good 90 days

Oregon CCB# 32364 WA #PIKETAC 033DF

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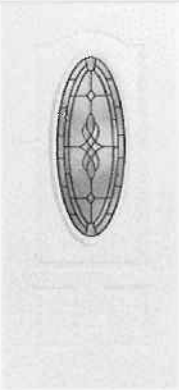
Tigard, OR



ReliaBilt 36" x 80" Oval Lite Inswing Steel Door

Item #: 68837 | Model #: RBHP0949PL30RB

★★★★★

$268.00

Bore holes not shown, please refer to specifications

Customize Your Order

Pick Up In Store at Lowe's Of Tigard, OR - FREE

Lowe's Truck Delivery

Parcel Shipping Not Available

ReliaBilt 36" x 80" Oval Lite Inswing Steel Door	**$268.00**

Description

36" x 80" Oval Lite Inswing Steel Door

- Won't warp, split, dent or rust
- Simple style of a smooth surface
- Ready-to-install door with frame
- Limited lifetime warranty

Specifications

Glass Style	Decorative	Blinds Between the Glass	No
Rough Opening Width (Inches)	38.25	Weatherstripping Type	Compression
Sill Type	Adjustable	Optional Additions Available	None
Sill Finish	Mill	Brickmould	Yes
Weatherstripping	Yes	Sidelite Width (Inches)	0.0
Lockset Bore	Yes	Transom Shape	None
Warranty	Limited lifetime	Door Style	Oval Lite
Glass Caming	Yes	ENERGY STAR Qualified Northern Zone	Yes
Unit or Slab	Unit	ENERGY STAR Qualified North/Central Zone	Yes
Prefinished	No	ENERGY STAR Qualified Southern Zone	Yes
Primed	Yes	Door Swing	Inswing
Paintable	Yes	Jamb Width (Inches)	4.5625
Stainable	No	Door Width (Inches)	36.0
Construction	Other	Door Height (Inches)	80.0
Glass Insert Shape/Style	3/4-oval	Rough Opening Height (Inches)	82.0

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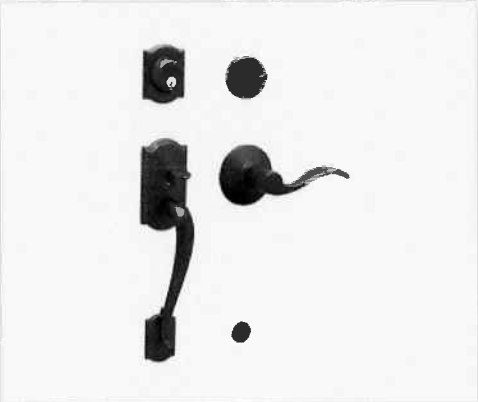
Your Store:
Tigard, OR



Schlage Camelot Aged Bronze Residential Single-Lock Door Handleset

Item #: 110073 | Model #: 043156890040

★★★★★

$139.00

Customize Your Order

Pick Up In Store at Lowe's Of Tigard, OR - FREE

Lowe's Truck Delivery

Parcel Shipping

Schlage Camelot Aged Bronze Residential Single-Lock Door Handleset	**$139.00**

Description

Camelot Aged Bronze Residential Single-Lock Door Handleset

- All-metal chassis for strength and durability
- Guaranteed to fit all standard door preparations
- Lifetime-limited finish and mechanical warranty
- Patented adjustable through-bolt allows easy installation and retrofits existing doors
- Interior lever style offers ease of opening with décor
- Can be rekeyed to match existing locks or other locks purchased
- Maximum-security deadbolt offers superior protection against attacks by crowbar, hammer, wrench, saw, lock pick, and kick -in
- Deadbolt can be retracted by key from outside or by inside-turn unit

Specifications

Hardware Finish	Aged Bronze	Manufacturer Color/Finish	Aged bronze
Security Grade	Grade 1	Color/Finish Family	Bronze
Solid Brass	Yes	Collection Name	Camelot
Commercial / Residential	Residential	Interior Handle Style	Lever
Backset Size	Adjustable	Lock Type	Single
Fits Door Thickness	1-3/8" to 1-3/4"	Number of Cylinders	1.0
		Re-Key Technology	Traditional
Handle Material	Brass	Keyway	C
Projection (Inches)	3.0		
Warranty	Limited lifetime		

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Your Store:
Tigard, OR

Portfolio Oil-Rubbed Bronze Outdoor Ceiling Light

Item #: 7938 | Model #: AL0342M-F

★★★★★

$39.98

Customize Your Order

Pick Up In Store at Lowe's Of Tigard, OR - FREE

Lowe's Truck Delivery

Parcel Shipping

Portfolio Oil-Rubbed Bronze Outdoor Ceiling Light **$39.98**

Description

Oil-Rubbed Bronze Outdoor Ceiling Light

- Aluminum/metal material
- Styled in oil-rubbed bronze finish
- Shade is clear seedy and clear water glass
- Uses two 60 watt medium base type A bulbs (not included)

Specifications

Type	Ceiling mount
Weather Resistant/Weatherproof	Weather resistant
Maximum Bulb Wattage	60.0
Bulbs Included	No
Number of Bulbs Required	2.0
Bulb Base Type Required	Medium
UL Safety Listing	Yes
CSA Safety Listing	No
ETL Safety Listing	No
Converts to Wall Mount	No
Hardware Included	No
Glass Color	Clear
Glass Style	Seeded
Power Source	Hardwired
Fixture Style	Traditional
Package Quantity	1.0
Material	Die-cast aluminum
Color/Finish Family	Bronze
Converts to Post Mount	No
Motion Activated	No
Manufacturer Color/Finish	Oil-rubbed bronze finish
Fixture Height (Inches)	5.875
Fixture Width (Inches)	9.05
Fixture Depth (Inches)	9.05
Outdoor Fashion Lighting Type	Ceiling Fixtures
CSA Safety Listing	No
ETL Safety Listing	No
Number of Tiers	1.0
Package Contents	Whole fixture
Shade / Glass Type	Clear seedy & clear water glass
Chain Length (Inches)	0.0
Material	Die Cast Aluminum
Finish	Bronze
Height (Inches)	5.75
Weather Resistant	Yes
Warranty	Three years
UL Safety Listing	Yes

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Door Kick Plates
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Family Name Plaques
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Door Knockers
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Personalized Name Plaques
Color Chart
How To Hang Plaques

Home > Shop By Category > Aluminum Address Signs > Richmond Standard Vertical Address Plaque

RICHMOND STANDARD VERTICAL ADDRESS PLAQUE

Item #:	3007
Price:	$59.99
Colors:	Black/Gold letters
First Line:	
Quantity:	1

ADD TO CART

PRODUCT DESCRIPTION

Why Buy From Us?

$8.95 US ground shipping
60 day money back guarantee
100 percent safe, secure shopping
Your privacy is assured

See our other vertical address markers.

This attractive cast aluminum vertical address plaque helps visitors easily find your home, while making your house look great.

Dimensions: 4"W x 19"H

Holds up to five 3" or seven 1.75" characters

RELATED ITEMS IN ALUMINUM ADDRESS SIGNS

Architectural Marker - Estate Lawn Address Plaque
Architectural Marker - Standard Wall Address Plaque
Two-Sided Arch Lawn Address Marker
Architectural Estate Marker
Chickadee Lawn or Garden Sign
Standard Oval Wall Address Marker
Standard Classic Arch Address Plaque
Classic Arch Plaque Extension
Standard Oval Address Plaque
View More ...

URA Board Meeting Date: February 21, 2012

Agenda Item: New Business

To: Sherwood Urban Renewal Agency

From: Tom Nelson, Economic Development Manager

SUBJECT: URA Resolution 2012-003 Façade Grant request

Issue
Should the Sherwood Urban Renewal Agency Board approve a Façade Grant for the building at 22566 SW Washington Street in Sherwood?

Background
An application was submitted by John Estrem, the owner of the DM Pankhard building housing The Sherwood Chamber of Commerce in Old Town for a Façade Grant. The work is estimated to cost $1,419, SURPAC, at its February 15, 2012 meeting, recommended approval to the URA Board.

This program will allow any property owner who uses their building in Old Town for retail or commercial endeavors, a source of matching funds, fifty percent (50%) of the overall project cost, up to $15,000 for each façade, from the URA. The grant funds can only be spent on eligible expenses outlined in the adopted Façade Grant Guidelines.

Financial Analysis
Sufficient funds are available in the Façade Grant Program to honor this request. The applicant must submit a bill for work completed before any re-imbursement will be authorized.

Recommendation
MOTION TO APPROVE THE URA Resolution 2012-003, a Resolution authorizing the URA Board to award a Façade Grant to John Estrem for the exterior improvements to the façade of the building located at 22566 SW Washington Street.

DRAFT

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

URA RESOLUTION 2012-003

A RESOLUTION APPROVING A FAÇADE GRANT FOR THE BUILDING AT 22566 SW WASHINGTON STREET IN SHERWOOD

WHEREAS, the Urban Renewal District created the Façade Grant Program by URA Resolution 2003-001 in January 2003 and adopted amendments to the program in May 2004; and

WHEREAS, John Estrem, DM Pankhard building owner, representing the building housing The Sherwood Chamber of Commerce at 22566 SW Washington St. in Sherwood has submitted an application for a grant shown as Exhibit A of this document; and

WHEREAS, the Sherwood Urban Renewal Plan Advisory Committee (SURPAC) concurs with the application and has recommended approval.

NOW, THEREFORE, THE URBAN RENEWAL AGENCY BOARD RESOLVES AS FOLLOWS:

Section 1. The Agency Administrator is authorized to grant up to 50% of the project but no more than $15,000 in accordance to the terms and conditions to the Façade Grant Program.

Section 2. This Resolution shall be in effect upon its approval and adoption.

Duly passed by the City of Sherwood Urban Renewal Agency this 21st day of February 2012.

_____
Keith S. Mays, Board Chair

Attest:

_____
Sylvia Murphy, CMC, Agency Recorder

February 15, 2012

Tom Nelson
Economic Development Manager
City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140

RE: 22566 SW Washington Street
Unit #101
Sherwood, OR 97140

Dear Mr. Nelson,

I am the owner of the D.M. Pankhard building, which includes the above referenced tenant space. I am providing documents relating to a request for funding from Sherwood's façade grant program regarding the broken windows at the above referenced tenant space. As you may know, the current tenant of that space (Sherwood Chamber of Commerce) is responsible for the windows. Due to their own actions, two of the large front windows have cracked. However, as the windows are still basically functioning in the sense that they allow light, prevent rain from entering and provide security, the Chamber has apparently decided to delay the replacement of the windows for budgetary reasons. Unfortunately, these broken windows are unsightly and detract from the objectives of improving the Old Town area. As such, I am requesting funds to help defray the costs of the window replacement so they can be replaced sooner than later.

Very truly yours,

John Estrem
Property Owner
PO Box 832
Newberg, OR 97132
503-318-5046

SHERWOOD AREA CHAMBER OF COMMERCE
& VISITOR'S CENTER

SHERWOOD
CHAMBER OF COMMERCE
"Driving Relationships, Business & Community."

January 2012

To: City of Sherwood, UR District Manager, District Board President, and Surpac

From: DM Pankhard Building– John Estrem
Nancy Bruton, Executive Director- Sherwood Chamber of Commerce
Harold Payne– Sherwood Visitor's Center
Angi Ford– Executive Director– Boosters of Old Town Sherwood (BOOTS)

For: **Urban Renewal District Façade Grant Program Application**

Enclosed please find the Façade Grant Application and requested materials. We submit the following:

1. Urban Renewal District Façade Grant Program Application
2. Project Cost Funds Request
3. Attachment: Scope of the Project
4. Attachment: Picture of Façade requiring improvement

Please note that invoices and receipts in regards to this project will follow the installation and the completion of the project.

Thank you. We look forward to continuing our future partnership with the City of Sherwood.

Most Sincerely,

Nancy Bruton

Harold W. Payne

John Estrem
Owner
DM Pankhard Building

Nancy Bruton
Executive Director
Sherwood Chamber of Commerce

Harold Payne
Sherwood Visitor's Center

P.O. Box 805 • 22566 SW Washington Street #101
Sherwood, OR 97140
Phone: 503-625-7800 • www.sherwoodchamber.org

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

Old Town Facade Program Grant Application

Date of Application: January 6th, 2012 SURPAC Review Date: _____

Business Information

DM Pankhard Office Building
Name of Business

22566 SW Washington St. #101 Sherwood OR 97140
Physical Business Address

PO Box 805
Mailing Address (if different from physical address)

503-625-7800 — *Business Phone*
Business Fax
www.adaptengr.com — *Web site*

John Estrem
Business Owner(s) Name(s)

22566 SW Washington St. #101 Sherwood OR 97140
Address of Property to be Improved
Phone

John Estrem — *Application being submitted by*
503-318-5046 — *Phone*
John.estrem@adaptengr.com — *E-mail*

Project Information

Please describe scope of project. Attach quote, photos or other information as appropriate. (Please attach additional sheets as required).

Please see attached.

Est. Project Start Date: ASAP *Est. Project Completion Date:* _____

Budget

Total Project Cost: $ 1419.00
Dollar Amount Requested: $ 709.50
(Please see attached Guidelines)

Authorization

UR District Manager _____ *District Board President* _____ *Date Awarded* _____

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

Old Town Facade Grant
Project Cost Funds Request

Business Information

DM Pankhard Building
Name of Business Improved

22566 SW Washington St. #101 Sherwood, OR 97140
Physical Business Address

10725 SW Barbur Blvd, #350 Portland, OR 97219
Mailing Address (if different from physical address)

John Estrem	503-318-5046	John.estrem@adaptengr.com
Form being submitted by	*Phone*	*E-mail*

Est. Project Start Date: ASAP *Est. Project Completion Date:*_____

Budget

Total Project Cost: $ 1419.00

Dollar Amount Requested: $ 709.50

Please attach invoices and receipts

Contractor/Vendor	Invoice #	Inv. Amount	Funds Requested
		Total	

DM Pankhard Building Façade Grant Request

Please describe the scope of the project.

Request

John Estrem, owner of the DM Pankhard Building housing the Sherwood Chamber of Commerce & Visitor's Center seeks a grant in the amount of $709.50 with a 50% proposed cash match by the Sherwood Chamber of Commerce to replace and upgrade two store front windows at the Sherwood Chamber of Commerce office. Both windows are currently old, cracked, economically unsound and visually non-aesthetic for the street side storefront appearance of the office.

Location

The office is a space shared by three community serving organizations: the Sherwood Chamber of Commerce, Sherwood Main Street, and the Sherwood Visitor's Center. The office hosts over 5,000 area visitor's annually and serves 300+ Sherwood area businesses.

Aesthetics

By improving the quality and visual look of the window we will be supporting the economic success of the Historic Old Town Sherwood area.

A businesses storefront says a lot about the businesses personality and how they run their business. The visual identity of the three community groups, the Sherwood Chamber of Commerce, Sherwood Main Street, and the Sherwood Visitor's Center is important because all three of these groups are tasked with economic development as part of their mission. Supporting the exterior look of the office will improve the perceived quality of the product.

ZPU 866