



*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: January 10, 2013 – 6:30pm**

## A G E N D A

- |   |                           |
|---|---------------------------|
| 1. Call Meeting to Order                                  | Chair Harbick             |
| 2. Approval of Minutes<br>(10/11/12)                      | Chair Harbick             |
| 3. Urban Renewal Board Update                             | Board Liaison Matt Langer |
| 4. Community Comments                                     | Chair Harbick             |
| 5. Projects Updates                                       | Tom Pessemier/Bob Galati  |
| a. Downtown Streetscapes                                  |                           |
| b. Community Center                                       |                           |
| 6. URA Financial Reports                                  | Tom Pessemier             |
| 7. 2006 Economic Development Strategy                     | Tom Pessemier             |
| 8. Façade Grant Application<br>22578 SW Washington Street | Charles Harbick           |
| 9. Next Meeting Date                                      | Chair Harbick             |
| Adjourn   |                           |

**Next meeting:**  
**SURPAC is scheduled to meet, February 14th, 2013 at 6:30pm in the Sherwood Civic Building - Community Room.**



# SURPAC MEETING MINUTES

MEETING TITLE	<u>SURPAC Meeting Notes</u>
DATE & TIME	<u>November 14, 2012 6:30PM</u>
LOCATION	<u>Sherwood Civic Building – Community Room</u>
FACILITATOR	<u>Charles Harbick – SURPAC Chairman</u>
NOTES TAKEN BY	<u>Tom Pessemier</u>

## ATTENDEES

### Name of Board Members

Charles Harbick - Chair  
Scott Johnson - Vice Chair  
Tim Heine  
Bob Silverforb  
Amanda Bates  
Dennis Durrell (absent)  
Todd McCabe

### City Staff

Tom Pessemier  
Bob Galati  
Craig Gibons

### Council Liaison

Matt Langer

## MEETING NOTES

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

- **Call Meeting to Order** The meeting was called to order at 6:30 pm by Chair Harbick
- **Approval of Minutes** –Bob Silverforb made a motion to approve the minutes which was seconded by Tim Heine and approved unanimously with Todd McCabe abstaining.
- **Urban Renewal Update** – Matt Langer gave a brief update. Todd McCabe was introduced to SURPAC.
- **Sherwood Main Streets Presentation** – Lee Weislogel, Gregg Jacot and Bill Montgomery presented a report regarding the history and future plans for Sherwood Main Streets. A portion of the presentation was outlining future fiscal needs of SMS and the need to have a decision well in advance of March when funding runs out.
- **Projects Update:**
  - a. **Community Center:** This project is on hold as budget issues are reviewed. More information will be presented at next SURPAC meeting.
  - b. **Downtown Streetscapes:** Bob Galati gave a quick update on plans and schedule. Project is expected to begin in January 2013 and additional business meetings are planned.

- **URA Financial Reports:** Mr. Gibons gave an update on the updated financial reports and noted the changes from the prior reports which were minor.
- **Old Town Parking Study results:** Bob Galati, City Engineer, presented the results of the parking study completed by Rick Williams Consulting. The results show that there are no parking issues and the maximum utilization of parking in Old Town is 38%.
- **Façade Grant Application 22495 Ash Street:** Charles Harbick stepped down for this portion of the meeting and Vice Chair Scott Johnson presided. An application for Railroad Street Antiques annex was presented and the Committee considered whether this was a façade since it did not face the street and if this was a building used for commercial purposes. They agreed that it did on both items. Bob Silverforb submitted a motion to recommend approval to the URA Board. Tim Heine seconded. The motion was passed unanimously.
- **SWOT Presentation:** A brief discussion was held regarding the accomplishments of 2012 SURPAC and the goals for 2013. It was determined that the accomplishments to be presented were:
  - Downtown Streetscapes project moving forward
  - Financial Reports that were current and clear

The Goals were:

- Community Center
  - Finalized Priority List
  - Asset Strategy list and plan
- **Adjourn –** The meeting was adjourned around 8:30 p.m.



### Old Town Facade Program Grant Application

Date of Application: 12.28.12 SURPAC Review Date: \_\_\_\_\_

#### Business Information

Bank of Oswego - Sherwood Business Banking Center  
Name of Business

22578 SW Washington St. Sherwood OR 97140  
Physical Business Address

Mailing Address (if different from physical address)

503.635.1699 503.635.1633 www.bankofoswego.com  
Business Phone Business Fax Web site

CEO: Dan Heine  
Business Owner(s) Name(s)

22578 SW Washington St. Sherwood OR 97140 503.625.2068  
Address of Property to be Improved Phone

Phil Chek 503.224.4500 phil@philchek.com  
Application being submitted by Phone E-mail

#### Project Information

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

Est. Project Start Date: January 10 2013 Est. Project Completion Date: Jan 25 2013

#### Budget

Total Project Cost: \$ 189,304  
Dollar Amount Requested: \$ 30,000  
(Please see attached Guidelines)

#### Authorization

\_\_\_\_\_  
UR District Manager

\_\_\_\_\_  
District Board President

\_\_\_\_\_  
Date Awarded



1.03.2013

City of Sherwood Urban Renewal Agency  
City Hall 22560 SW Pine Street  
Sherwood, Oregon 97140

RE: Old Town Façade Program Grant Application for Bank of Oswego at 22578 SW Washington St

The scope of this project is the exterior restoration for the Pankhard Building, located in Old Town Sherwood to put it back to its original design and condition of 1910. Using original photos we have researched and are in the process of redoing both sides of the building that face Washington St. and Railroad Avenue with the following features.

- Rework the exterior on Washington Street by removing one existing door and infilling one of the windows with brick to be painted to match the exterior of the building.
- Inset the main door to the building on the corner providing a covered entry at the corner leaving the column on the corner exposed brick. This will remove the existing door and glass on the corner and take the entry of the building back to its original condition.
- Provide and install the traditional 1" x 1" black and white hexagon tile at the new covered entry as shown on drawings with the original date of the when the building was constructed.
- We will also be providing and installing new traditional lantern style light fixtures which will be placed on the exterior columns.

- New awnings will replace the existing green awnings with a navy blue or black awning after the street renovation project is complete on Railroad Avenue.
- A new traditional door, in keeping with the existing will be installed on Railroad Avenue for a new community room the Bank of Oswego will be providing access to citizens or groups for meetings.
- A fresh coat of paint will be applied to the window and door frames on the ground floor and also for the brick that will be going up on the Washington Street side.

We look forward to the completion of a historic project that will only add to the charm of Sherwood.

Thank you,

Phil Chek



1.03.2013

Bank of Oswego – Sherwood Branch  
22578 SW Washington St  
Sherwood, OR 97140

RE: Construction Costs for Exterior Improvements to Pankhard Building at  
Railroad & Washington

- Remove existing glass window and door and create with framing and brick, changes to façade as per elevations as needed to infill wall on Washington Street to match exterior of building.....  
\$11,500.00
  
- Provide and install 1" black and white hexagon tile for new outside entry area with established date printed in tile.  
.....\$ 2,063.00
  
- Provide all electrical and fixtures as needed to provide photocells for new column mounted lantern light fixtures  
.....\$5800.00
  
- Recreate new entry corner with recessed door, dropped ceiling, framing and glass panels to make new entry look like the original historic photos.  
..... \$4,300.00
  
- Provide painting of (2) exterior doors, window and door trims and new dropped ceiling installed in new corner entryway as needed.....\$2,300.00
  
- Provide and install (1) new traditional door for Railroad Avenue façade for a new community room.....\$1,100.00

- Remove existing awnings and reinstall new awnings in dark navy or black for both Washington Street and Railroad Avenue side as needed.....\$4,389.00

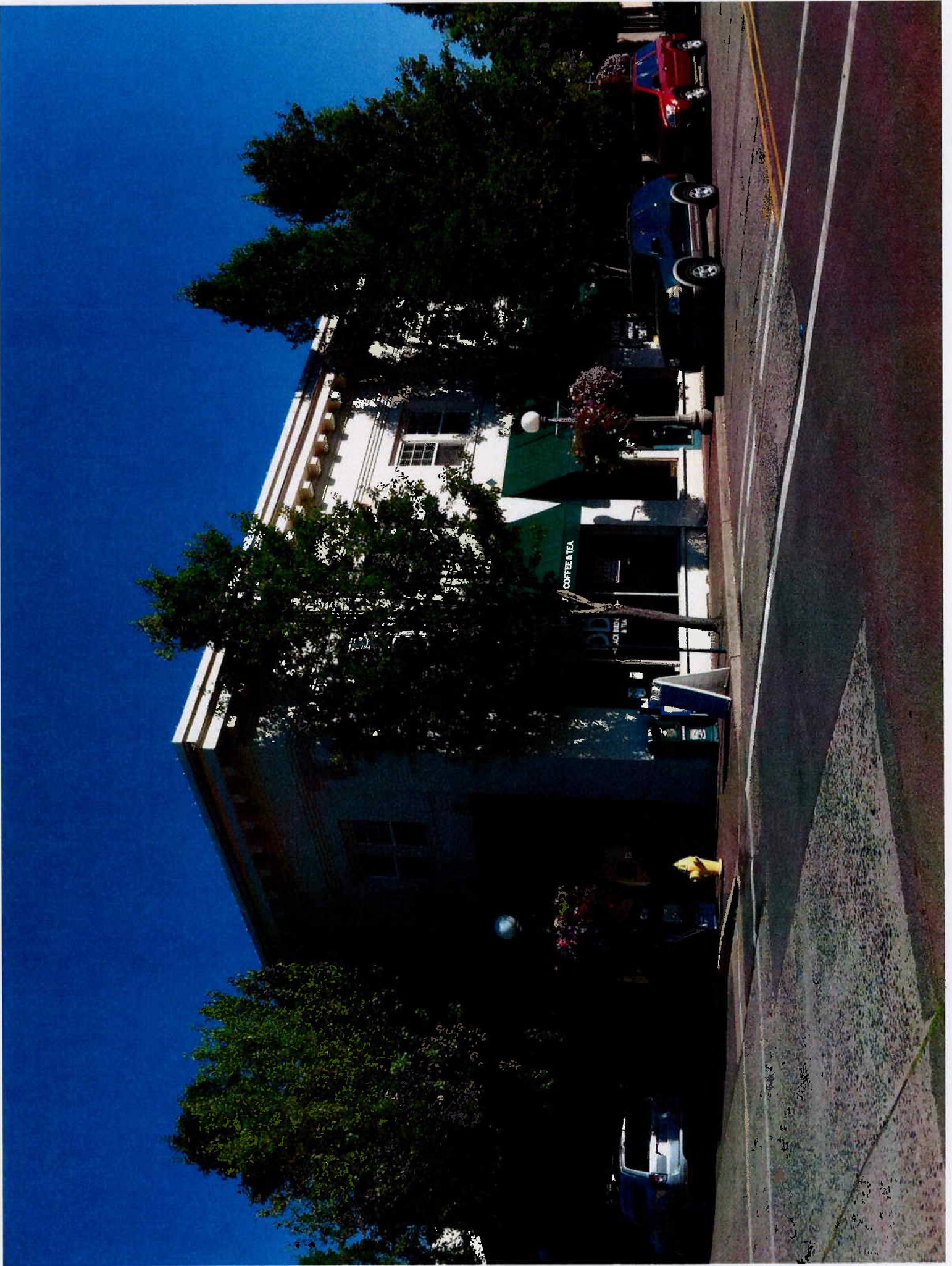
Total for above listed exterior improvements.....\$31,452

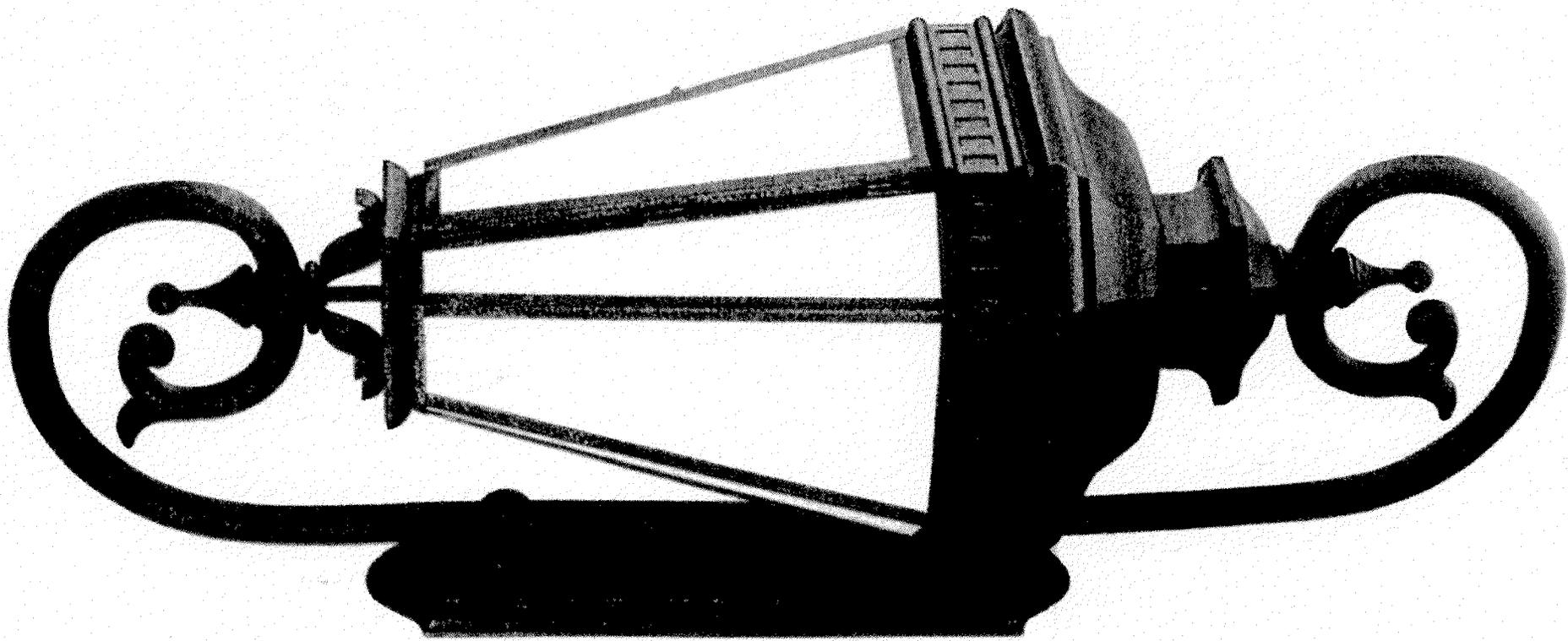


BBC  
BIRD BRAND CO.

Hostess  
WONDER









**RAILROAD STREET ELEVATION: PROPOSED**

SCALE: 1/4" = 1'-0"



**WASHINGTON STREET ELEVATION: PROPOSED**

SCALE: 1/4" = 1'-0"

**NOTE:**

ALL GRADES SHOWN ARE APPROXIMATE. CONTRACTOR SHALL VERIFY ALL EXISTING AND FINISH GRADES.

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RAILROAD STREET ELEVATION: EXISTING

SCALE: 1/4" = 1'-0"



WASHINGTON STREET ELEVATION: EXISTING

SCALE: 1/4" = 1'-0"