City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, August 15, 2023

Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon

URA Board of Directors Meeting
(Following the 7:00 pm City Council Regular Meeting)

This meeting will be live streamed at
https://www.youtube.com/user/CityofSherwood

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING AGENDA

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URA BOARD MEETING

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **CONSENT AGENDA**

   A. **Approval of July 18, 2023 URA Board Meeting Minutes** (Sylvia Murphy, Agency Recorder)
   B. **URA Resolution 2023-010, Authorizing Acceptance of a Special Public Works Fund Grant from Business Oregon for the Dahlke Corridor Development Readiness Study**
   (Eric Rutledge, Community Development Director)

4. **ADJOURN**

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, July 18, 2023

City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon 97140

URA BOARD REGULAR SESSION

1. **CALL TO ORDER:** Vice Chair Mays called the meeting to order at 9:06 pm.

2. **BOARD PRESENT**: Vice Chair Keith Mays, Board Members Kim Young, Doug Scott, Dan Standke, and Taylor Giles. Chair Tim Rosener and Board Member Renee Brouse were absent.

3. **STAFF AND LEGAL COUNSEL PRESENT:** City Attorney Ryan Adams, IT Director Brad Crawford, Public Works Director Craig Sheldon, Police Chief Ty Hanlon, Community Services Director Kristen Switzer, City Engineer Jason Waters, Community Development Director Eric Rutledge, and City Recorder Sylvia Murphy.

4. **CONSENT AGENDA**

   A. **Approval of June 20, 2023 URA Board Meeting Minutes**
   B. **URA Resolution 2023-009, Authorizing the Sherwood Urban Renewal Agency Manager to sign a Professional Services Contract with KPFF Consulting Engineers for Construction Administration, Construction Engineering, and Inspection (CA-CE-I) Services on the Highway 99W Pedestrian Overcrossing Project**

   MOTION: FROM KIM YOUNG TO APPROVE THE CONSENT AGENDA. SECONDED BY TAYLOR GILES. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR (CHAIR ROSENER AND BOARD MEMBER RENEE BROUSE WERE ABSENT).

5. **ADJOURN**

   Vice Chair Mays adjourned the meeting at 9:07 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Tim Rosener, Chair

URA Board Meeting Date: August 15, 2023

Agenda Item: Consent Agenda

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Eric Rutledge, Community Development Director and Bruce Coleman, Economic Development Manager

Through: Keith D. Campbell, Agency Manager and Ryan Adams, City Attorney

SUBJECT: URA Resolution 2023-010, Authorizing Acceptance of a Special Public Works Fund Grant from Business Oregon for the Dahlke Corridor Development Readiness Study

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Issue:

Shall the Sherwood Urban Renewal Agency (URA) authorize the Agency Manager to accept a Special Public Works Fund Grant from Business Oregon for the Dahlke Corridor Development Readiness Study?

Background:

In spring 2024 City staff applied for a Business Oregon Industrial Lands Technical Assistance grant in the amount of $50,000 with a $28,000 match provided by the URA. In response to the application, Business Oregon offered the City a $60,000 grant from the Special Public Works Fund (SPWF) with an $18,000 match provided by the URA. The funding source was transferred to the SPWF due to funding constraints within the Industrial Lands Technical Assistance fund. The grant and match will be used to complete the Dahlke Corridor Development Readiness Study.

The Dahlke Corridor consists of an unmaintained County road (Dahlke Ln.) and four (4) properties totaling approximately 35-acres. The Dahlke Corridor has not yet developed due to the need to extend major road and utility infrastructure into this area, as well as various development constraints which need to be overcome and the need for site assembly.

The Dahlke Corridor Development Readiness Study is intended to:

1. Identify a preferred alignment for SW Dahlke Ln. and associated public utilities to provide certainty to developers interested in the Dahlke Site
2. Maximize development and job potential on the site
3. Reduce development timelines

To achieve these goals, staff has developed a project scope as shown below.

Proposed Tasks:

Task 1 - Dahlke Corridor Alignment Study - 30% utility engineering design for the Dahlke Corridor including transportation, water, sanitary sewer, and storm sewer. Identify, study and rank a minimum of 3 different alignment options for SW Dahlke Lane and commercial access. Delineate one 0.59-acre wetland and the associated buffers. Identify environmental & construction permit requirements. Stakeholder & property owner interviews. Prepare cost estimates. (Total estimated cost $50,000)

Task 2- Dahlke Site Planning Opportunity and Constraints Study - Evaluate potential environmental, natural, cultural, or tribal resources on the lots that could impact development. Perform a detailed on-site opportunities and constraints analysis using the evaluations mentioned above and with consideration for potential economic impacts of different land-use scenarios. Perform site planning work to build on conceptual plans created for the Metro Industrial Site Readiness Toolkit Project. Constraints to be factored in with additional detail include slopes, natural resources, and utility encumbrances. (Total estimated cost $28,000)

Financial Impacts:

If the grant is accepted, the URA would provide $18,000 in URA funds to match Business Oregon's $60,000 grant award. Total project cost is estimated at $78,000.

Recommendation:

Staff respectfully recommends approval of URA Resolution 2023-010, authorizing the Agency Manager to accept a Special Public Works Fund Grant from Business Oregon for the Dahlke Corridor Development Readiness Study.

Attachments:

A. Grant Award Letter

Exhibit A

June 17, 2023

Bruce Coleman, Economic Development Manager
City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140

RE: **Award for Industrial Lands Technical Assistance Grant, $60,000 Special Public Works Fund, A23019, City of Sherwood, June 8, 2023**

Congratulations on your successful application for the above-referenced project. Business Oregon is pleased to notify you that the agency has approved a grant award of $60,000 from the Special Public Works Fund to support this project.

A financing contract containing the full terms and conditions of your award will be sent to you for proper signatures. While expenses incurred later than 6/8/23 will be considered eligible for reimbursement, please note that the legal obligations for funding and for reimbursement of project expenses are contingent upon execution of the contract.

The project must comply with all applicable state laws, regulations, and procurement requirements and funds must be used in line with contractual terms.

We look forward to working with you during the implementation of this project. As always, we are available to answer questions that may arise. If you need assistance, please contact me at 503-983-8857 or by email at Melissa.MURPHY@biz.oregon.gov.

Sincerely,

Melissa Murphy

Melissa Murphy, Industrial Lands Specialist
Business Oregon

City of Sherwood Oregon
Home of the Tualatin River National Wildlife Refuge

URA RESOLUTION 2023-010

AUTHORIZING ACCEPTANCE OF A SPECIAL PUBLIC WORKS FUND GRANT FROM BUSINESS OREGON FOR THE DAHLKE CORRIDOR DEVELOPMENT READINESS STUDY

WHEREAS, Economic Development is a key priority of the City in order to balance the City's tax base and provide living wage jobs; and

WHEREAS, the Tonquin Employment Area is within the City's urban growth boundary and is a key employment growth area with approximately 300-acres of employment land; and

WHEREAS, the Tonquin Employment Area Concept Plan was adopted by the Sherwood City Council in 2010 via Ordinance 2010-014; and

WHEREAS, many of the frontage sites of the Tonquin Employment Area have been developed or have received land use approval, including the Tualatin-Sherwood Corporate Park, Sherwood Commerce Center, Oregon Street Business Park, and Willamette Water Supply Treatment Plant; and

WHEREAS, the central portion of the Tonquin Employment Area, otherwise known as the Dahlke Corridor, has not seen the same development interest and requires additional planning to encourage private investment and create jobs; and

WHEREAS, the URA Board approved URA Resolution 2023-002 Authorizing Kittelson & Associates to complete the final design of SW Ice Age Drive with an estimated construction start date of 2024; and

WHEREAS, the public infrastructure required within the Dahlke Corridor can now be refined based on the alignment of Ice Age Drive; and

WHEREAS, Business Oregon has approved a grant to the City of Sherwood in the amount of $60,000 from the Special Public Works Fund to analyze the preferred alignment of Dahlke Ln. and conduct on-site assessments on four properties within Dahlke Corridor; and

WHEREAS, the 2021 Urban Renewal Agency has adequate funds to provide an $18,000 match equal to approximately 23% of the overall Dahlke Corridor Development Study project budget; and

WHEREAS, the City anticipates the study will identify infrastructure alignments and requirements for the Dahlke Corridor, maximize development and job potential within the corridor, and reduce overall development timelines for four (4) tax lots in the corridor.

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

Section 1. The Agency Manager is hereby authorized to accept the grant award from Business Oregon in the amount of $60,0000

Section 2. The URA will provide a match of $18,000 to complete the project.

Section 3. This Resolution shall be effective upon its approval and adoption.

Duly passed by the Urban Renewal Agency Board this 15th day of August 2023.

Tim Rosener, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder