



## RESOLUTION 2014-049

### **AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH METRO TO CONCEPT PLAN THE URBAN RESERVE AREAS WEST OF THE EXISTING CITY OF SHERWOOD URBAN GROWTH BOUNDARY (UGB)**

**WHEREAS**, Metro has established a Construction Excise Tax (CET) which imposes an excise tax throughout the Metro region to help fund regional and local planning necessary to make land ready for development after inclusion into the Urban Growth Boundary (UGB); and

**WHEREAS**, the City of Sherwood applied for a Community Planning and Development Grant from Metro to prepare a concept plan for approximately 1,291 acres in Urban Reserve Area 5B; and

**WHEREAS**, Metro awarded the City of Sherwood the requested grant in the amount of \$221,139; and

**WHEREAS**, the City of Sherwood and Metro have collaboratively developed an IGA that outlines each party's responsibility and commitments and identifies a set of deliverables and milestones that are in line with the City's request; and

**WHEREAS**, an IGA must be signed by the City and Metro to allow the project to proceed and the funds to be disbursed.

### **NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:**

**Section 1.** The Sherwood City Council hereby authorizes the City Manager to sign the IGA attached as Exhibit 1.

**Section 2.** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the City Council this 15<sup>th</sup> day of July 2014.**

  
Bill Middleton, Mayor

Attest:

  
Sylvia Murphy, MMC, City Recorder

**CONSTRUCTION EXCISE TAX GRANT  
INTERGOVERNMENTAL AGREEMENT  
Metro – City of Sherwood  
Sherwood West Concept Plan**

This Construction Excise Tax Grant Intergovernmental Agreement (“CET Grant IGA”) is entered into by and between Metro, a metropolitan service district organized under the laws of the state of Oregon and the Metro Charter, located at 600 Northeast Grand Avenue, Portland, OR, 97232-2736 (“Metro”), and The City of Sherwood, OR (“City”), a municipal corporation, located at 22560 SW Pine Street, Sherwood, OR 97140, collectively referred to as “Parties.”

WHEREAS, Metro has established a Construction Excise Tax (“CET”), Metro Code Chapter 7.04, which imposes an excise tax throughout the Metro regional jurisdiction to fund regional and local planning that is required to make land ready for development after inclusion in the Urban Growth Boundary; and

WHEREAS, the CET is collected by local jurisdictions when issuing building permits, which the local jurisdictions then remit to Metro pursuant to Construction Excise Tax Intergovernmental Agreements to Collect and Remit Tax (“CET Collection IGAs”) entered into separately between Metro and the local collecting jurisdictions; and

WHEREAS, the City has submitted a CET Grant Request (“Grant Request”) for the Sherwood West Concept Plan (“Project”); and

WHEREAS Metro has agreed to provide the City CET Grant funding for the Project in the amount of \$221,139 subject to the terms and conditions set forth herein, and the parties wish to set forth the funding amounts, timing, procedures and conditions for receiving grant funding from the CET fund for the Project.

NOW THEREFORE, the Parties hereto agree as follows:

1. Metro Grant Award. Metro shall provide CET grant funding to the City for the Project as described in the City’s CET Grant Request, attached hereto as Exhibit B and incorporated herein (“Grant Request”), in the amounts and at the milestone and deliverable dates as set forth in Exhibit A attached hereto and incorporated herein (“Deliverables Schedule”), subject to the terms and conditions in this Agreement.
2. City Responsibilities. The City shall perform the Project described in the Grant Request and as specified in this Agreement and in Exhibit A, subject to the terms and conditions specified in this Agreement and subject to the following “funding conditions” identified by the Screening Committee as set forth in Exhibit A to Metro Council Resolution No. 13-4450:

- Metro staff will serve on the City’s technical committee overseeing the planning work
- City will be open to best practices and innovation
- City will address sustainability, including storm water/low impact development practices
- City will address financing and governance commitment
- Project will show a commitment to transportation choices in the plan area

The City shall obtain all applicable permits and licenses from local, state or federal agencies or governing bodies related to the Project, and the City shall use the CET funds it receives under this Agreement only for the purposes specified in the Grant Request and to achieve the deliverables and/or milestones set forth in Exhibit A to this Agreement.

3. Payment Procedures. Within 30 days after the completion of each deliverable/milestone as set forth in Exhibit A, the City shall submit to Metro an invoice describing in detail its expenditures as may be needed to satisfy fiscal requirements. Within 30 days of receiving the City's invoice and supporting documents, and subject to the terms and conditions in this Agreement, Metro shall reimburse the City for its eligible expenditures for the applicable deliverable as set forth in Exhibit A. Metro shall send CET payments to:

City of Sherwood  
Finance Department  
Attention: Accounts Receivable  
Sherwood, OR 97140

4. Funding Provisions.

(a) CET Funds. Metro's funding commitment set forth in this Agreement shall be fulfilled solely through the programming of CET funds; no other funds or revenues of Metro shall be used to satisfy or pay any CET Grant funding commitments. The parties recognize and agree that if the CET is ever held to be unenforceable or invalid, or if a court orders that CET funds may no longer be collected or disbursed, that this Agreement shall terminate as of the effective date of that court order, and that Metro shall not be liable in any way for funding any further CET grant amounts beyond those already disbursed to the City as of the effective date of the court order. In such case the City shall not be liable to Metro for completing any further Project deliverables as of the date of the court order.

(b) Waiver. The parties hereby waive and release one another for and from any and all claims, liabilities, or damages of any kind relating to this Agreement or the CET in excess of the liability limitations set forth herein.

5. Project Records. The City shall maintain all records and documentation relating to the expenditure of CET Grant funds disbursed by Metro under this Agreement. The City shall provide Metro with such information and documentation as Metro requires for implementation of the CET grant process. The City shall establish and maintain books, records, documents, and other evidence in accordance with generally accepted accounting principles, in sufficient detail to permit Metro or its auditor to verify how the CET Grant funds were expended. Metro and its auditor shall have access to the books, documents, papers and records of the City that are directly related to this Agreement, the CET grant moneys provided hereunder, or the Project for the purpose of making audits and examinations.

6. Audits, Inspections and Retention of Records. Metro and its representatives shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all City records with respect to all matters covered by this Agreement and Exhibit A. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls and other matters covered by this Agreement. All documents, papers, time sheets, accounting records, and other materials pertaining to costs incurred in connection with the project shall be retained by the City and all of their contractors for three years from the date of completion of the project, or expiration of the Agreement, whichever is later, to facilitate any audits or inspection.

7. Term. This Agreement shall be effective on the last date executed by the parties below, and shall be in effect until all deliverables/milestones have been achieved, all required documentation has been delivered, and all payments have been made as set forth in Exhibit A, unless terminated earlier pursuant to this Agreement.

8. Amendment. This CET Grant IGA may be amended only by mutual written agreement of the Parties.

9. Other Agreements. This CET Grant IGA does not affect or alter any other agreements between Metro and the City.

11. Authority. City and Metro each warrant and represent that each has the full power and authority to enter into and perform this Agreement in accordance with its terms; that all requisite action has been taken by City and Metro to authorize the execution of this Agreement; and that the person signing this Agreement has full power and authority to sign for the City or Metro, respectively.

Metro

City of Sherwood

By: \_\_\_\_\_  
Martha Bennett

By: \_\_\_\_\_

Title: Metro Chief Operating Officer

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

Approved as to Form:

By: Alison Kean

By: \_\_\_\_\_

Title: Metro Attorney

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments:

Exhibit A – Deliverables Schedule  
Exhibit B - City’s Grant Request



**DRAFT**

**Exhibit A**

**IGA for Community Planning and Development Grants funded with CET  
 Sherwood – West Sherwood Concept Plan  
 Milestone and Deliverables Schedule for Release of Funds**

Milestone	Deliverable	Date Due*	Grant Payment
1.	<b>Execution of Grant IGA</b> <ul style="list-style-type: none"> <li>• Issue consultant team RFP</li> </ul>	July 2014	4,479
2.	<b>Kick-Off Meeting with Advisory Groups</b> Professional services agreement between City of Sherwood and selected contract firm <ul style="list-style-type: none"> <li>a) Detailed work program schedule and budget</li> <li>b) Finalize Consultant Scope of Work</li> <li>c) Council Review-Approval of Consultant Contract and Committee formation Public Outreach Approach and Program</li> <li>d) Community Advisory Group selection</li> <li>e) Technical Advisory Group</li> </ul>	October 2014	11,613
3.	<b>Community Forum to Review Existing Conditions</b> Existing Conditions Report and Opportunities/Constraints Report <ul style="list-style-type: none"> <li>a) Prepare existing conditions report</li> <li>b) Prepare a market analysis</li> <li>c) Serviceability/Infrastructure Analysis</li> <li>d) Conduct stakeholder interviews/surveys</li> <li>e) Targeted Sherwood West Area Public involvement informational meeting</li> <li>f) CAC meeting #1</li> <li>g) TAC meeting #1</li> <li>h) PC review of Existing Conditions-work session</li> </ul>	January 2015	37,260
4.	<b>Community Forum to Review Draft Concept Plan Alternatives</b> Draft Proposed Concept Plan <ul style="list-style-type: none"> <li>a) Develop and analyze up to three alternatives</li> <li>b) CAC meeting #2</li> <li>c) TAC meeting #2</li> <li>d) Brief the Planning Commission</li> <li>e) Public open house</li> <li>f) Prepare phasing strategy report of up to three</li> </ul>	April 2015	102,978

**DRAFT**

	alternatives-strategies g) CAC meeting #3 h) TAC meeting #3 i) Planning Commission Select Preferred Alternative		
5.	<b>Community Forum to Review Recommended Concept Plan and Phasing Strategy Options</b> The Recommended Concept Plan phasing Title 11 and Sequencing Strategy a) Prepare Final draft concept plan b) Prepare memo outlining draft comprehensive plan changes c) PublicOpen house d) Presentation to MPAC e) DLCDC/agency notice f) CAC meeting #4 g) TAC meeting #4 h) Planning Commission work session(s) i) Measure #56 notice	July 2015	57,389
6.	<b>City Council Adoption of the Concept Plan and Sequencing Strategy</b> a) Public hearings with Planning Commission and City Council b) Adoption c) Project close-out	September 2015	7,420
<b>TOTAL REIMBURSABLE AMOUNT</b>			<b>\$221,139</b>

\*If the Grant contained any Funding Conditions, Grantee shall demonstrate satisfaction with those conditions at the applicable milestone or deliverable due dates.

\*Due dates are intended by the parties to be hard estimates of expected milestone completion dates. If the City anticipates that a due date cannot be met due to circumstances beyond its control, it shall inform Metro in writing no later than ten (10) days prior to the due date set forth above and provide a revised estimated due date; and Metro and the City shall mutually agree upon a revision to the milestone due dates set forth in this Agreement.

Note: City of Sherwood match = \$24,570

**DRAFT**

**Exhibit B**

**City Grant Request**

*[attach]*

## Community Planning and Development Grant Cover Sheet

Check one:  
 Letter of Intent  
 Full Application

Project Name	Sherwood West Concept Plan	Applicant Organization	City of Sherwood
Contact Name	Bradley Kilby, Planning Manager	Address	22560 SW Pine Street
Phone	503-625-4206	Fax	503-625-0629
Email	killbyk@sherwoodoregon.gov	Fed. Tax ID #	93-002255

Fiscal Agent Organization (if different from applicant) \_\_\_\_\_

Contact Name	_____	Address	_____
Phone	_____	Fax	_____
Email	_____		

### Project Location Description (25 words or less)

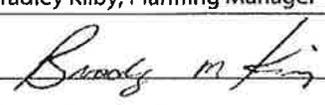
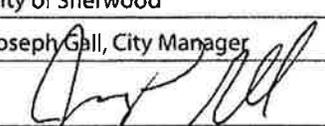
Urban Reserve area 5B is comprised of 1,291 acres west of Sherwood. The description of the area in the Urban Reserve designation indicates: The area is bounded by Chapman Road to the south, Lebeau Road to the north, and generally extends approximately 3/4 mile west of Sherwood. The area consists of parcels that are in residential or agricultural use, including small woodlots and orchards.

### Project Summary (50 words or less)

This project identifies the location and type of housing that will best meet the community needs and support multi-modal access and well-connected transportation systems consistent with Title 11. This project will assess barriers and identify the infrastructure investments necessary to support the full build out of the area. Finally, this project will develop a phasing plan for incremental development or inclusion in the UGB while laying the foundation for full build out and provide coordination with Washington County.

Construction Excise Tax Grant funding request	\$ 221,139	If submitting more than one proposal, please rank this proposal in order of priority	1	Metro Council District of Project	3
Total project cost	\$ 245,709				

We, the undersigned, attest that to the best of our knowledge the information in this application is true and that all signatories have authorization to submit this grant application to Metro's Construction Excise Tax Planning Grants Program.

<b>Applicant</b>	Organization Name	City of Sherwood
	Printed Name	Bradley Kilby, Planning Manager
	Signature	 Date 4/18/2013
<b>Fiscal Agent</b>	Organization Name	City of Sherwood
	Printed Name	Joseph Gall, City Manager
	Signature	 Date 4/18/2013

To ensure complete letter of intent or full application, please see section 2 of the Grants Application Handbook for a complete list of necessary documents for submittal.



*Home of the Trask River National Wildlife Refuge*

April 18, 2013

Metro Chief Operating Officer Martha Bennett  
Construction Excise Tax (CET) Planning Grants  
600 NE Grand Avenue  
Portland, OR 97232

**RE: CPDG application for Sherwood West Concept Plan area**

Please accept this application packet for the Sherwood West Concept Plan. The proposed project will qualify as a project "Within areas added to the UGB after 2009 and areas designated as Urban Reserves" as this will provide a concept plan for Urban Reserve Area 5B. The Sherwood City Council has previously expressed support for submittal of this grant application and we look forward to strategically planning for the community's near and long term future. This concept plan will plan the entire 1291 acres and will include a phasing strategy to ensure that the right areas are considered for inclusion in the urban growth boundary (thus making them ready annexation and development) at the right time. This phasing strategy will identify effective and efficient development patterns that will be able to be sustained by the City of Sherwood operations and through private development investment.

Attached, please find:

- Application cover sheet
- Project narrative
- Budget narrative, Form and Match form
- Map identifying the location on the Washington County Urban and Rural Reserve Map
- Letters of support

This project is one of three the City is either submitting or partnering on for CPDG funding consideration. This project is our top priority for funding consideration because it is a critical first step in the ultimate expansion of the urban growth boundary; which is necessary prior to the area being able to be annexed into the City and developed to urban levels to accommodate our regional and local future growth needs.

Thank you and the screening committee in advance for your consideration of this project. We look forward to working on this project in the near future to benefit both the City of Sherwood and the region.

Sincerely,



Joseph Gall  
City Manager



Home of the Tualatin River National Wildlife Refuge

## Project Narrative - Sherwood West CDPG grant request

City of Sherwood  
22560 SW Pine St  
Sherwood, OR 97140  
Tel: 503-625-5522  
Fax: 503-625-5524  
www.sherwoodoregon.gov

Mayor  
Bill Middleton

Council President  
Linda Henderson

Councilors  
Dave Grant  
Robyn Folsom  
Bill Butterfield  
Matt Langer  
Krisanna Clark

City Manager  
Joseph Gall, ICMA-CM

Assistant City Manager  
Tom Pessier, P.E.



2009 Top Ten Selection



2007 18<sup>th</sup> Best Place to Live



### a. Project Description

The West Sherwood Concept plan will meet the Title 11 Metro Functional Plan criteria for a concept plan, which is required to be complete prior to consideration for a UGB expansion. Specifically it will:

- Identify the location and type of housing that will best meet the community needs and that will support, and be supported by, multi-modal access and well-connected transportation systems consistent with Title 11:
  - A mix and intensity of uses that will make efficient use of the public systems and facilities;
  - A development pattern that supports pedestrian and bicycle travel;
  - A range of housing types identified as needed in the housing component;
  - Well-connected systems of streets, bikeways, recreational trails and public transit that link to needed housing so as to reduce the combined cost of housing and transportation;
  - A well-connected system of parks, natural areas and other public open spaces;
- Identify development restrictions caused by topography, wetlands and other natural features in order to
  - Protect natural ecological systems and important natural landscape features; and
  - Avoid or minimize adverse effects on farm and forest practices and important natural landscape features on nearby rural lands.
- Identify the infrastructure investments that will be necessary to support the full build out of the area
- Develop a strategy for incremental development or inclusion in the UGB while laying the foundation for full build out
- Provide the information necessary to amend the Urban Planning Area Agreement (UPAA) between Sherwood and WACO to clearly identify this area as Sherwood's planning area.

Additional outcomes of this project include the broad community discussion and understanding of the potential for this area as it is included in the urban growth boundary and robust dialog with property owners in the plan area to identify the needs, opportunities and constraints for the successful development of the area.

While the plan will be for the entire Area 5B, the City recognizes that the infrastructure cannot be constructed at one time, nor will the community or region likely need or support the full build out of the area at one time. It should be

highlighted that a key element of this project will be to identify the overall infrastructure and investment needs and in consideration of the capacity potential, growth needs and funding costs, develop a phasing strategy for short, medium and long term phasing of the area. This will serve as a model for how other urban reserve areas can be evaluated.

While the City recognizes that it is “housing rich and jobs poor” but has made a concerted effort to plan for and encourage job growth, we also recognize that this is a community where people want to live. The housing element of the comprehensive plan is out of date and the city will update the inventory and projections prior to or concurrent with this project so that we have a clear vision of how and where we need to grow.

**b. Project Site description**

Urban Reserve area 5B is comprised of 1,291 acres west of Sherwood. The description of the area in the Urban Reserve designation indicates: The area is bounded by Chapman Road to the south, Lebeau Road to the north, and generally extends approximately 3/4 mile west of the city. The area consists of parcels that are in residential or agricultural use, including small woodlots and orchards. Chicken Creek flows through the north section of the reserve.

**c. Project background**

This area was designated Urban Reserve by the Metro Council in 2011. As part of the urban and rural reserve discussion the City of Sherwood, along with the other affected jurisdictions in Washington County, participated actively in identifying potential areas for inclusion as urban reserve areas. Through that process, the City evaluated at a high level, the developability of the area considering potential land uses, infrastructure needs, etc. When the Metro Council considered its most recent UGB expansion in 2012, the City advocated for a portion of this area to be included and demonstrated at a conceptual level how the area could be served by infrastructure. Both of these prior efforts were conducted at a very high level and with little public input. While we have determined that the area could be served, the City needs to have a more thorough review of the area and include a significant public outreach component.

**d. Evaluation Criteria**

***Addresses Title 11 requirements for concept plan or comprehensive plan***

The proposal is for the full urban reserve area 5 B and will be consistent with Title 11 planning requirements for a concept plan. Specifically, the concept plan will show the general locations of future residential, commercial, industrial, institutional and public uses. It will identify the general locations of proposed sewer, park and trail, water and storm water systems; the mode, function and general location of any proposed and existing transportation facilities of collector status or higher including proposed connections to existing systems; and provide preliminary cost estimates and financing strategies.

***Addresses how the proposed projects will meet local needs and also contribute solutions to regional need***

The project will look at the broad needs and opportunities for the area that speaks to the components of Title 11. Consideration will be given to the development potential for the area as well as the context within the City of Sherwood as a whole to ensure it is providing the right balance and mix of housing and jobs to complement the existing community.

By identifying a phase able plan for this area, the concept plan will help the region meets its growth needs when identified through the urban growth report. By examining the phasing that can be accommodated at near, medium and long term, the community helps ensure that growth is metered appropriately to meet its needs without growing faster than it has the capacity and financial resources to support. It also helps the City focus conversations with potential developers and existing land owners to ensure development happens consistent with the community vision for the area.

***Demonstrates jurisdictional and service provider commitments necessary for a successful planning and adoption process***

The City has not fully vetted this project with all service providers but we have a long history of collaboration on similar projects. Due to the location of the urban reserve area, it is accepted that the City of Sherwood would be the governing entity when development occurs. Through the urban reserves process, Sherwood and the County worked together, with the County generally deferring to the City of Sherwood when appropriate, to identify concepts for this reserve area. It is anticipated that the City of Sherwood would take the lead in planning for this area with the County, CWS, ODOT, and other service providers participating on the technical advisory team through the planning process.

Ultimately, the City and County would need to update the Urban Planning Area Agreement to reflect that this area will ultimately be within Sherwood's planning area; however it is not expected that there would be any issues or concerns with this concept.

***Address readiness of land for development in areas added to the UGB since 2009***

This criteria is not applicable as the area is not currently in the UGB. This project will help the City to identify land demand and justify future needs which Metro can depend on when it considers future UGB expansion decisions.

***Best Practices Model***

This project will concept plan the entire urban reserve area 5B with the understanding that it will likely not be considered for inclusion in the UGB at one time. A key element of this plan will be to include a strategy for incremental inclusion based on local and regional growth needs that plans for the full inclusion. Given the number and size of urban reserve areas, this project can be a pilot that can help shape how future urban reserve concept plans area completed. A component of this project could also be a supplemental analysis/memo, in coordination with Metro, discussing how this project approach can be replicated for other reserve areas and recommendations on best practices.

### ***Leverage***

This project will lay the ground work for future inclusion in the UGB. As part of the planning work on this project, outreach with property owners, service providers and potential interested parties will be a major component. The planning process will identify opportunities for additional public/private investment.

### ***Matching Fund/Potential***

The total project cost is expected to be \$245,709 and the City will provide an in-kind match of 10% utilizing staff and resources throughout the project. The budget narrative and documents demonstrate \$24,570 will be provided through in-kind staff work on this project. The staff time for this match will be funded through the general fund and can be accommodated in the upcoming budget.

### ***Equity***

The planning grant will help get land closer to being ready for future development and issuance of building permits which, in turn, will provide additional revenues for future CET grant distribution. It is not anticipated that planning for urban reserve areas will be funded through any other existing grant program (such as TGM) and the City does not have the resources to fund a concept plan on its own. For this reason, the only realistic way that the Sherwood Community will be in a position to develop a concept plan for this area and have the area considered for future UGB expansion areas is through a grant from a program such as this Community Development Planning Grant program. The City has, in the proposed FY 13-14 budget, only two FTE planners (Planning Manager and Senior Planner) for a community with a population of 18,265. While we are committed to providing the match through staff time funded from the general fund, we are not able to provide the full staff resources needed to conduct major long range planning projects without outside assistance.

### ***Public Involvement***

Public involvement is key to the success of this project and ultimate successful development of this area. Early in the process, we will reach out to property owners in the area to understand their thoughts about the area developing and interest level. This initial outreach and understanding will help shape future public involvement plans. In addition to reaching out to the property owners in the area, we will provide numerous opportunities throughout the process to engage the public at large. We want to ensure that the public understands the project, understands the choices to be considered, provides input on the alternatives that best reflect the community needs and values, and understands and supports the end product. The importance of this outreach, understanding and support from the public is critical because the City has a voter approved annexation process. If the public does not understand and support the development concepts outside the City limits, they will not support annexation.

It is envisioned that this planning process would follow a similar public involvement and outreach process to other recent projects. Specifically, we would convene a stakeholder and technical advisory committee, have regular communication to property owners within the affected area, hold open houses and provide web updates and communication throughout the process. In addition, the City will look for opportunities to target minority and low income populations by providing opportunities for interpreters, outreach and surveys to the minority communities that live in and around Sherwood.

**e. Collaborations**

In addition to significant outreach and collaboration with property owners in the area, the City will work closely with our partner agencies on the development of this plan, as we have with all of our other plans. Partner agencies include, but are not limited to: Washington County, Clean Water Services, ODOT, Tualatin National Wildlife Refuge and Metro. We will identify and work with interested parties and neighboring jurisdictions where needed.

**f. Proposed milestones and deliverables**

The City proposes 5 major milestones for the project deliverables and payment. The detailed work involved in each milestone and deliverable is outlined in the budget narrative.

Milestone #	Deliverable
1	Execution of CET Grant IGA
2	Professional Services agreement between City of Sherwood and selected contract firm
3	Existing conditions report and opportunities/constraints report
4	Draft proposed concept plan
5	The recommended concept plan addressing Title 11 and sequencing strategy
6	The City's adoption of concept plan and sequencing strategy

**Project Management:**

The project will be directly managed by planning manager Brad Kilby. Brad has been with the City of Sherwood since August of 2011 as Senior Planner and was recently promoted to Planning Manager. Before coming to Sherwood, he worked at OTAK for eight years doing both longer range planning projects and development proposals. This experience will help ensure that the concept plan both meets the Title 11 planning requirements but also considers the reality of implementation. Brad has over 15 years of planning experience in Oregon, Washington, Arizona, California, Colorado, and the United Arab Emirates (UAE).

Brad Kilby, AICP  
Planning Manager  
22560 SW Pine Street  
Sherwood OR 97140  
503-625-4206  
kilbyb@sherwoodoregon.gov



*Home of the Tualatin River National Wildlife Refuge*

## Budget Narrative - Sherwood West CDPG grant request

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### Budget Narrative and Document:

The total project budget is expected to be \$245,709 with a 10% match (\$24,570) from the city via in-kind services. While recognizing that each milestone varies in regard to the complexity and time required to complete, the City proposes six major milestones for disbursement of the CET funds to keep the IGA and disbursement of funds simple. This is a similar structure to what was established for past CET funded projects the City completed and was found to be effective. The six major milestones are:

1. Execution of the CET grant IGA – This milestone will include finalizing the IGA between the City and Metro and taking it through the City Council for authorization.
2. Professional Services agreement between City of Sherwood and selected contract firm – This milestone includes project kick-off tasks such as developing the public involvement plan, setting up the project web site, establishing technical and stakeholder advisory committees in addition to completing the RFP process to select a consultant.
3. Existing conditions report and opportunities/constraints report – This milestone is anticipated to be very consultant heavy. While much has already been identified through the urban and rural reserves process, this phase will bring all existing information in together. In addition, this phase will include a significant outreach component to engage the Sherwood community and existing property owners in the Sherwood West plan area to begin the conversation of opportunities and constraints. The work done in this phase will establish the foundation for the remaining phases.
4. Draft proposed concept plan – This phase will first identify up to three alternative concepts based on the information received during the existing conditions and opportunities and constraints phases. The project team will then work with the TAC and SAC and the community at large to determine a preferred alternative. The consultant work will need to provide ample information for sound decisions to be made on the choices and differences among the alternatives. During this stage of the project, we will also begin exploring the phasing opportunities and needs by looking at the existing and planned infrastructure capacity as well as the public service needs (police, library, school facilities, parks, etc) that will be needed to accommodate growth of the area at partial and full build-out.
5. The recommended concept plan addressing Title 11 and sequencing strategy – During this phase, the preferred alternative will be refined and analyzed into a final proposed document for decision making. The City and consultant team will identify necessary amendments to the comprehensive plan and conduct public notice and outreach to ensure engagement and input prior to public hearings being held.

6. The City's adoption of concept plan and sequencing strategy – This phase includes the required public hearings with the Planning commission and City Council to adopt the necessary comprehensive plan amendments and to formally adopt or accept the concept plan. This phase will also include the adoption of an updated Urban Planning Area agreement between the City and Washington County clearly identifying the Sherwood West plan area as part of Sherwood's area of interest and, as needed, incorporating elements, action items or findings from the concept plan.

The budget will result in multiple end products that will bring this urban reserve area closer to being ready for development; including the following major tasks:

The total project cost is expected to be \$245,709 and the City will provide an in-kind match of 10% utilizing staff and resources throughout the project. The budget narrative and documents demonstrate \$24,570 will be provided through in-kind staff work on this project. The staff time for this match will be funded through the general fund and can be accommodated in the upcoming budget.

A detailed breakdown of tasks is provided in Attachment 1.

The City envisions that the bulk of the project work will be completed by a consultant firm. The City has not begun the process to select a consultant team and anticipates that the selection will be the first milestone of the project. The team selected will need to have strong skills in land use planning as well as market/economic knowledge, transportation and infrastructure analysis, and public involvement.

The Sherwood staff will lead the project at the local level and will interface with the technical and stakeholder advisory committees, the Planning Commission, Council and internal City departments. The following is a table of the staff that will likely be working on the project and their role. This correlates to the hours assigned to each staff person and the overall budget estimates for agency staff costs:

Staff	Title	Hourly rate + overhead	Project role	Hours allocated per Milestone						% of time allocated to project
				1	2	3	4	5	6	
Julia Hajduk	Community Dev. Director	\$79.38	Julia will provide high level oversight and ensure that the project is well coordinated with the community and elected officials.	1.5	5	4	10	33	6	3%
Bob Galati	City Engineer	\$74.18	Bob will review elements related to the existing and planned infrastructure to ensure that it is well coordinated with existing and future plans, is feasible and can be implemented in the future	0	8	15	43	43	16	5%
Brad Kilby	Planning Manager	\$59.44	Brad will be the project lead and will ensure that all tasks and work assignments reflect the high quality the community expects. He will actively review all the consultant and local staff work and ensure that comments are provided and changes made as needed. He will provide project guidance and oversight that is representative of the community needs and expectations	6	36	38	112	92	32	16%
Michelle Miller	Senior Planner	\$55.36	Michelle will serve as the project assistant and will aid in the review of materials, coordination with consultants, etc. Michelle will do much of the project leg work on this project in support of the project manager.	4	87	78	218	171	48	30%
Kirsten Allen	Program Coordinator	\$40.32	Kirsten will provide administrative support as needed on notices, mailings, preparation of meeting packet materials, invoice review and processing and meeting preparation. Kirsten will also manage the web site, at the direction of the project manager and provide meeting notes after all committee meetings	2	25	58	129	94	22	17%

### Attachment 1 Milestones and Tasks

MILESTONE	TASKS
<p><b>Execution of the CET grant IGA – This milestone will include finalizing the IGA between the City and Metro and taking it through the City Council for authorization.</b></p>	<ul style="list-style-type: none"> <li>• Finalize scope and IGA</li> <li>• Prepare Staff Report</li> <li>• Council Resolution</li> <li>• Legal Review</li> </ul>
<p><b>Professional Services agreement between City of Sherwood and selected contract firm – This milestone includes project kick-off tasks such as developing the public involvement plan, setting up the project web site, establishing technical and stakeholder advisory committees in addition to completing the RFP process to select a consultant</b></p>	<ul style="list-style-type: none"> <li>• Prepare Request For Proposal</li> <li>• Interviews</li> <li>• Authorization from Council</li> <li>• Develop project web site</li> <li>• Create public involvement plan</li> <li>• Draft goals and objectives</li> <li>• Form TAC and CAC</li> <li>• Council Meeting to approve consultant agreement</li> </ul>
<p><b>Existing conditions report and opportunities/constraints report – This milestone is anticipated to be very consultant heavy. While much has already been identified through the urban and rural reserves process, this phase will bring all existing information in together. In addition, this phase will include a significant outreach component to engage the Sherwood community and existing property owners in the Sherwood West plan area to begin the conversation of opportunities and constraints. The work done in this phase will establish the foundation for the remaining phases.</b></p>	<ul style="list-style-type: none"> <li>• Prepare existing conditions report</li> <li>• Prepare a market analysis</li> <li>• Conduct stakeholder interviews</li> <li>• CAC Meeting #1</li> <li>• TAC Meeting #1</li> </ul>
<p><b>Draft proposed concept plan – This phase will first identify up to three alternative concepts based on the information received during the existing conditions and opportunities and constraints phases. The project team will then work with the TAC and SAC and the community at large to determine a preferred alternative. The consultant work will need to provide ample information for sound decisions to be made on the choices and differences among the alternatives. During this stage of the project, we will also begin exploring the phasing opportunities and needs by looking at the</b></p>	<ul style="list-style-type: none"> <li>• Develop and analyze alternatives</li> <li>• CAC Meeting #2</li> <li>• TAC Meeting #2</li> <li>• Conduct a charette</li> <li>• Brief the Planning Commission</li> <li>• Public open house</li> <li>• Select alternative</li> <li>• Prepare phasing strategy report</li> <li>• CAC meeting #3</li> <li>• TAC Meeting #3</li> </ul>

<p><b>existing and planned Infrastructure capacity as well as the public service needs (police, library, school facilities, parks, etc) that will be needed to accommodate growth of the area at partial and full build-out.</b></p>	
<p><b>The recommended concept plan addressing Title 11 and sequencing strategy – During this phase, the preferred alternative will be refined and analyzed into a final proposed document for decision making. The City and consultant team will identify necessary amendments to the comprehensive plan and conduct public notice and outreach to ensure engagement and input prior to public hearings being held.</b></p>	<ul style="list-style-type: none"> <li>• Prepare draft concept plan</li> <li>• Prepare memo outlining draft comprehensive plan changes</li> <li>• Public open house</li> <li>• DLCD/Agency Notice</li> <li>• CAC meeting #4</li> <li>• SAC Meeting #4</li> <li>• Planning Commission work session</li> <li>• Council work session</li> <li>• Measure 56 notice</li> </ul>
<p><b>The City’s adoption of concept plan and sequencing strategy – This phase includes the required public hearings with the Planning commission and City Council to adopt the necessary comprehensive plan amendments and to formally adopt or accept the concept plan. This phase will also include the adoption of an updated Urban Planning Area agreement between the City and Washington County clearly identifying the Sherwood West plan area as part of Sherwood’s area of interest and, as needed, incorporating elements, action items or findings from the concept plan.</b></p>	<ul style="list-style-type: none"> <li>• Public Hearings with Planning Commission, and City Council</li> <li>• Adoption</li> <li>• Project Closeout</li> </ul>

**Community Planning and Development Grant Program  
 F1 - Project Budget Form**

**Project Costs**

- 1) Estimate the hours of work directly related to your project for agency personnel, consultants, and non-profit personnel. You can delete rows that do not apply and/or add more specific descriptors.
- 2) Explain the tasks each is expected to complete in the budget narrative (i.e., design development, construction estimates, public involvement, technical research, code analysis, etc.).

	Personnel Costs	Financial Match	InKind Match	CET Grant Request	TOTAL
1. Execution of the CET grant IGA – This milestone will include finalizing the IGA between the City and Metro and taking it through the City Council for authorization.	Agency staff	0	1,002	0	1,002
	Consultants	0	0	0	0
					<b>1,002</b>
2. Professional Services agreement between City of Sherwood and selected contract firm – This milestone includes project kick-off tasks such as developing the public involvement plan, setting up the project web site, establishing technical and stakeholder advisory committees in addition to completing the RFP process to select a consultant	Agency staff	0	1,753	7013	8,766
	Consultants	0	0	4600	4,600
					<b>13,366</b>
3. Existing conditions report and opportunities/constraints report – This milestone is anticipated to be very consultant heavy. While much has already been identified through the urban and rural reserves process, this phase will bring all existing information in together. In addition, this phase will include a significant outreach component to engage the Sherwood community and existing property owners in the Sherwood West plan area to begin the conversation of opportunities and constraints. The work done in this phase will establish the foundation for the remaining phases.	Agency staff	0	4,637	4479	9,116
	Consultants	0	0	37260	37,260
					<b>46,376</b>
4. Draft proposed concept plan – This phase will first identify up to three alternative concepts based on the information received during the existing conditions and opportunities and constraints phases. The project team will then work with the TAC and SAC and the community at large to determine a preferred alternative. The consultant work will need to provide ample information for sound decisions to be made on the choices and differences among the alternatives. During this stage of the project, we will also begin exploring the phasing opportunities and needs by looking at the existing and planned infrastructure capacity as well as the public service needs (police, library, school facilities, parks, etc) that will be needed to accommodate growth of the area at partial and full build-out.	Agency staff	0	8,000	19660	27,660
	Consultants	0	0	83318	83,318
					<b>110,978</b>
5. The recommended concept plan addressing Title 11 and sequencing strategy – During this phase, the preferred alternative will be refined and analyzed into a final proposed document for decision making. The City and consultant team will identify necessary amendments to the comprehensive plan and conduct public notice and outreach to ensure engagement and input prior to public hearings being held.	Agency staff	0	5,466	18,634	24,100
	Consultants	0	0	38,755	38,755
					<b>62,855</b>
6. The City's adoption of concept plan and sequencing strategy – This phase includes the required public hearings with the Planning commission and City Council to adopt the necessary comprehensive plan amendments and to formally adopt or accept the concept plan. This phase will also include the adoption of an updated Urban Planning Area agreement between the City and Washington County clearly identifying the Sherwood West plan area as part of Sherwood's area of interest and, as needed, incorporating elements, action items or findings from the concept plan.	Agency staff	0	1410	5,638	7,048
	Consultants	0	0	1,782	1,782
					<b>8,830</b>
Other, please list					
<b>Total for Planning Services</b>			22268	221139	243,407
<b>Other Costs</b>		<b>Financial Match</b>	<b>InKind Match</b>	<b>CET Grant Request</b>	<b>TOTAL</b>
Publishing notices, mailing, flyers, etc			2302		
<b>Total for Other Costs</b>			2302	0	0
<b>TOTAL PROJECT COSTS</b>		0	24,570	221,139	245,709

Note: See pages 18 and 19 of the Application Handbook for detail instructions.

Community Planning and Development Grants Program  
 F2 - Match Form

**Instructions:** If your "Match Source" is a professional or technical service received as "In Kind," use the market average or actual salary or bid for that individual or service. Use the "Notes" field to document methodology.

Match Source	Choose One		Choose One		Amount	Notes
	Financial	In Kind	Pending	Secured		
City General Fund	<input type="radio"/> Financial	<input checked="" type="radio"/> In Kind	<input type="radio"/> Pending	<input checked="" type="radio"/> Secured	\$ 24,570.00	various City staffs' salaried time
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	

Total \$ 24,570.00





# WASHINGTON COUNTY OREGON

April 18, 2013

Martha Bennett  
Chief Operating Officer, Metro  
600 NE Grand Avenue  
Portland, OR 97232-2736

RE: CPD Grant for Concept Plan Development for Urban Reserve Area 5b

Dear Ms. Bennett:

Washington County has a long history of collaboration with the local jurisdictions within the county. We worked closely with all the jurisdictions within the Metro boundary when going through the urban and rural reserves designation process. As part of that process, the area west of Sherwood (Area 5b) was designated as an urban reserve and it was assumed throughout the process that that area would one day be within the City of Sherwood's limits. It is important to note that the county does not have the resources needed, nor is it in the county's best interest to develop concept plans for areas in which there is a city that will ultimately provide services.

We understand that the City of Sherwood is interested in obtaining grant funding to develop a concept plan for Urban Reserve Area 5b west of the city. As with other areas such as North Bethany and West Bull Mountain, we believe that concept planning is an essential element of the regional planning process and that without such planning, the city's ability to plan and leverage resources for essential infrastructure would be delayed and that the region's ability to adequately consider land for inclusion in the UGB when a determination is made that additional land is needed would be impaired.

Without funding from grants such as this, it is unlikely that the City of Sherwood will have the funds or resources needed to develop a concept plan for the area. We therefore fully support the funding of this grant and look forward to working with the City during the concept planning process.

Thank you for your support and consideration for funding of this important planning project.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Singelakis".

Andrew Singelakis, AICP  
Director of Land Use & Transportation

C: Tom Pessemier, City of Sherwood  
Julia Hajduk, City of Sherwood  
Andy Back, Washington County

**Department of Land Use & Transportation · Office of the Director**

155 N First Avenue, Ste. 350 MS 16 · Hillsboro, OR 97124-3072  
phone: (503) 846-4530 · fax: (503) 846-4412 · TTY: (503) 846-4598 · [www.co.washington.or.us](http://www.co.washington.or.us)



**Home Builders Association  
of Metropolitan Portland**

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April 15, 2013

Martha Bennett  
Chief Operating Officer  
600 NE Grand Avenue  
Portland, OR 97232-2736

RE: Community Development and Planning Grants

Dear Martha,

It is my understanding that the City of Sherwood has submitted a request for Construction Excise Tax (CET) grant funding to support the concept planning for approximately 1,291 acres west of the City of Sherwood. While we fully understand that concept planning does not provide certainty that any or all of this area will be brought in to the UGB in the next review cycle, this planning will allow the City to meet Metro's requirement for lands to be considered in the event any expansion is needed.

We also believe that Sherwood's request is a regional priority given their past performance and future needs. The City has done an excellent job at providing a mix and range of housing options in its previous development work, including higher density housing adjacent to its Old Town Center and along the 99w corridor. The City has also done an excellent job at revitalizing its Old Town Center, adding school capacity, and developing industrial/commercial capacity so that more people can both live and work in Sherwood – another one of Metro's regional goals. Currently, Sherwood has very little land left for residential development. The City will require additional residential land if it is to continue to have the capacity to meet its growth needs and allow people to reside near employment opportunities with good housing choices.

Thank you for your consideration of the City of Sherwood's request for CET grant funding for this important project. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Nielsen", written over a horizontal line.

Dave Nielsen  
CEO  
Home Builders Association of Metro Portland