



## RESOLUTION 2014-066

### AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT (IGA) WITH METRO AND WASHINGTON COUNTY REGARDING A JOINT INDUSTRIAL SITE READINESS AND PLANNING GRANT BENEFITING SHERWOOD'S TONQUIN EMPLOYMENT AREA (TEA)

**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 in the Urban Growth Boundary; and

**WHEREAS**, Washington County and the City of Sherwood each applied for separate Community Planning and Development Grants from Metro to conduct industrial site assessments and planning; and

**WHEREAS**, Metro awarded Washington County and Sherwood the requested grants on the condition that they be combined and reduced the amount funded from \$371,455 as requested to the funded amount of \$255,000; and

**WHEREAS**, Washington County and Sherwood collaboratively created a combined scope of work and budget that could be accomplished with the funds available and generally achieved the scope originally conceived of for the two separate project proposals; and,

**WHEREAS**, Council authorized an IGA formalizing the three parties commitments and responsibilities based on that original scope; and

**WHEREAS**, Metro determined additional funds were available to fully fund the project allowing additional work to be completed consistent with the original application submittal; and

**WHEREAS**, an amendment to the IGA is necessary to document the additional scope, commitment, and responsibilities.

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

**Section 1.** The Sherwood City Council hereby authorizes the City Manager to sign the amendment to 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 21<sup>st</sup> day of October 2014.**

  
Bill Middleton, Mayor

Attest:

  
Sylvja Murphy, MMC, City Recorder

Contract No: BCC 14-0940

**CONTRACT AMENDMENT NO. 1**

This amendment is made and entered into by and between, Metro ("Metro"), the City of Sherwood ("City"), and Washington County, a political subdivision of the State of Oregon ("County").

This amendment modifies that certain contract between the parties, the original contract number being BCC 14-0577.

The contract is amended as follows:

The City, County and Metro signed an IGA for a \$255,000 Metro Construction Excise Tax (CET) grant for Industrial Site Planning. Metro has agreed to fund the project with an additional \$116,455, for a total of \$371,455. The existing agreement will be amended to include the full amount. The County is the primary fiscal agent for this grant. Under the previous IGA, the County agreed to fund the City's project work in the amount of \$25,446. With the additional funds, this will be increased to \$34,446.

Effective Date of Amendment: September 2, 2014, or upon final signature, whichever is later.

All other terms and conditions of the original contract shall remain in full force and effect.

METRO:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email

CITY OF SHERWOOD:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email

Contract No: \_\_\_\_\_

WASHINGTON COUNTY:

*Andy Duyck*  
Signature

9-5-14  
Date

Andy Duyck  
Printed Name

Chairman Board of Commissioners  
Title

APPROVED WASHINGTON COUNTY  
BOARD OF COMMISSIONERS  
MINUTE ORDER # 14-232  
DATE 9-2-14  
BY *Barbara Hejmanek*  
CLERK OF THE BOARD



August 4, 2014

Erin Wardell  
Senior Planner  
Dept. of Land Use and Transportation  
Washington County  
155 North First Avenue, Suite 350  
Hillsboro, OR 97124

**RE: *Amendment to Washington County and City of Sherwood Industrial Site Planning project Milestone Deliverables and Due Dates to Implement Full Funding of Project (Amendment #1): Contract #932776***

Dear Ms. Wardell:

Metro received your e-mail dated July 11, 2014 accepting the \$116,455 in additional funding the Metro Council approved to fully fund your Industrial Site Planning project (Resolution No. 14-4542). Your e-mail and attachments explained the proposed changes in your scope of work and additional outcomes expected as result of the increase in your project funding.

Our existing IGA for this project may be amended by mutual agreement between Metro, Washington County and the City of Sherwood. Metro agrees with your proposed changes to the deliverables due dates and grant payments reflected in your revised Exhibit A which correspond with the additional funding Metro has agreed to provide.

I am also aware that you, Gerry Uba and Ted Reid discussed the changes in your scope of work, budget and outcomes as a result of the increase in your project funding. It is my understanding that fully funding your project will allow the County and City to do the following as reflected in Exhibit A to the IGA:

- Increase site assessments from 11 to 15 large lot industrial sites in the county
- Develop strategy for roadway and utility infrastructure and evaluation of wetlands and habitat impact and mitigation
- Identify an implementation strategy for the City of Tualatin SW Concept Plan area and integrate with greater Tonquin Employment Area
- Develop infrastructure strategy for the Sherwood Study area and integrate with greater Tonquin Employment Area
- Acquire consultant support for outreach

This response and attached revisions to Exhibit A as well as your request to Metro (enclosed) demonstrate agreement between the parties to amend the existing IGA between Metro and Washington County and the City of Sherwood to reflect the changes shown on Exhibit A.

**Exhibit A**  
**(Revised: Per Metro Council Resolution No. 14-4542)**

**IGA for Community Planning and Development Grants funded with CET  
 Washington County and City of Sherwood – Industrial Site Planning  
 Milestone and Deliverables Schedule for Release of Funds**

<b>Milestone</b>	<b>Deliverable</b>	<b>Date Due*</b>	<b>Grant payment to the County</b>	<b>County payment to the City</b>
1.	<b>Execution of CET Grant IGA</b>	September 5, 2014	\$25,446	\$3,000
2.	<b>Consultants prepare draft site assessments report for 15 sites, increased from 11 sites in the initial grant award.</b> a) Consultant analyzes site constraints and mitigation costs b) Consultant drafts site constraints and mitigation costs report c) Consultant prepares industry focus and draft development concepts for each site d) Project partners review draft site concepts, constraints, and mitigation reports	October 31, 2014	\$98,000	
3.	<b>Final site assessments prepared for 15 sites.</b> a) Project partners review final site assessment products and release for distribution b) Final assessments added to project website c) Power point presentation prepared for outreach to city councils/county commissioners, and other community groups like the Westside Economic Alliance	January 31, 2015	\$76,000	
4.	<b>Final site assessment results presented by resolution to the Washington County Board of Commissioners for acceptance.</b> This phase includes presenting the results to the board of commissioners and to the respective city councils. Consultants and project partners will team up for presentations.	February 28, 2015	\$35,000	

<p>5.</p>	<p><b>Develop a marketing prospectus and implementation strategy for infrastructure improvements, and marketing materials for the Sherwood Study Area, which include:</b></p> <ul style="list-style-type: none"> <li>a) A specific strategy to promote the site</li> <li>b) Detailed strategy for roadway and utility infrastructure and evaluation of wetland and habitat impact and estimated mitigation costs</li> <li>c) An implementation plan with recommendations on the prioritization of investments and identification of strategic opportunities for near—and intermediate-term successes</li> <li>d) A marketing plan that will include:                             <ul style="list-style-type: none"> <li>o Recommendations for targeted outreach to site selectors and consultants in industry sectors</li> <li>o Steps for awareness building of site in local, regional, and national markets through direct outreach and focused editorial and advertorial placements</li> <li>o Enlisting companies to support marketing efforts through a willingness to act as information sources for industry targets</li> <li>o Education of local and regional officials of the attributes of the land assets for the targeted development types</li> </ul> </li> <li>e) An implementation strategy for the Tualatin SW Concept Plan Area</li> </ul>	<p>February 28, 2015</p>	<p>\$82,000</p>	<p>\$15,500</p>
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6.	<b>Compile the final products for the Sherwood Study Area into one document which provides recommendations for project priority and funding, as related to:</b> a) concept plan b) infrastructure strategy c) market analysis d) recruitment strategy e) integration with larger Tonquin Employment Area, particularly Tualatin SW Concept Plan Area	April 30, 2015	\$35,000	\$9,500
7.	<b>Final plans for the Sherwood Study Area presented by resolution to the City Council for acceptance.</b> This phase includes additional presentations to other groups necessary for Council acceptance of the plans (Urban Renewal Policy Advisory Committee and Planning Commission).	May 31, 2015	\$20,000	\$6,446
<b>Total</b>			\$371,446	\$34,446

\*Total Reimbursable Amount: Grant award (\$371,446)

\*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 County 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 : Washington County In-kind Match = \$31,740  
 City of Sherwood In-kind Match = \$27,111  
 City of Sherwood Financial Match = \$2,000



# WASHINGTON COUNTY OREGON

July 10, 2014

Gerry Uba  
Metro Regional Center  
600 NE Grand Ave.  
Portland, OR 97232-2736

Re: Industrial Site Planning CET Grant Additional Funding

Dear Gerry,

Washington County and partner city staff are requesting the additional funds made available for the Community Planning and Development Grant (CPDG) program by Metro Council for our Industrial Site Planning project. This project is a combination of proposed grants by Washington County and the City of Sherwood. Washington County is now acting as project manager. This letter summarizes the proposed additions to our project scope. The updated scope of work and Exhibit A to the IGA are included as attachments.

The additional funding will allow our project team to restore elements that were included in our original scope. These items are:

- Increasing the detailed site assessments from 11 to the originally proposed number of 15 large lot industrial sites in the county.
- Fully funding the marketing and implementation plan for one site in the Tonquin Employment Area in Sherwood, including a more detailed implementation strategy for the roadway and utility infrastructure and an evaluation of wetland and habitat impacts and mitigation costs.
- Consultant support and staff time for presentations to the city councils and county commissioners where the project products will be formally accepted.
- Consultant staff time for outreach to property owners and the business community (ie Westside Economic Alliance), for a total of up to nine community meetings that will inform partners of this project work and facilitate regional coordination of industrial site development.
- Increased Washington County project management fee from \$22,500 to \$32,775 so that it stays about 9% of the total grant amount.
- Restoring Sherwood's project management budget to the originally requested amount of \$34,446.

The 15 sites studied under this increased project scope include 12 sites proposed in the original grant application, which were identified in the 2012 Regional Industrial Site Readiness project. Under the ongoing 2014 Regional Large Lot Industrial Inventory Update, additional Washington County sites were identified. Three of those sites were determined by our project team to be

**Department of Land Use & Transportation · Planning and Development Services  
Long Range Planning**

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more likely to develop in the near future than three sites that were dropped in our scope reduction. The following sites are the proposed additions to our analysis:

- Cranford Julian (Hillsboro) – This site was identified in the original grant proposal.
- Hally Waworth and Henningsen Cold Storage (Forest Grove) – Both of these sites were identified in the ongoing 2014 Regional Industrial Site Update project. Forest Grove originally proposed studying the Holzmeyer site, which was reclassified as a rural reserve as a part of House Bill 4078. Since it is not likely the rural reserve areas will develop in the foreseeable future, we propose studying these sites instead.
- CRS Reprocessing (Hillsboro) – This site was also identified by the 2014 Regional Industrial Site Update and is a high priority for study within the county.

The process of combining the grant applications from Washington County and Sherwood created a more efficient scope of work. The project team would like to use the cost savings to develop an implementation strategy for Tualatin's SW Concept Plan area. City of Tualatin staff initially identified two sites for assessment that were dropped in scope reduction. They have requested that rather than include those sites, which are not likely to develop in the foreseeable future, they would prefer to develop an implementation study which they can use to inform the scope of work for their outstanding CPDG grant to study this area. This would leverage the Sherwood implementation plan work and the Sherwood and Tualatin site assessments, because all are located within the greater Tonquin Employment Area. This is a unique opportunity to create regional coordination in a high priority employment area.

We look forward to continuing our partnership with Metro on this project.

Sincerely,

Erin Wardell, Washington County

Attached:  
Scope and Budget  
Exhibit A to the IGA

## Exhibit A

### IGA for Community Planning and Development Grants funded with CET Washington County and City of Sherwood – Industrial Site Planning Milestone and Deliverables Schedule for Release of Funds

Milestone	Deliverable	Date Due*	Grant payment to the County	County payment to the City
1.	<b>Execution of CET Grant IGA</b>	<del>June-Sept 2015</del> , 2014	\$25,000,446	\$2,5453,000
2.	<b>Consultants prepare draft site assessments report for 15 sites, increased from 11 sites in the initial grant award.</b> <ul style="list-style-type: none"> <li>a) Consultant analyzes site constraints and mitigation costs</li> <li>b) Consultant drafts site constraints and mitigation costs report</li> <li>c) Consultant prepares industry focus and draft development concepts for each site</li> <li>d) Project partners review draft site concepts, constraints, and mitigation reports</li> </ul>	Oct 31, 2014	\$7098,000	
3.	<b>Final site assessments prepared for 15 sites.</b> <ul style="list-style-type: none"> <li>a) Project partners review final site assessment products and release for distribution</li> <li>b) Final assessments added to project website</li> <li>c) Power point <del>template presentation provided prepared for to partner agencies for their outreach to city councils/county commissioners, and other community groups like the Westside Economic Alliance</del></li> </ul>	Jan 31, 2015	\$5076,000	
4.	<b>Final site assessment results presented by resolution to the Washington County Board of Commissioners for acceptance.</b>	Feb 28, 2015	\$1535,000	

	<p>This phase includes presenting the results to the board of commissioners and to the respective city councils. <u>Consultants and project partners will team up for presentations.</u></p>			
<p>5.</p>	<p><b>Develop a marketing prospectus and implementation strategy for infrastructure improvements, and marketing materials for the Sherwood Study Area, which include:</b></p> <ul style="list-style-type: none"> <li>a) A specific strategy to promote the site</li> <li>b) <u>Detailed strategy for roadway and utility infrastructure and evaluation of wetland and habitat impact and estimated mitigation costs</u></li> <li>b)c) <u>An implementation plan with recommendations on the prioritization of investments and identification of strategic opportunities for near—and intermediate-term successes</u></li> <li>e)d) <u>A marketing plan that will include:</u> <ul style="list-style-type: none"> <li>o Recommendations for targeted outreach to site selectors and consultants in industry sectors</li> <li>o Steps for awareness building of site in local, regional, and national markets through direct outreach and focused editorial and advertorial placements</li> <li>o Enlisting companies to support marketing efforts through a willingness to act as information sources</li> </ul> </li> </ul>	<p>Feb 28, 2015</p>	<p>\$6082,000</p>	<p><del>\$11,450,500</del></p>

	<ul style="list-style-type: none"> <li>for industry targets                             <ul style="list-style-type: none"> <li>o Education of local and regional officials of the attributes of the land assets for the targeted development types</li> </ul> </li> <li>e) <u>An implementation strategy for the Tualatin SW Concept Plan Area</u></li> </ul>			
6.	<p><b>Compile the final products for the Sherwood Study Area into one document which provides recommendations for project priority and funding, as related to:</b></p> <ul style="list-style-type: none"> <li>a) concept plan</li> <li>b) <u>infrastructure strategy</u></li> <li>b)c) <u>market analysis</u></li> <li>e)d) <u>recruitment strategy</u></li> <li>e)e) <u>integration with larger Tonquin Employment Area, particularly Tualatin SW Concept Plan Area</u></li> </ul>	Apr 30, 2015	\$20 <u>35,000</u>	\$7, <u>6349,500</u>
7.	<p><b>Final plans for the Sherwood Study Area presented by resolution to the City Council for acceptance.</b> This phase includes <u>additional presentations to the meetings</u><del>other groups</del> necessary for Council acceptance of the plans (<u>Urban Renewal Policy Advisory Committee and Planning Commission</u>).</p>	May 31, 2015	\$15, <u>20,000</u>	\$3, <u>8176,446</u>
Total			\$255, <u>000</u> <u>371.44</u> 6	\$25 <u>34,446</u>

\*Total Reimbursable Amount: Grant award (\$255371,446,000)

\*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 County 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 : Washington County In-kind Match = \$31,740

City of Sherwood In-kind Match = \$27,111  
City of Sherwood Financial Match = \$2,000

## Washington County Regional Employment Lands Inventory

Draft Scope of Work  
 July 10, 2014

Deleted: May 23

TASK 0: Project Initiation (March 31- June 30 2014)		
Items	Staff Support	Consultant Team
Washington County and Sherwood Revise Scope and Budget combing deliverables	Washington County Sherwood	
<b>Metro approves Revised Grant - Milestone</b>		
Project IGA between Washington County, Community Partners and Metro	Washington County Sherwood Community Partners	Mackenzie Apex Johnson Econ
Washington County and Mackenzie develop contract for consulting services	Washington County	Mackenzie Apex Johnson Econ
Final work scope and timeline approved by project partners and Mackenzie contract approved	Washington County Community Partners	Mackenzie Apex Johnson Econ
Local Jurisdictional Council/Board approval	Washington County Community Partners	
TASK 1: Property Owner Engagement, Public Outreach, Plans and Regulations Review July- August 2014		
Items	Staff Support	Consultant Team
<b>Project kickoff meeting (Second week in July)</b>	Washington County Community Partners	Mackenzie Apex Johnson Econ
Cities contact and begin project coordination with property owners	Community Partners	Mackenzie Apex Johnson Econ
Washington County will develop project website; Consultants will provide data to populate the project website	Washington County	<b>Mackenzie</b>
Consultants review 2012 Regional Industrial Lands Study and develop lists of information needed from cities and county		Mackenzie Apex Johnson Econ
Consultants work with cities and county to obtain and compile base site information, for the	Washington County Community Partners	Mackenzie

<p>15 study sites, including:</p> <ul style="list-style-type: none"> <li>• Existing approvals for the study sites</li> <li>• Existing subarea plans, EOAs, maps, or studies prepared for target sites</li> <li>• Local or state incentive districts or programs applicable to the study sites</li> <li>• Existing documentation of environmental constraints or brownfields for study sites</li> <li>• Regional transportation plans</li> <li>• Regional water plans</li> <li>• Regional Sewer Plans</li> <li>• Any site base data available (ie topography)</li> <li>• GIS Shape files if they are community or site specific and not available through metro</li> </ul>		
<p>Consultants will Interface with State Agencies (Business Oregon, DSL, etc and NAIOP) during the process</p>		<p>Mackenzie</p>
<p>Consultants review local and regional Environmental plans, reports and constraints applicable to each site</p>		<p>Mackenzie Apex</p>
<p>Capital facilities plans, Comprehensive Plans, Functional Plans, Concept Plans, and Zoning regulations applicable to each site</p>	<p>Washington County Community Partners</p>	<p>Mackenzie</p>
<p>Consultant develops findings report on local and regional plan conformance</p>		<p>Mackenzie Johnson Economics Apex</p>
<p><b>Meeting to review findings report (second week in August)</b></p>	<p>Washington County Community Partners</p>	<p>Mackenzie Johnson Economics Apex</p>
<p><b>TASK 2: Detailed Sites Analysis and Reports August – December 2014</b></p>		
<p>Items</p>	<p>Staff Support</p>	<p>Consultant Team</p>
<p>Consultants analyze site constraints and mitigation costs</p>		<p>Mackenzie Johnson Economics Apex</p>
<p>Consultants draft site constraints and mitigation</p>		<p>Mackenzie</p>

costs report		Johnson Economics Apex
Consultants prepare industry focus & draft development concepts for each site		Mackenzie Johnson Economics
Project partners review draft site concepts, constraints and mitigation reports	Washington County Community Partners	Mackenzie Johnson Economics Apex
Consultants prepare draft site assessments report (including site constraints analyses and mitigation costs estimates) - <b>Milestone</b>		Mackenzie Johnson Economics Apex
Project partners review draft site assessments report and discuss products with State Agencies & interested parties	Washington County Community Partners	
Meeting to discuss products/ state agency input and get any additional comments on the site assessment reports and layouts (Mid November)	Washington County Community Partners	Mackenzie Johnson Economics Apex
<b>TASK 3: Preparation and Distribution of Final Regional Lands Products – Local Government Endorsements August 2014 – February 2015</b>		
<b>Items</b>	<b>Staff Support</b>	<b>Consultant Team</b>
Consultants prepare final site concepts, site assessments and interactive model for each site and distribute to project partners		Mackenzie Johnson Economics
Consultants work with community partners to prepare a base PowerPoint presentation that communities can use in their public information campaign	Community Partners	Mackenzie
Consultant prepare decision ready application binders and submit to Business Oregon		
Meeting to review site concepts, model, and final drafts of products (mid-February)		
Project partners review final products and release for distribution; final results added to project website - <b>Milestone</b>	Washington County Community Partners	
<u>Presentations to up to four community groups (ie Westside Economic Alliance).</u>	<u>Washington County Community Partners</u>	<u>Mackenzie</u>
Presentations to city councils and county commissioners - <b>Milestone</b>	Washington County Community Partners	<u>Mackenzie</u>
<b>TASK 4: (Begin tier 3 analysis on sites) Market Analysis and Business Recruitment Strategy February 2015 – June 2015 May be initiated earlier in the overall scope, and may parallel phase 2/3</b>		

**Deleted:** Consultants support, but Jurisdictions lead

Items	Staff Support	Consultant Team	
Evaluate existing EOA(s), concept plans, and current market trends and policy decisions at the local, regional and state level to update the market information and feasibility for varying types of industry to locate on the site.		Mackenzie Johnson Economics	Deleted: Iron Wolf
Jurisdiction, supported by the consultant team, Provide Updates to the Urban Renewal Policy Advisory Committee, the Planning Commission and City Council as well as outreach to property owners in the area and the business community.	City of Sherwood	Mackenzie	Deleted: Consultant team in a support role with community partners leading this effort Deleted: (Chamber of Commerce)
<p>Providing detailed information with specific actions needed to remove barriers that might be affecting the ability to target the businesses most sought after in the TEA</p> <ul style="list-style-type: none"> <li>Provide a preliminary assessment of financing tools available to fund infrastructure projects specific to TEA development and identify key projects to facilitate both initial development and long-term build-out of TEA.</li> </ul>		Mackenzie Johnson Economics	
<p>Develop a marketing prospectus and implementation strategy for infrastructure improvements, and marketing materials for the study area. The deliverable for this concurrent task will include:</p> <ul style="list-style-type: none"> <li>A specific strategy to promote the study area</li> <li>A detailed implementation plan with recommendations on the prioritization of investments and identification of strategic opportunities for near—and intermediate-term successes</li> <li>A detailed strategy for the roadway and utility infrastructure and an evaluation of wetland and habitat impacts and estimated mitigation costs. Utility plans would include water and sanitary sewer mains, any needed subarea pump stations or water storage reservoirs, and an expected cost for each infrastructure item. The primary purpose of this Strategy is to provide detailed</li> </ul>		Mackenzie	Formatted Table Deleted: n Deleted: Iron Wolf Formatted: Indent: Left: 0", Hanging: 0.24", Space Before: 3 pt, Bulleted + Level: 1 + Aligned at: 0.25" + Tab after: 0" + Indent at: 0.5", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers Formatted: Font: Not Italic

<p>information on how to serve sites for large industrial development, and develop approximate costs to serve the Tonquin Employment Area. The three primary topics covered in each site strategy include:</p> <ol style="list-style-type: none"> <li>1. Natural resources (wetlands, floodplain, other resources)</li> <li>2. Public street improvements and utility infrastructure (water, storm, sewer)</li> <li>3. Parcelization and assembly strategies</li> </ol> <ul style="list-style-type: none"> <li>▪ A marketing plan that will include:             <ul style="list-style-type: none"> <li>▪ Recommendations for targeted outreach to site selectors and consultants in industry sectors</li> <li>▪ Steps for awareness building of TEA in local, regional, and national markets through direct outreach and focused editorial and advertorial placements</li> <li>▪ Enlisting companies to support marketing efforts through a willingness to act as information sources for industry targets</li> <li>▪ Education of local and regional officials of the attributes of the land assets for the targeted development types</li> </ul> </li> </ul> <p><b>- Milestone</b></p>			<p>Formatted: Font: Not Italic</p> <p>Formatted: Font: (Default) Times New Roman, 12 pt, Font color: Black</p> <p>Formatted: Indent: Left: 0.24"</p>
<p>Identify an implementation strategy for the City of Tualatin SW Concept Planning area, a part of the greater Tonquin Employment Area. This would include outreach to property owners to determine timing for land conversion to planned uses, and a summary of next steps for implementation of the SW concept plan.</p>	<p>City of Tualatin</p>	<p>Mackenzie</p>	
<p>Implementation plan- This phase will compile the final products into one document which provides recommendations for project priority and funding, as related to concept plan, market analysis, and recruitment strategy. The implementation plan will include information for both Sherwood Tonquin Employment Area and the Tualatin SW Concept Planning area -</p> <p><b>Milestone</b></p>		<p>Johnson Econ Mackenzie</p>	<p>Deleted: Iron Wolf</p> <p>Deleted: products</p> <p>Deleted: show the connections</p> <p>Deleted: between the</p> <p>Deleted: site and the greater</p> <p>Deleted: , including</p>

Staff and the consultant to provide updates to the Urban Renewal Policy Advisory Committee, the Planning Commission and City Council as well as outreach to property owners in the area and the business community (Chamber of Commerce) and neighboring jurisdictions such as Tualatin. <u>Consultant team would attend up to five community meetings.</u>	City of Sherwood	Mackenzie	Deleted:
Final plans accepted by City Council. This phase includes the meetings necessary for Council acceptance of the plans - Milestone	City of Sherwood		

Budget 7/10/2014 Deleted: 4  
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Project Contributions	Financial Match	InKind Match	TOTAL	
<b>CET Grant</b>	\$ 371,455		\$ 371,455	Deleted: 255,000
Project Partners	\$40,250	\$138,736	\$178,986	Deleted: 255,000
Washington County		\$31,740		
Forest Grove	\$3,000	\$20,465		
Hillsboro	\$5,000	\$12,050		
Sherwood	\$2,000	\$27,111		
Tualatin	\$5,000	\$11,750		
Wilsonville	\$5,000	\$21,420		
Port of Portland		\$4,800		
Business Oregon (Grant application for financial match is pending)	\$20,250	\$6,000		
Department of State Lands		\$3,400		
<b>Total for Planning Services</b>	\$ 411,705	\$138,736	\$ 550,441	Deleted: 295,250
				Deleted: 433,986
<b>Other Costs</b>	<b>Financial Match</b>	<b>InKind Match</b>	<b>TOTAL</b>	
Overhead/Indirect costs		\$19,700	\$19,700	
<b>Total for Other Costs</b>		\$19,700	\$19,700	Deleted: 295,250
				Deleted: 453,686
<b>TOTAL PROJECT COSTS</b>	\$ 411,705	\$158,436	\$570,141	Deleted: 207,054
				Deleted: 247,304
<b>Project Budget Allocations</b>	<b>CET Grant</b>	<b>Other Funding</b>	<b>Total</b>	Deleted: 22,500
Consultant	\$ 304,234	\$ 40,250	\$ 344,484	Deleted: 22,500
County	\$ 32,775		\$ 32,775	Deleted: 25,446
City of Sherwood	\$ 34,446		\$ 34,446	Deleted: 25,446
<b>Total</b>	\$ 371,455	\$ 40,250	\$ 411,705	Deleted: 255,000
				Deleted: 295,250

Industrial Site List 7/10/2014

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Site Name	City	UGB	Gross Acreage	Net Developable Acreage	
Woodburn Industrial Capital	Forest Grove	Yes	25.10	25.10	2
Woodfold West Oak	Forest Grove	Yes	53.93	53.91	3
Woodfold East Oak	Forest Grove	Yes	25.46	25.46	3
Hally Waworth*	Forest Grove	Yes	38.19	36.15	2
Henningsen*	Forest Grove	Yes	28.57	26.44	1 or 2
CRS Reprocessing*	Hillsboro	Yes	46.23	46.23	2
Cranford Julian	Hillsboro	Yes	28.51	27.29	2
Vanrose	Hillsboro	No	270.50	224.83	3
Biles Family	Sherwood	Yes	39.60	30.89	2
Itel	Tualatin	Yes	46.25	44.67	2
Tigard Sand and Gravel	Tualatin	Yes	296.88	128.10	3
Coffee Creek 4	Wilsonville	Yes	48.56	48.56	3
Coffee Creek 2	Wilsonville	Yes	46.37	46.27	3
Coffee Creek 3	Wilsonville	Yes	29.65	27.05	3
Vans Investment	Wilsonville	Yes	52.79	25.50	3

\* These sites are part of the 2014 Regional Site Update so information is preliminary

CA 14-0325

## MEMORANDUM OF UNDERSTANDING

Between

The Washington County Dept. of Land Use and Transportation  
Washington County, Oregon

And

The City of Sherwood Community Development Department  
City of Sherwood, Oregon

This memorandum of Understanding ("MOU") is entered into as of the 7<sup>th</sup> day of May 2014 between Washington County Department of Land Use and Transportation ("DLUT") Washington County, Oregon (the "County") and the City of Sherwood Community Development Department, Sherwood, Oregon (the "City"). The purposes of this MOU are to:

- A. Assign to the County the responsibility and authority to administer the grant funding received from Metro through the Community Planning and Development Grant program.
- B. Set forth the scope of work for both agencies under the grant prior to obtaining funding.

### Recitals:

1. Both the County and the City applied for Community Planning and Development Grants from Metro to conduct industrial site assessments and planning. Washington County proposed preparing detailed site assessments of fifteen large industrial sites throughout the county. Sherwood proposed preparing a detailed marketing and implementation study for the Tonquin Employment Area site.
2. Metro identified that both grant applications sought to conduct industrial readiness site assessments and planning, so therefore instructed the County and the City to combine their grant applications, and conditionally funded the combined effort in the amount of \$255,000.
3. The County and the City have collaboratively created a combined scope of work and budget for a project titled Industrial Site Assessments and Planning.
4. In order to most efficiently combine the two grant proposals, the combined scope of work gives Washington County primary project management responsibility.
5. This Memorandum of Understanding (MOU) will be included as an attachment to the Intergovernmental Agreement (IGA) signed with Metro for the grant.

### Terms:

Based on the various recitals, the Washington County DLUT and City of Sherwood Community Development Department understand and agree to the following terms:

1. The County will receive grant funding from Metro according to the milestones schedule established in Exhibit A to the IGA.
2. The County will fund the City in the total amount of \$25,446 from the grant in order to support project work for Sherwood's planning site. Funds will be released according to the milestones schedule established Exhibit A to the IGA.
3. The City will fund \$2,000 to the County as a financial match for the site assessment phase of the project.

MOU – Washington County and City of Sherwood  
April 18, 2014  
Page 2 of 2

4. The County and the City will enter into a joint IGA with Metro for the grant.
5. The County will contract with the project consultant(s) directly.
6. The County will submit project deliverables to Metro.
7. Sherwood will provide technical support to project consultant in preparing the detailed marketing and implementation study for the Tonquin Employment Area and present final result to the Sherwood City Council.

Based upon the foregoing, the parties hereto have set their hands as of the dates below written.

WASHINGTON COUNTY:

By: Andrew Singelakis

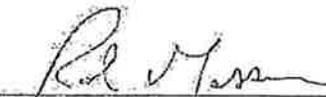


PLUT Director

Date: 4/23/14

Approved:

Bob Massar

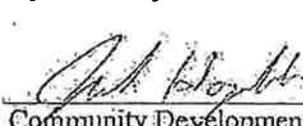


Asst. County Administrator

Date: 7/30/14

CITY OF SHERWOOD:

By: Julia Hajduk



Community Development Director

Date: 5-7-14

Approved:

By: Joseph Gall, ICMA-CM



City Manager

Date: 5-7-14