

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS REGULAR
MEETING AGENDA**

CITY OF SHERWOOD POLICE FACILITY
20495 SW BORCHERS ROAD

TUESDAY, JULY 8, 2003 FOLLOWING THE REGULAR CITY COUNCIL MTG

- 1. Call to Order**
- 2. Roll Call**
- 3. Consent Agenda**
 - A. Approve 06.10.03 URA Board of Directors regular meeting minutes (Wiley)
 - B. Approve 06.24.03 URA Board of Directors regular meeting minutes (Wiley)
 - C. URA Resolution 2003-011, Updating Check Signers (Robuck)
 - D. URA Resolution 2003-012 Façade Grant for Stitch 'n Time (Schultz)

TENTATIVE – WAITING FOR APPLICANT DOCUMENTS

- 4. Other Business**
- 5. Adjourn**

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS REGULAR
MEETING MINUTES**

CITY OF SHERWOOD POLICE FACILITY
20495 SW BORCHERS ROAD

TUESDAY, JUNE 24, 2003 FOLLOWING THE REGULAR CITY COUNCIL MTG

1. The meeting was called to order at 8:23 p.m.
2. Roll Call – Board President Keith Mays, Board Members Sterling Fox, Dennis Durrell, Dave Heironimus, Dave Grant and Sterling Fox. Board Chair Mark Cottle was out of town on business. District Administrator Ross Schultz and District Recorder Chris Wiley were present for staff.

3. Consent Agenda

A. URA Resolution 2003-008, Approve Contract for Thomas Hacker Architects, Inc. for Pre-Design Phase of the New Civic Building (Civic Building Project Manager Jenni Lipscomb) – Civic Building Project Manager presented some changes to the resolution before its passage which are shown as **Attachment 1** to these minutes.

B. URA Resolution 2003-090, Transferring Appropriations (Finance Director Chris Robuck)

C. URA Resolution 2003-010, Adopting the 2003-04 URA Budget (Finance Director Chris Robuck)

UNANIMOUSLY APPROVED BY ALL BOARD MEMBERS PRESENT.

4. Other Business

A. WALK-ON. URA Resolution 2003-006, Approve Façade Grant for Stewart-Maplethorpe property at the corner of Pine and Railroad Streets. District Administrator Ross Schultz asked the Board to approve the Resolution so the applicant could proceed and wouldn't have to wait for the next URA Board of Directors meeting before the improvements could be started. Mr. Schultz told the Board that Sherwood's Urban Renewal Policy Advisory Board (SURPAC) also asked the Board to consider improvements for roofs as part of the façade grant. The Board concurred that including roof improvements made sense and added it as an option.

URA RESOLUTION 2003-006 WAS UNANIMOUSLY APPROVED BY ALL COUNCIL MEMBERS PRESENT.

5. The meeting adjourned at 8:34 p.m.

Council Meeting Date: 7-8-03

Agenda Item: Consent Agenda

TO: Sherwood URA Board of Directors

FROM: Chris Robuck, Finance Director

SUBJECT: **URA RESOLUTION 2003-011, FACSIMILE SIGNATURES AND SIGNERS, BANK TRANSACTIONS**

ISSUE: Should the Board authorize automated check signing and update authorized signers?

BACKGROUND:

Facsimile signatures

The new accounting software has the ability to electronically sign checks. Previously, all checks had to be signed manually. ORS 294.120 allows electronic signatures, referred to as facsimile signatures, when authorized by the governing body.

Signers

The URA shares in the bank accounts and investments maintained by the City of Sherwood, and City staff perform all financial functions for the URA. Authorized signers for the URA should mirror the City.

FINDINGS:

Facsimile signatures

Staff requests Board approval to electronically sign checks for less than \$10,000; checks of \$10,000 or more would continue to be signed manually, by two signers

Controls are in place to ensure that all checks, whether signed electronically or manually, are authorized. All checks are supported by purchase orders and/or invoices approved by appropriate City staff.

RECOMMENDATIONS: MOTION TO APPROVE URA RESOLUTION 2003-011

Attachment: URA Resolution 2003-011



URA Resolution 2003-011

**A RESOLUTION AUTHORIZING FACSIMILE SIGNATURES AND SIGNERS FOR
TRANSACTIONS WITH FINANCIAL INSTITUTIONS**

WHEREAS, facsimile (electronic) signatures of checks are feasible and efficient; and

WHEREAS, City of Sherwood staff perform all financial functions for the URA, so authorized signers for the City should be authorized for the URA;

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

Section 1: The use of facsimile signatures for checks and warrants is authorized. Any policies as to the maximum amount of checks and warrants which may be signed electronically approved by the City Manager for the City of Sherwood shall apply to the URA.

Section 2. Persons authorized to sign on behalf of the Urban Renewal Agency for bank accounts, the Oregon Local Government Investment Pool, and safety deposit boxes shall be the same as those authorized for the City of Sherwood.

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

Duly passed by the Urban Renewal Board of Directors this 8th day of July 2003.

Mark O. Cottle, URA Chair

ATTEST:

C.L. Wiley, URA Recorder



URBAN RENEWAL DISTRICT BOARD
Resolution 2003 - 012

A RESOLUTION APPROVING A FACADE GRANT FOR - STITCH IN TIME & 2nd
TIME AROUND

WHEREAS, the Urban Renewal District created the Façade Grant Program by Resolution 2003 – 01 in February 03; and

WHEREAS, Stitch In Time Tailoring & 2nd Time Around, have submitted a grant application; and

WHEREAS, this request has been reviewed by the Sherwood Urban Renewal Planning and Advisory Commission (SURPAC), at their regular June 18th, 2003 meeting; and

WHEREAS, SURPAC recommends approval of the Grant;

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

The District Administrator is authorized to distribute up to \$15,000 in accordance to the terms and conditions of the Façade Grant program adopted in January, of 2003, to Eileen Cole.

Duly passed by the City of Sherwood Urban Renewal District Board this 8th day of July, 2003.

Mark Cottle Board Chairman

ATTEST:

C.L. Wiley, District Recorder



Board Meeting Date: July 8, 2003

Agenda Item: New Business

TO: Sherwood Urban Renewal Agency Board
FROM: Ross Schultz, District Manager
SUBJECT: **FAÇADE GRANT – STITCH IN TIME TAILORING & 2ND TIME AROUND**
ISSUE: Should the District Award a Façade Grant to Stitch In Time Tailoring & 2nd Time Around (SiT&2)?

BACKGROUND: On May 27 SiT&2 submitted a Façade Grant application for upgrade to their property on 280 NW Main in Old Town. The Grant was reviewed by staff and submitted to SURPAC for evaluation. SURPAC discussed the Grant, and with conditions, has submitted it to the Board with a recommendation for approval.

FINDINGS: SURPAC liked the grant proposal, but, did not like the choice of materials. SiT&2 proposed the use of Vinyl Siding for their remodel and SURPAC found that this is not consistent with the vision of Old Town.

SURPAC proposed that the grant be approved if the applicant were to use a similar product to Hardy Plank instead of the Vinyl. The applicant responded that it would cost more due to painting and ongoing maintenance required for a non-vinyl siding. SURPAC and the applicant reached a compromise and the applicant agreed to use the Hardy Plank like material and SURPAC agreed to grant the full price of the first paint job for the new siding. This still leaves the grant at less then \$15,000.

FINACIAL IMPACT:

Total Project Budget	
Improvements to the Structure that are Grant Applicable	\$18,851
Painting agreed to by SURPAC	<u>2,600</u>
	\$21,451

Total Grant Request ½ \$18,851 + Cost of Painting \$2,600 = \$11,890

RECOMMENDATION: MOTION TO APPROVE ORDINANCE 2003-012.



Home of the Tualatin River National Wildlife Refuge

RECEIVED

MAY 27 2003

CITY OF SHERWOOD

Old Town Facade Program Grant Application

Date of Application: 5/27/02 SURPAC Review Date: _____

Business Information

Name of Business

Physical Business Address

Mailing Address (if different from physical address)

Business Phone

Business Fax

Web-site

Business Owner(s) Name(s)

Address of Property to be Improved

Phone

Application being submitted by

Phone

E-mail

Project Information

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

Est. Project Start Date:

Est. Project Completion Date:

Budget

Total Project Cost:

Dollar Amount Requested:

(Please see attached Guidelines)

\$ 18,944.52
\$ 18,700.00

AMENDED

\$ 21,451
\$ 11,890

Authorization

SURPAC President

District Board President

Date Awarded

* Property Owner requested notification of date time SURPAC will review



- Since 1946. -

JOHNSON EXTERIORS, INC.

8900 S.W. BURNHAM, STE. F18 • TIGARD • OREGON • 97223
503-639-6799 • www.johnsonexteriors.com • CCB# 105204

Proposal

PROPOSAL SUBMITTED TO Ilene Cole		PHONE 503-625-6226	DATE 05/06/03
STREET 275 N.W. 1st Street		JOB NAME	
CITY, STATE AND ZIP CODE Sherwood, OR. 97140		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

- ✓ Remove all of the existing horizontal siding.
 - ✓ Remove all of the existing corner boards.
 - ✓ Completely remove all of the existing tar paper or house wrap.
 - ✓ Inspect all sheathing for fungus or rot.
 - ✓ Install 3/8" vapor permiable insulating board to the entire building. (All seams are taped)
 - ✓ Install moist-stop tape around all the windows and doors to prevent any air or moisture infiltration. (Flashing material)
 - ✓ Install new heavy duty vinyl corner posts.
 - ✓ Replace all light blocks, electrical blocks, dryer vents, etc. with new vinyl accessories.
 - ✓ Reside the entire building using Alside Dutch lap, solid vinyl siding.
 - ✓ Siding application to meet specified requirements as set by manufacturer.
 - ✓ Install a vinyl soffit and fascia system to the back and front overhangs.
 - ✓ Install mitre cut "J" channel around all windows and doors.
 - ✓ Use heavy gauge steel starter strip to secure first piece of siding.
 - ✓ Remove debris at the end of each work day.
 - ✓ Be extra careful of all the landscaping.
 - ✓ All products installed include a lifetime transferable factory warranty and a lifetime labor warranty.
 - ✓ All work will be completed to the owner's complete satisfaction.
 - ✓ New vinyl siding \$11,680.00 Soffit and fascia \$942.00
 - ✓
- Total \$12,622.00**

We Propose hereby to furnish complete material and labor in accordance with above specifications, for the sum of:
50% down; balance upon satisfaction.

Payment to be made as follows:

_____ dollars (\$ _____).

All material is guaranteed to be as specified.

Authorized Signature _____

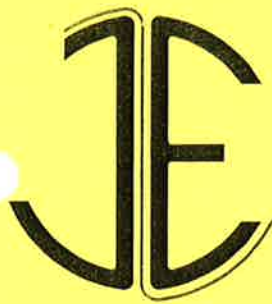
Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____



- Since 1946 -

JOHNSON EXTERIORS, INC.

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503-639-6799 • www.johnsonexteriors.com • CCB# 105204

Proposal

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STREET 275 N.W. 1st Street		JOB NAME	
CITY, STATE AND ZIP CODE Sherwood, OR. 97140		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

- ✓ Furnish and install the following Milgard Style line series, vinyl windows, all with high performance Low-E glass. Screens included.
- ✓ 2- 5050 Picture windows with flat grids \$410.00 ea. \$ 820.00
- ✓ 2- 5050 Picture windows with flat grids (Tempered) \$522.00 ea. \$1,044.00
- ✓ 1- 7030 Picture window tempered (New opening) \$ 442.22
- ✓ 1- 4040 Picture window \$ 328.00
- ✓ 1- 36" Entry door \$ 375.00
- ✓ Dry rot repair on the front windows and new framing \$ 275.00
- ✓ New opening for the 7030 Picture window \$ 225.00
- ✓ New framing for the 4040 Picture window and entry door \$ 425.00
- ✓ New interior trim (To all the windows and door) \$ 525.00
- ✓ *New framing for wood awning over door* \$4,459.22
- ✓ Remove all of the old windows. *\$1,500.00*
- ✓ Install the new windows with the nailing fin to eliminate any possible air or moisture infiltration.
- ✓ Install moist-stop tape over the nailing fins. (Flashing material)
- ✓ Install new interior wood trim.
- ✓ Remove debris at the end of each work day.
- ✓ All products installed include a lifetime factory warranty and a lifetime labor warranty.
- ✓ All work will be completed to the owners complete satisfaction.

Permit - \$363.30

We Propose hereby to furnish complete material and labor in accordance with above specifications, for the sum of: 50% down; balance upon satisfaction.

dollars (\$ _____).

Payment to be made as follows:

All material is guaranteed to be as specified.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

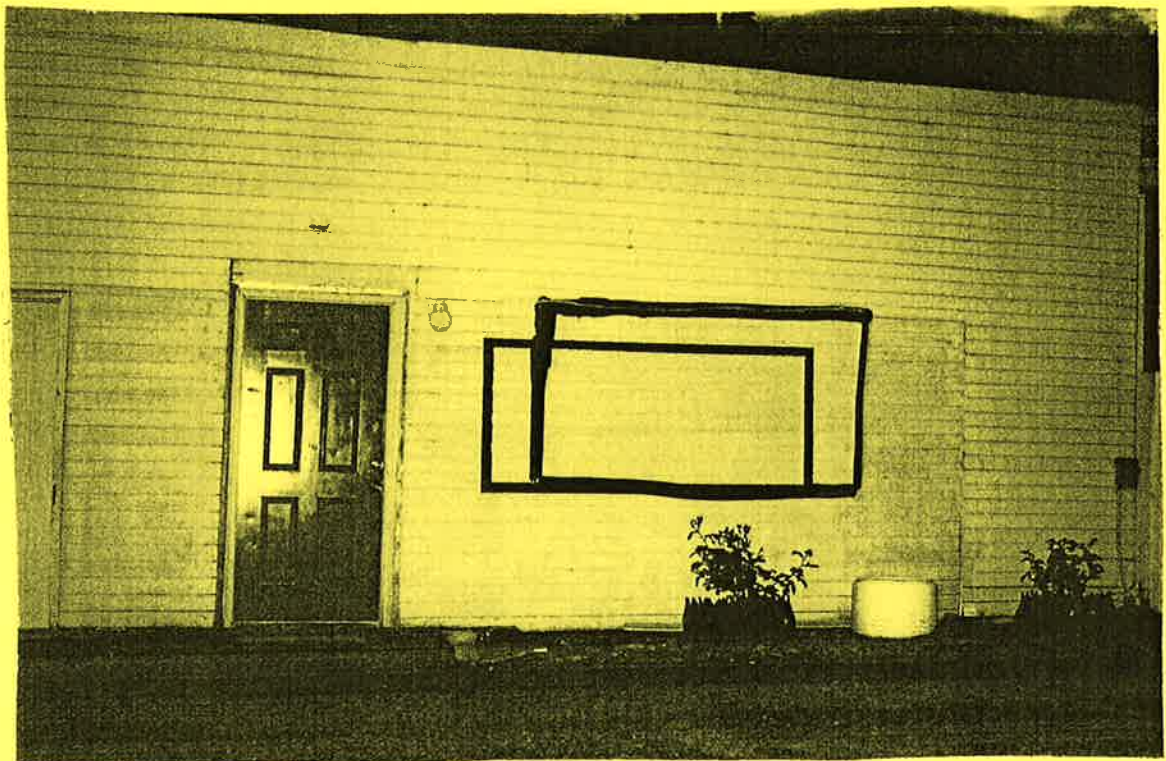
Signature _____

Date of Acceptance: _____

Signature _____



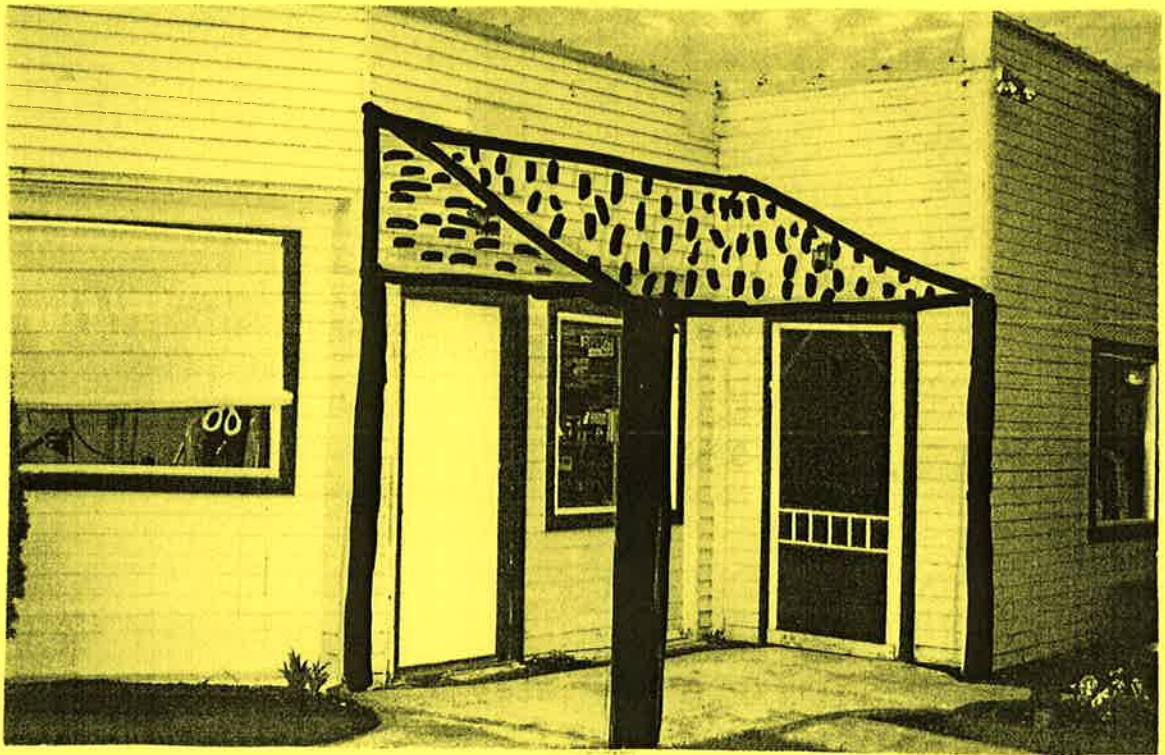
Enlarge window & move door



Fram opening for window



New framing & windows



Wood cover over two doors



Memo

To: Ross Schultz
From: Terry Keyes
Subject: **Façade Grant Application for Stitch In Time**
Date: June 11, 2003

The improvements proposed in the grant application for a *Stitch in Time* will certainly improve the building from its current state. However, use of vinyl siding and vinyl windows will not reflect any historical character in the building. In fact, I think this type of building will detract from the character of Old Town Sherwood.

Ross Schultz

From: Dave Wechner
Sent: Tuesday, June 03, 2003 3:56 PM
To: Ross Schultz
Subject: Stich in Time facade grant proposal

The Stich In Time proposal is generally in compliance with the Old Town Design Standards, except for the vinyl siding proposed. While not specifically prohibited, the thrust of the Planning Commission's Design Standards in Old Town was to encourage more quality surfaces, such as textured masonry, stone and wood. Its a subjective call, but after seeing several vinyl-sided homes fall quickly into disrepair, I question whether this is a good expense for the facade grant program. Cost may be the driving force behind it though, and if the owner doesn't have enough funding to make the whole thing go without "going vinyl", then maybe its worth it.

One other issue: Vinyl siding on a zero-setback to a pulbi calley-way (with other structures 14 feet away), *may* be a fire code issue -- I'll check with Gene. Let's get an answer to that question before making any final recommendation, okay?

IT IS NOT . .

Dave Wechner, AICP
Planning Director
City of Sherwood
20 NW Washington
Sherwood, OR 97140
(503) 625-4205

Approved Meeting Minutes

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS REGULAR
MEETING MINUTES**

CITY OF SHERWOOD POLICE FACILITY
20495 SW BORCHERS ROAD

TUESDAY, JULY 8, 2003 FOLLOWING THE REGULAR CITY COUNCIL MTG

Note: No Audio Tape – Found System Out of Order

1. The meeting was called to order at 8:37 p.m.

2. **Roll Call** – Board President Keith Mays, Board Members Dennis Durrell, Dave Heironimus, Dave Grant and Lee Weislogel. Board Chair Mark Cottle. District Administrator Ross Schultz and District Recorder Chris Wiley were present for staff.

3. **Consent Agenda**
 - A. Approve 06.10.03 URA Board of Directors regular meeting minutes (Wiley)
 - B. Approve 06.24.03 URA Board of Directors regular meeting minutes (Wiley)
 - C. URA Resolution 2003-011, Updating Check Signers (Robuck)
 - D. URA Resolution 2003-012 Façade Grant for Stitch ‘n Time (Schultz)

Consent Agenda item D removed from Consent Agenda. See attachment 1 – handed out at meeting.

ITEMS A., B., AND C., UNANIMOUSLY APPROVED BY ALL BOARD MEMBERS PRESENT.

4. URA Resolution 2003-012 Façade Grant for Stitch ‘n Time (Schultz)
Mayor Cottle declared potential conflict of interest – may have done some limited work for Stitch ‘n Time in the past but could not recall.

URA RESOLUTION 2003-012 UNANIMOUSLY APPROVED BY ALL BOARD MEMBERS PRESENT

5. **Other Business** – None

6. **The meeting adjourned at 8:43 p.m.**